

## **Conditions and procedures of accreditation of prior and experiential learning in Tallinn Health Care College**

### **1. GENERAL PROVISIONS**

- 1.1. Procedure of accreditation of prior and experiential learning (hereinafter APEL) in Tallinn Health Care College (hereinafter the College) is based on Higher Education Standard § 12 clause 1 and Rules of Study Organization of the College Section 5.25.
- 1.2. This procedure regulates the accreditation of prior and experiential learning in meeting the requirements of admission and completion of the curriculum of the College.
- 1.3. Implementation of APEL in the College is coordinated and advised by the APEL specialist (hereinafter the Specialist).
- 1.4. Implementation of APEL is carried out in the form of individual evaluation by the APEL Commission (hereinafter the Commission) confirmed by the Decree of the College on the basis of the personal written request of the student, or the student candidate (hereinafter the Applicant).
- 1.5. APEL application forms, annex forms, rates of service fees, application instructions and configurations of Commissions are available on the web page of the College <http://www.ttk.ee/oppimine/oppekorraldus/vota/>

### **2. APPLICATION OF APEL IN MEETING THE ADMISSION REQUIREMENTS**

- 2.1. On admission, an Applicant can apply for application of APEL for accreditation of prior and experiential learning as a part of the curriculum if:
  - 2.1.1. The studies have been interrupted on the same curriculum;
  - 2.1.2. The studies have been interrupted on a similar curriculum.
- 2.2. Upon applying for study places of the curricula requiring previous vocational education, the Applicant must, for application of APEL, submit to the admission committee a certificate of completion of a previous vocational or specialty education (diploma), together with a results report or an extract from the results report.
  - 2.2.1. In the absence of the results report, the Applicant must apply to the previously completed institution of education for retrieval of the extract and the result report will be restored on the basis of the documents maintained in the archives.
  - 2.2.2. If restoration of the result report is impossible and provided that the Applicant preserved the diploma/certificate and in the archive have preserved the documents of the person simultaneously completed in the same educational institution, the previously completed subjects of the Applicants will be transferred on the basis of the results report of the person who studied on the same specialty in the same institution of education with the remark "passed".
  - 2.2.3. Completion of the compulsory subjects and internships by the Applicant is automatically accredited after admission in accordance with this procedure. Transfer of grades does not need to be specially applied for.

### **3. APPLICATION OF APEL ON COMPLETION OF THE CURRICULUM**

- 3.1. APEL can be applied:
  - 3.1.1. Upon completion of a curriculum for accreditation of subjects, if the Applicant:
    - 3.1.1.1. Has completed a compulsory, elective or optional subject in a vocational institution of education, professional institution of higher education or a university;
    - 3.1.1.2. Has undergone a refresher course, free education or other training and has a corresponding diploma, certificate or other proof of completion of the education.

- 3.1.2. Upon completion of a curriculum for accreditation of subjects or an internship, if the Applicant:
  - 3.1.2.1. Holds a professional or an equivalent professional experience.
- 3.2. In case of an Applicant with previous vocational education or professional experience, application of APEL on accreditation of experiential learning as a part of an internship takes place according to the following scheme:
  - 3.2.1. One year of full-time work experience is considered equivalent to an internship passed in the capacity of 15 ECTS.
  - 3.2.2. Employment during the last five years is taken into account.
- 3.3. The volume of each subject under the consideration of application of APEL must be at least 13 hours or 0.5 ECTS.

#### **4. APPLICATION OF APEL**

- 4.1. Accreditation of a mandatory, elective or an optional subject:
  - 4.1.1. The Applicant shall submit a formal request to the Specialist with corresponding annexes (Annex 1, Annex 2 or Annex 3) and the original and a copy of the document certifying completion of the subject(s) and/or the experience.
  - 4.1.2. The original of the document, an evaluation and a copy is approved by the Specialist. The original is returned to the student.
  - 4.1.3. The Commission's decision will be communicated by the Specialist to the student within one month after the submission of the application and the necessary documents, confirming that with the signature on the application form.
  - 4.1.4. The Specialist enters the decision into the APEL registry. In the case of a positive decision, the Specialist shall enter the accredited subject or internship into SIS, stating the name, volume and the grade of the subject and in case of formal education also the educational institution at which the subject was completed.
  - 4.1.5. In case of application of APEL on the basis of work experience, the Applicant shall, in addition, submit a work analysis.
- 4.2. Applications for accreditation of a compulsory subject, an internship and an elective and an optional subject are stored in a separate APEL folder.

