

## **THE DESCRIPTION OF THE PROCEDURE FOR THE ASSESSMENTS AND RECOGNITION OF COMPETENCES ACQUIRED THROUGH NON-FORMAL AND SELF-EDUCATION AT VILNIAUS KOLEGIJA/HIGHER EDUCATION INSTITUTION**

### **CHAPTER I GENERAL PROVISIONS**

1. The description of the procedure for assessment and recognition of competences acquired through non-formal and self-education (hereinafter – the Description) at Vilniaus Kolegija/Higher Education Institution (hereinafter – the Kolegija) establishes the procedure for the assessment and recognition of competences acquired through non-formal and self-education (hereinafter – the Competences) as study outcomes at the Kolegija.

2. The Description has been drafted in accordance with Law on Science and Studies of the Republic of Lithuania, Law on Non-Formal Adult Education and Continuing Education, Law on Education of the Republic of Lithuania, the general principle for the assessment and recognition of the competences acquired through non-formal and self-directed learning related to higher education, approved by Decree No. V-289 of the Minister of Education and Science of the Republic of Lithuania of 24 April 2017 “Regarding the approval of general principles for the assessment and recognition of non-formal and informal competences in higher education“, the Kolegija’s study regulations.

3. The Description applies to persons studying at the Kolegija and seeking the assessment and recognition of the Competences based on the study results of the study programme they are studying, and to persons who are not studying at the Kolegija but seeking the assessment and recognition of Competences based on the study outcomes of the relevant study programme.

4. Key terms used in the Description:

4.1. **A competence** – the ability to perform a certain activity responsibly and independently, based on the totality of acquired knowledge, skills, abilities and values.

4.2. **A consultant** – a person who advises the applicant on how to prepare a learning achievement portfolio and provides feedback to the applicant on the assessment and recognition of their Competences.

4.3. **Learning achievements portfolio (hereinafter – Portfolio)** – a collection of evidence supporting Competences acquired by the applicant seeking the assessment and recognition of

Competences (non-formal learning certificates, examples of the applicant's work, projects, works of art, feedback from employers, clients, etc., copies of employment contracts, job descriptions, etc.), which provides opportunity to objectively and comprehensively assess Competences acquired by the applicant.

4.4. **Non-formal education** – education that meets the interests of individuals and society through various programmes for meeting the needs of non-formal adult education, improving qualifications and acquiring Competences, provided to persons aged 18 and over.

4.5. **An applicant** is a person who wishes to have their Competences assessed and recognised by the study outcomes of the relevant study programme.

4.6. **Self-education** – independent learning based on knowledge obtained from various sources and practical experience.

4.7. Other terms used in the Description are defined in the Kolegija's Statute and other legal acts of the Kolegija.

## CHAPTER II

### CONDITIONS FOR THE ASSESSMENT AND RECOGNITION OF COMPETENCES

5. Principles of the assessment and recognition of Competences:

5.1. Principle of Accessibility. Applicants may seek to have their acquired Competences assessed and recognised regardless of how they were acquired. Accessibility means geographical accessibility of the assessment location, ensuring equal opportunities, explaining the essence and specifics of the assessment procedure, and discussing possible assessment results.

5.2. Principle of Flexibility. The used assessment methodology allows for the assessment of Competences acquired by the applicant, regardless of where and how they were acquired, and makes it possible to design individual study paths for the applicant entering the higher education system from different backgrounds: practical activities, institutions providing non-formal education, and other countries.

5.3. Principle of Transparency and Objectivity. Competences are assessed by combining and integrating various assessment methods and avoiding the assessor's subjective approach to assessment procedures, criteria or the assessed candidate. The applicant is provided with feedback on the decision taken and is given the opportunity to appeal.

5.4. Principle of Comparability. Competences are assessed according to the expected study outcomes described in the relevant study programme of the Kolegija.

5.5. Principle of Voluntariness. By voluntarily deciding to participate in the assessment process, the applicant interested in the assessment is responsible for the documents and additional information submitted to confirm the acquired Competences and is motivated to be assessed.

6. The applicant seeking the assessment and recognition of Competences must have at least a secondary education and at least two years of practical experience in applying Competences for which the applicant seeks assessment and recognition.

7. The Kolegija assesses and recognises Competences and awards study credits amounting to no more than 75% of the scope of the relevant study programme; credits are not awarded for the final thesis (project).

### **CHAPTER III**

#### **ASSESSMENT AND RECOGNITION OF COMPETENCES**

8. The Kolegija assesses applicant's Competences acquired in various environments: while working, improving qualifications, participating in the activities of various organisations and groups, performing voluntary work, performing work beneficial to the community, studying at institutions providing non-formal education or self-education or other means, and which the applicant can justify and prove as equivalent to the study outcomes of a study subject (module).

