

**RPL (Recognition of Prior Learning)**

**ELU**

ERIALASID LÕIMIV UUENDUS

**GUIDELINES FOR THE APPLICANT**



TALLINNA ÜLIKOOL



## THINGS TO CONSIDER...

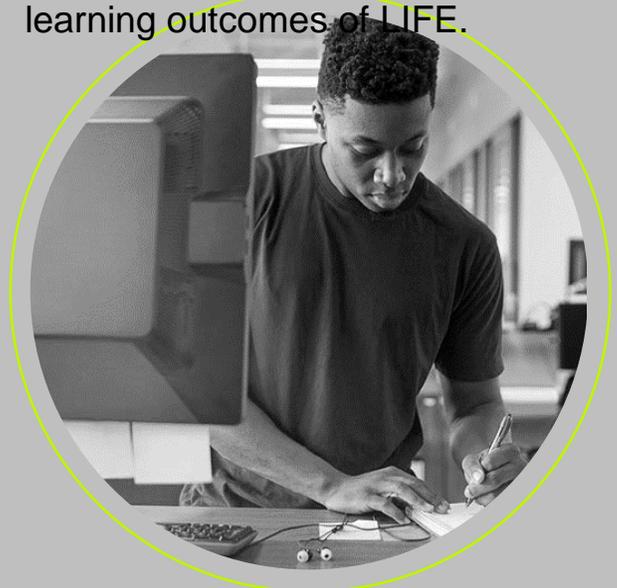
- What would you gain or lose by using RPL? e.g. cooperation and new acquaintances among students from different fields, new knowledge of other fields.
- Does your previous learning correspond to the learning outcomes of LIFE? Do you have the skills to analyse the experience and enough supporting materials?
- Is there really no topic of the LIFE project to provide you with new knowledge and/or if you do not gain the knowledge, is it compensated by your previous learning and/or working experience?
- Have you considered taking the course as an author of the project idea and supervisor?

## INTRODUCTION

These guidelines are intended for students who wish to submit an RPL application (application for the recognition of prior learning) to **pass the LIFE course**.

In order to prove prior learning and working experience (hereinafter *experience*), the student must submit a written analysis of **learning through experience for achieving each learning outcome**, accompanied by evidence-based supporting materials to illustrate the competences of the applicant and their correspondence with the learning outcomes of LIFE.

**RPL applications will be assessed by the LIFE Council** who will decide if learning from experience is in correlation with the learning outcomes of LIFE.





## RPL APPLICATION

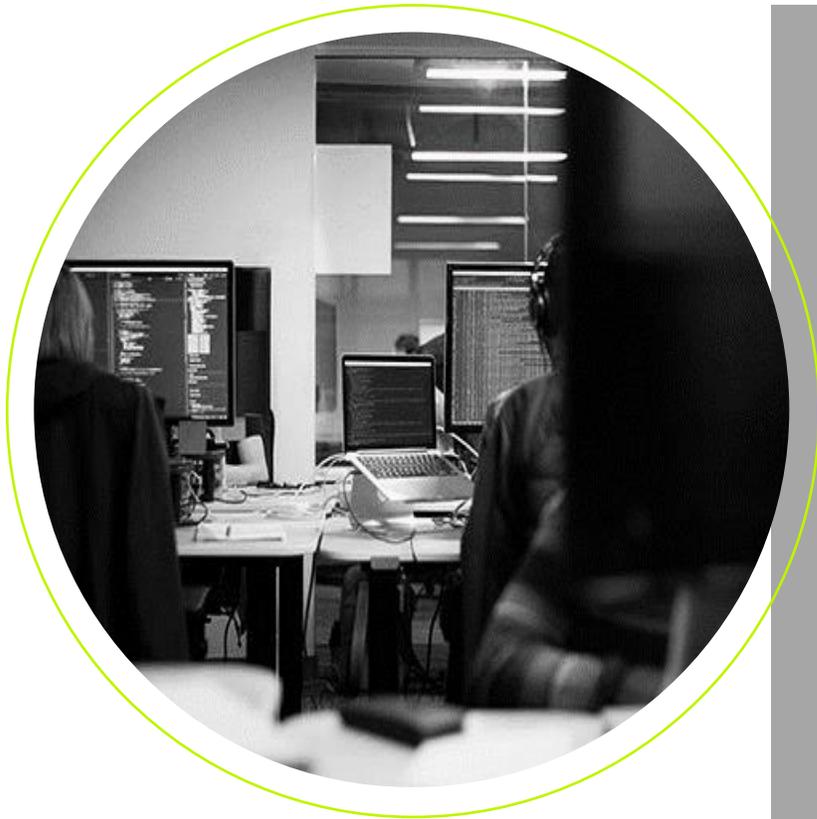
RPL application procedure consists of the following steps:

