



Rules on Procedure and Criteria for the Recognition of Informally Acquired Knowledge and Skills



Original language:
Slovene

Country:
Slovenia

Source:
University of Ljubljana

Link: https://www.uni-lj.si/university/organization_legal_framework_and_reports/statutes_of_ul_and_regulations/2016102414583479/

(access date: 23/02/2017)

Target group

- Teacher / trainer
- Counsellor
- Social worker
- Youth worker
- future employer
- other: university, faculty**

Type of best practice

- tool
- initiative/campaign
- project
- website only
- programme
- model**
- training
- learning material
- other:

Experiences

- available for more than 5 years**
- available for less than 5 years
- pilot phase / testing
- in development
- unknown

Summary:

This practice represents 11 of 24 articles of “Rules on Procedure and Criteria for the Recognition of Informally Acquired Knowledge and Skills”, which was adopted by the Senate of the University of Ljubljana on 29th May 2007. It provides a detailed overview of the validation process that faculties (members of University in Ljubljana) use for the recognition of competences, which students gained in non-formal education trainings and projects.

The screenshot shows a web browser window displaying the University of Ljubljana website. The page title is "RULES ON THE PROCEDURE AND CRITERIA ON THE RECOGNITION OF THE KNOWLEDGE AND SKILLS OBTAINED THROUGH INFORMAL LEARNING". The page content includes a navigation menu, a sidebar with links to various university sections, and the main text of the document. The main text discusses the legal basis for the rules and the criteria for recognizing informally acquired knowledge and skills. A cookie consent banner is visible at the bottom right of the page.

Description:

Article 1

Contents

These Rules govern the procedure of establishing, assessing, confirming and recognising knowledge, and the criteria on the recognition of knowledge and skills obtained by the candidates through informal learning prior to enrolment and while studying at a University of Ljubljana member (hereinafter: "UL member").

Informal learning is an intentional educational activity carried out as part of or outside of educational institutions. Educational activities, programmes, courses and other types of informal education do not provide students with a state-approved education degree or qualification.

The category of knowledge obtained through informal learning includes the knowledge obtained as part of work experience, knowledge obtained through self-learning or as part of amateur activities, as well as knowledge obtained through experiential learning.

Article 2

Recognising the knowledge and skills obtained through informal learning

The procedure of establishing, assessing, confirming and recognising the knowledge and skills obtained through informal learning is the same for the candidates who intend to enrol in a UL member as for students who are already enrolled in a UL member.

Candidates who want their informally obtained knowledge and skills to be recognised as admission requirements or as a part of the obligations of the study programme in which they are already enrolled can apply for the recognition procedure. The term "candidate" applies to students.

Article 3

The principles applied in the process of recognising informal knowledge and skills

A UL member recognises and attributes to candidates the informally obtained knowledge and skills whose content, volume and difficulty level comply, fully or in part, to the general or subject-specific competencies determined relevant to the study programme that the candidate wishes to enrol in.

Article 4

Basis for recognition

The recognition is based on a certificate or another document, where the date and the institution, the number of ECTS (if determined) and the programme with its contents are specified and proving that the candidate has completed the programme.

Any certificates or other documents which can serve as proof for the candidate's knowledge obtained through informal educational programmes include:

- a certificate from the education and training instructors about the successfully completed educational programme;
- a certificate on informal education;
- a certificate issued by a company on internship, project implementation, etc.;
- the submission of products, publications and other types of independent work prepared by candidates.

Article 5

Credit assignment

If informally obtained knowledge and skills are recognised as a completed study obligation, they must be evaluated in accordance with the criteria for credit assignment to study programmes according to ECTS.

Article 6

The body appointed for the implementation of the procedure to recognise the knowledge and skills obtained through informal learning

The knowledge and skills obtained by the candidates through informal learning is established, verified, confirmed and recognised by the competent body of a UL member.

Article 7

The criteria applied in the recognition procedure

The following criteria are applied in the recognition procedure:

- the assessment of the achieved competencies must be based primarily on the educational objectives or admission requirements of the study programme the candidate wishes to enrol in;
- the candidate's obtained competencies need to be properly documented and recognised regardless of where and how the candidate has obtained them.

Article 8

Special cases needing proof of knowledge and skills obtained through informal learning

Special cases needing proof of knowledge and skills obtained through informal learning include the following:

- The candidate submits a certificate or another document that only proves their attendance at an education course but not also that their knowledge was assessed;
- The candidate is unable to submit a certificate or another document because the relevant education provider did not issue such a document;
- Either the candidate cannot get the printed material of the relevant educational programme or such material is insufficient to the point that the comparison cannot be made.

Article 9

Recognising knowledge and skills obtained at work, through self-learning and informal learning

A candidate can apply for the recognition of the knowledge and skills obtained at work, through self-learning and informal learning.

The process of establishing, assessing, confirming and recognising such knowledge is different because there are usually no certificates or other documents to support the acquired knowledge or descriptions of an educational programme to enable comparison.

In the process of establishing, assessing, confirming and recognising the informally obtained knowledge and skills, the competent body of a UL member decides:

- a) whether or not to assess the informally obtained knowledge or skills;
- b) whether or not to assess the products and services submitted by the candidate as proof of mastering certain knowledge or skills.

- a) Assessing the informally obtained knowledge and skills with knowledge and skills assessments:

In order to verify the informally obtained knowledge and skills, the competent body of a UL member selects the method which is the most suitable in terms of the objectives and standards of knowledge that are to be assessed.

Knowledge can be assessed in the following ways:

- With an interview, discussion or defence;
- By defending a seminar paper or project prepared for this purpose, or by evaluating a product;
- With an oral or written exam.

- By evaluating the procedures carried out by a candidate during a practical test (work, task, etc.), demonstration, presentation or simulation;

b) Establishing, assessing and confirming the knowledge and skills obtained through informal knowledge by assessing resulting products and services

A candidate may already have prepared a product proving they master a part of the study programme (module, course) that they are enrolling in. The committee can use such a product as the basis for the preparation of the assessment about the learning outcomes and competencies achieved by the candidate.

By assessing such products and services, the following can be established, verified and confirmed:

- The performed practical work;
- A written paper;
- A performed service at work (the implementation of a project, etc.).

Article 10 Application

The recognition procedure starts on request by the candidate who submits an application on the proper form, which is an integral part of these Rules, at the Student Affairs Office.

If the application is incomplete, the Office shall ask the candidate to complete it and set a deadline for the completion thereof.

Article 11 Mandatory components of the application for the recognition of the knowledge and skills obtained through informal learning

The application for the recognition of the knowledge and skills obtained through informal learning (hereinafter: “application”) must include:

- certificates;
- other documents (various documents, which are issued by the employer and serve as evidence of experience, certificates of attendance at seminars and trainings, etc.);
- a portfolio in which candidates prepare their CVs with information about education, jobs and other previously obtained experience and knowledge;
- other evidence (products, services, publications and other independent work prepared by candidates; projects, inventions, patents, etc.).

Contributing partner: INTEGRA