9. The Head of the Study Department of the Faculty where the study programme is implemented shall familiarise the person with the principles and procedure for the assessment and recognition of Competences.

10. Persons who have decided to participate in the assessment of Competences and recognition procedure shall submit the following to the Head of the Faculty's Study Department:

10.1. an application to participate in the procedure (Annex 1);

10.2. a document(s) proving two years of work experience;

10.3. a document certifying secondary education and a copy thereof (applicable to persons not studying at the Kolegija);

10.4. a document proving payment of the fee for the application to participate in Competences assessment and recognition procedure and for the examination of the Portfolio (applies to persons not studying at the Kolegija).

11. Persons who have decided to participate in Competences assessment and recognition procedure shall submit the documents specified in Clause 10:

11.1. The Kolegija's students – within two weeks of the start of the semester;

11.2. persons who do not study at the Kolegija – during the semester.

12. Within 30 days of submitting the application, the applicant prepares the Portfolio (Annex 2), in which they provide justification and evidence of Competences acquired that are directly related to the study outcomes of the relevant subject (module) of the chosen study programme, and submits it to a consultant.

13. The consultant, who is usually the Head of the Department supervising the study programme for which the applicant seeks the assessment and recognition of study outcomes, shall advise on the preparation of the Portfolio.

14. The Portfolio submitted by the applicant shall be considered as the main evidence of the applicant's Competences. The applicant shall be responsible for the accuracy of the data and documents submitted.

15. Within 10 working days of receiving the Portfolio, the consultant, in consultation with the lecturer(s) of the relevant study subject(s) module(s), shall prepare a list of Competences that can be assessed and recognised as corresponding to the study outcomes of the study subject(s) module(s) (hereinafter – the List) (Annex 3), informs the applicant and submits it to the Head of the Faculty's Study Department.

16. For persons not studying at the Kolegija, the Head of the Faculty's Study Department, prepares an agreement for the assessment and recognition of Competences by study outcomes (hereinafter – the Agreement), based on the List submitted by the consultant.

17. For the assessment and recognition of the applicant's Competences, the Competence Assessment and Recognition Board (hereinafter – the Board) of at least three members shall be formed within 5 working days of the preparation of the List, at the recommendation of the consultant and by the order of Dean.

18. Within 15 working days of its formation, the Board shall assess the applicant's Competences in relation to the expected study outcomes of the relevant study subject (module), decide on the methods to be used for their assessment, and inform the applicant thereof.

19. Various assessment methods may be used to assess the Competences: review and assessment of evidence submitted in the Portfolio, interview, test, observation and assessment of performance at the workplace, reflection and other methods provided by the Board. The Board shall determine the methods for assessing Competences and determining and verifying compliance with the study outcomes of the study subject (module), prepare tasks and their assessment criteria, and set a deadline of no more than two months for the applicant to prepare for the assessment (Annex 5).

20. The assessment and recognition of Competences take place at a time agreed with the applicant. If the applicant fails to participate in the assessment procedure without a valid reason, the Competences assessment and recognition procedure shall be terminated.

21. The Board shall carry out the assessment and recognition of Competences and shall complete assessment report (Annex 6), in which it presents its decision on the assessment of Competences – to recognise or not to recognise the applicant’s Competences as corresponding to the expected study outcomes of the chosen study programme (module), which is assessed on a ten-point scale.

22. Within 5 working days after the final assessment, the Board prepares an excerpt from the protocol (Annex 7), submits it to the Faculty’s Study Department and the consultant, who informs the applicant of the Board’s decision and the assessment results.

23. Within five working days, the Faculty Study Department employee, based on the Board protocol excerpt, shall:

23.1. enter the result(s) of the study subject(s) module(s) into the Academic Information System for the Kolegija’s student;

23.2. prepare a certificate of assessment and recognition of Competences acquired through non-formal and self-directed learning (Annex 8) for persons not studying at the Kolegija.

## **CHAPTER IV FINAL PROVISIONS**

24. If the applicant disagrees with the Board’s decision on the assessment and recognition of Competences, they have the right to appeal to the Rector of the Kolegija within three working days of being informed of the Board’s decision. The Rector shall set up the Appeal Commission to examine the applicant’s appeal in accordance with the procedure established by the Kolegija.

25. A person who does not study at the Kolegija shall pay a fee for the assessment and recognition of Competences as determined by the order of the Rector of the Kolegija:

25.1. for the application to participate in the competence assessment and recognition procedure and the examination of the Portfolio no later than the date of submission of the application;

25.2. for the credits to be transferred in the competence assessment and recognition procedure no later than three working days after the signing of the.

26. Competences assessment and recognition documents are kept in the Department for one year.

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