

APPROVED
Order No V-21 of 26 February 2013
of the Director of the College of St
Ignatius of Loyola

**ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED IN NON-
FORMAL ADULT EDUCATION**
DESCRIPTION OF PROCEDURE

I. GENERAL PROVISIONS

1. The procedure for the assessment of non-formal learning achievements (hereinafter - achievements) and recognition of competences has been developed in accordance with Article 17(4) of the Law on Education of the Republic of Lithuania, which stipulates that "Competences acquired by a person through non-formal education may be recognised as a part of a formal education programme or qualification according to the procedure set by the government or an authority authorised by the government, or as determined by a higher education institution" (June 17, 2003, No.IX-1630, current version: January 21, 2010), and Article 39 of the Education Law of the Republic of Lithuania, which stipulates that the competences of a person who has acquired non-formal education may be recognised as a part of formal education programme or qualification. Article 39(1), which states that "a person's formal, non-formal or informal learning achievements shall be validated by a document (certificate, matriculation certificate, diploma) issued in accordance with the procedure established by law, the content, form and procedure of issuance of which shall be determined by the Government or an institution authorized by it", and the Recommendations on the Evaluation and Recognition of Competences Acquired in the System of Non-formal Adult Education in Higher Education, approved by the Order of the Minister of Education and Science No. V-2319 (31/12/2010)

2. The terms used in this procedure correspond to the terms defined in the Law on Education of the Republic of Lithuania (Žin., 1991, No. 23-593; 2003, No. 63-2853), the Law on Non-formal Adult Education of the Republic of Lithuania (Žin., 1998, No. 66-1909), and the Law on Science and Studies of the Republic of Lithuania (Žin., 2009, No. 54-2140).

3. Common principles for the assessment and recognition of acquired competences:

3.1. Accessibility principle. Stakeholders can seek to have the competences acquired in their

non-formal adult education assessed and recognised irrespective of how they were acquired. Accessibility means clarity of procedures, equal opportunities

Ensuring the substance of the assessment, clarity of the requirements, and discussion of the results.

3.2. The principle of flexibility. The assessment methodology allows the assessment of competences acquired in non-formal adult education to be carried out regardless of where and how they were acquired, allowing the design of individual study pathways for a candidate entering higher education from a variety of backgrounds: practical activities, non-formal education institution, another country, etc.

3.3. The principle of transparency and objectivity. The competences acquired by a candidate in non-formal adult education shall be assessed by combining and integrating different assessment methods and avoiding the subjective attitude of the assessor towards the assessment procedures, the criteria or the candidate being assessed. The candidate shall be given feedback on the decision taken and an opportunity to appeal.

3.4. The principle of equivalence. The competences acquired in the non-formal adult education system shall be assessed on the basis of the knowledge and competences described in the relevant study programme as possessed by the student upon completion of the learning subject, module, programme (hereinafter referred to as learning outcomes).

3.5 The principle of voluntariness. By voluntarily deciding to participate in the assessment process, the candidate interested in the assessment shall be responsible for the documents and materials submitted for the assessment as evidence of the competences acquired in the non-formal adult education system, such as: certificates, employers' references, projects, self-assessments, video and audio recordings, work samples, etc. (hereinafter referred to as 'evidence of competence'), shall be motivated for being assessed, shall be prepared for the assessment procedure and shall be deliberately planning for the further study at higher education institutions if he/she is aiming to acquire the qualification.

4. This policy sets out the requirements and procedures for the assessment of competences acquired through non-formal and informal learning.

5. The procedures for the assessment of achievements and recognition of competences apply to persons wishing to assess their non-formal and informal learning achievements.

6. During the current semester, the applicant shall prepare for the assessment of achievements and the recognition of competences in the subjects to be studied in future semesters.
7. A competency assessment agreement is concluded between the applicant and the relevant department of the College of Saint Ignatius of Loyola defining the obligations of both parties.
8. Competence Assessment and Appeals Boards shall be set up by departments.

II. ORGANISATION OF THE ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED IN NON-FORMAL ADULT EDUCATION

1. CONSULTING:

- 1.1 Consultation and preparation for the evaluation takes place throughout the calendar year.
- 1.2 The applicant shall be given an initial consultation and further consultations as required by the applicant. The consultants shall advise the applicant on the preparation of the competency folder and check its content.
- 1.3 The first consultation shall be for a minimum of 1 academic hour.