1. Counselling of the applicants (LIFE coordinators [elu@tlu.ee](mailto:elu@tlu.ee))
2. Compiling and submitting the application (in ÕIS)
3. Assessment of the application (LIFE Council)
4. Forwarding the decision to the applicant

**NB!** RPL application must be submitted no later than during the semester that precedes the semester when the course is taught. Applications can be submitted starting from the beginning of the preliminary week of the semester until the end of the intermediate week.

Submit the  
application in ÕIS  
→ Documents →  
Applications





## APPLICATION REQUIREMENTS

It is not possible to submit the application if you have already registered for the LIFE course.

Previous experience (work, training or other experience) must correspond to the LIFE course taught at TLU as regards its content, volume and depth.

It is possible to apply for combined recognition where work experience, training and previous studies at university are recognised.



## FILLING IN AND SUBMITTING THE APPLICATION

Fill in the application in **ÕIS** → **Documents** → **Applications** ([see the technical guidelines](#))  
Choose an appropriate application form (RPL – non-TU course, RPL – combined), depending on whether you wish to have a course from outside Tallinn University or combined work and learning experience recognised. Complete the application according to the guidelines, attach supporting documents to prove your experience and the [self-analysis form](#).

Supporting materials include, for example: transcript of records, training certificate, student mobility agreement, description of the position, *curriculum vitae*, portfolio, traineeship report, course description (outline) or course programme, qualification certificate, skills certificate, articles (authored by the applicant or reflecting on the applicant's activities), projects started, documents proving the participation in the project, evaluation from the work place, examples of work carried out.

Important to remember about the supporting materials:

- They must describe work and knowledge/skills of the applicant;
- The acquired knowledge/skills must be on the required level;
- Learning must be up-to-date;
- Supporting materials must be relevant and appropriate for passing the LIFE course.

## ASSESSMENT OF THE APPLICATION

The submitted application will be reviewed first by the study counsellor of the academic unit who will check the supporting materials and who shall reject the application to be corrected or forward it for assessment. The application will be assessed by the LIFE Council consisting of the representatives of the academic units and Vice-Rector for Academic Affairs. The assessment will be made no later than the last day of the semester. **During the assessment of the application the Council may request the applicant to provide additional supporting materials or perform additional tasks.**

The assessment criteria of the application are as follows:

- The application describes previous experience and there is a logical correlation between the learning outcomes of LIFE and learning from experience;
- The application provides an overview of the applicant's experience of project learning and that of cooperation, including a description of one's role in it, activities carried out and what was learned from them;
- The application includes the description of how interdisciplinary knowledge was acquired and theoretical references to prove it;
- The applicant's experience of project learning and that of cooperation reflects cross-disciplinary cooperation;



- The integrity of the analysis of the learning outcomes in which the performance of the student is seen in a combination of theoretical and experiential learning;
- The analysis of learning from experience proves that all the learning outcomes have been achieved;
- Application forms have been completed correctly and the attached documents prove the achievement of all learning outcomes and they are authentic;
- Previous experience is not only described by using key words but is reflected through substantial understanding or skills and the description proves the achievement of all learning outcomes.

#### Example

If the learning outcome provides that a student who has passed the LIFE course has knowledge and skills of applying principles of teamwork, including the division of roles, taking responsibility and contribution to group work and has acquired time management skills, it is not enough to state that the applicant has worked as a project manager for five years and acquired the skills of time management. Evidence-based analysis means that the applicant describes the activities he/she carried out when working as a project manager, how the team members were made to cooperate and how the team work was managed, theories the activities were based on, what the applicant has learned from this experience and how the knowledge is planned to be applied.

**The LIFE Council may ask the applicant for an interview**, where the applicant may be asked to provide more detailed explanations and answers (e.g. about supporting materials)



## COMMUNICATION OF THE DECISION

Applicants will receive feedback and information about each decision (negative or positive) in ÕIS.

If the decision is positive, the result will be entered to ÕIS and courses passed by means of RPL will be shown on the transcript of records.