2. ASSESSMENT AND RECOGNITION OF COMPETENCES:

- 2.1 Competence assessment is carried out by the Competence Assessment and Recognition Board, assessing theoretical and practical training.
- 2.2 The examinee must provide a competency folder to justify the relevance of the competencies held to the requirements of the programme of study or part of the programme of study.
- 2.3 The examinee shall take a test of theoretical and practical knowledge. He/she shall inform the applicant of the assessment test and set an assessment date.
- 2.3 The Board shall determine whether or not the competences possessed meet the requirements of the programme of study of the subject on the basis of the results of the assessment.
- 2.4 The Commission shall submit the conclusions of the evaluation and proposals for recognition to the Heads of the relevant Departments of the College of St Ignatius of Loyola or their authorised representatives for approval.

3. RECOGNITION OF COMPETENCES:

- 3.1 Recognised competency assessment results are counted as learning outcomes.
- 3.2 The final thesis and/or the final examination shall not be credited;

3.3. No more than 75% of the intended programme of study shall be credited;

3.4 Non-degree programmes/modules approved by the College of St Ignatius of Loyola may be counted as part of the study programme according to their credit volume and relevance to the study programme.

4. FORMALISING THE RECOGNITION OF COMPETENCES

4.1 Records of the counselling provided to applicants shall be recorded in the Counselling Logbook of the relevant department of the College of St Ignatius of Loyola.

4.2 Evidence of the applicant's competences shall be contained in a competences folder, which shall be kept in the archives of the relevant department of the College of St Ignatius of Loyola.

4.3 The Board shall record its conclusions on the assessment and/or crediting of competences on the model form of the Competence Assessment and Crediting Card (Annex 2), attach the documents completed during the assessment (applicant's competences evidence folder, completed tests, interview protocols, etc.), sign them and hand them over to the coordinator.

4.4 Course titles, grades, and other data related to the crediting of study results shall be entered in the diploma supplement (appendix) or academic certificate in Lithuanian.

4.5 In the event of withdrawal or transfer, the applicant shall be issued with a certificate from the College of St Ignatius of Loyola indicating the competences recognised.

4.6 All documents proving the applicant's achievements shall be forwarded to the archives of the relevant department of the College of St Ignatius Loyola.

III. FUNDING

1. For the assessment and recognition of competences, a fixed fee is charged, consisting of:

1.1 Fee for the examination of the application for the assessment and recognition of competences acquired in the non-formal adult education system, as well as for the preparation of the higher education institution for the assessment procedure, which shall not exceed the amount of 1 basic social allowance;

2.2 a fee for the assessment of competences, which depends on the extent to which the candidate's competences acquired in the non-formal adult education system correspond to the study results, with a fee per one credit of study, expressed as a basic social allowance (BSA). This contribution shall not exceed 0,3 of the BSI.

VI. FINAL PROVISIONS

1. If a person disagrees with the decision on the assessment and recognition of competences, he/she has the right to appeal to the Head of the relevant Department of the College of St Ignatius of Loyola within 20 days from the date of receipt of the reply.

1.1. For the purpose of hearing appeals against the assessment and recognition of competences, the Head of the Department shall set up an Appeals Board consisting of 3 members. The panel shall consist of one lecturer from the programme of study appointed by the Head of Department, one member of the Competence Recognition Panel, and the Principal of the College of St Ignatius of Loyola.

1.2 The Appeals Board shall consider the appeal received within 30 calendar days at the latest and shall provide a written reply to the person who lodged the appeal.

Attachment

College of St Ignatius of Loyola

To the Head of Department

.....programme

Study form.....

Name and surname.....

Telephone number.....

EXAMPLE

APPLICATION

(date of request)

Please assess the competences acquired through non-formal learning, recognise the competences and determine their value in terms of study credits, based on the evidence provided for the acquisition of competences.

/Student's name and surname, signature/

.....
 (name of study programme)

.....
EXAMPLE

 (surname, first name, e, e)

Competence assessment and credit card

Eil. No.	Credited subject of study	Credits	Rating	Experts	
				First name, surname	Signature
1.					
1.					
3.					
4.					
5.					

STRUCTURE OF THE COMPETENCE FOLDER

CURRICULUM VITAE (CV IN EUROPASS FORMAT)

COMPETENCES ACQUIRED THROUGH FORMAL LEARNING, QUALIFICATIONS AND EDUCATION

DOCUMENTS

Competences and/or qualifications and/or education	Document Name	Who betrayed and year of issue	Consultant Notes	Competences evaluation Commissions Conclusion

COMPETENCES ACQUIRED THROUGH NON-FORMAL LEARNING, AND COMPLETION AND DOCUMENTS CONFIRMING THIS (table)

Competences	Name of the document	Who issued and year of issue	Consultant's notes	Conclusion of the Competence Assessment Panel

Conclusions of the Competence Assessment Panel

Eil. No.	Competences	Title of the subject to be credited	Credits
EXAMPLE			

Competence Assessment Panel