#### **5. FEES OF APEL**

- 5.1. Application of APEL in meeting the admission requirements is free of charge.
- 5.2. Application of APEL for transfer of subjects or internships for completion of a curriculum is for a charge.
- 5.3. The Applicant shall pay for the examination of applications according to the APEL fees approved by the Rector of the College on the basis of the invoice of service fee submitted to him or her by bank transfer or to the Specialist in cash.

#### **6. CONTROL AND APPLICATION**

- 6.1. The College has the right, for accreditation of prior and experiential learning, to give practical tasks to the Applicant, to interview the Applicant or to assess the student's knowledge and skills in other ways.
- 6.2. During the studies, the Applicant is responsible for the timely submission of the APEL application. The application shall be made before the start of the subject the transfer of which is applied for. The applications for the subjects beginning in the first month of the first year of study shall be submitted during the first month.
- 6.3. The College has the right to reject applications not submitted on time.

- 6.4. Evaluation and accreditation of prior and experiential learning is not applied on meeting of the requirements of completion indicated in the Higher Education Standard § 7 paragraph 2, § 8 paragraph 2 and § 9 paragraph 2, under which APEL cannot be applied for transferring the graduation thesis or final exam part of the curriculum.
- 6.5. The Commission is responsible for timely and competent decision-making in application of APEL regarding compulsory subjects, elective and optional subjects and the internship.
  - 6.5.1. The Commission shall carry out a thorough analysis of the application and supporting documents.
  - 6.5.2. The Commission is authorized to make inquiries on behalf of the College to the issuers of the documents accompanying the application for testing of their accuracy and substantive compliance.
  - 6.5.3. For the control of work analysis, the Commission is entitled to use third party experts and to address the employer(s) referred to in the work analysis of the Applicant with additional questions for further information.
- 6.6. The learner is able to challenge the result in accordance with Chapter VIII of the Rules of Organization of Studies.
- 6.7. The Vice Rector of Academic Affairs is responsible for overall coordination of this procedure.

ACCREDITATION OF SUBJECTS <i>(To be completed by applicant)</i>						DECISION <i>(to be completed by the Commission/reviewer of APEL)</i>			
The subject applied for, subject code, volume (ECTS)	Name of the subject in Estonian and in English, the code	Volume <i>(according to the original performance)</i>	Grade	Date	Institution of education in Estonian and English/ Lecturer	Type of the subject *	Decision	Volume ECTS	Grade
							<input type="checkbox"/> accredited <input type="checkbox"/> not accredited		
Reason <i>(filled be the assessor)</i> :						Assessor <i>(name, signature)</i> :			
							<input type="checkbox"/> accredited <input type="checkbox"/> not accredited		
Reason <i>(filled be the assessor)</i> :						Assessor <i>(name, signature)</i> :			

\* Types of subjects: 1 - a compulsory subject; 2 -an optional subject; 3 - an elective subject

**Added documents certifying the studies** *(underline the suitable)*: diploma / certificate, results report / academic transcript, subject program / curriculum

**I confirm that the submitted information is correct:**

Date:	Signature of the Applicant:
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**CONFIRMATION OF THE DECISION**

*If necessary, add more pages/delete pages*

Date:	APEL Specialist ( <i>name, signature</i> ):
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no. ....

**I AM APPLYING FOR ACCREDITATION OF A SUBJECT ON THE BASIS OF EXPERIENTIAL/INDEPENDENT LEARNING:**

<b>ACCREDITATION OF EXPERIENTIAL LEARNING</b> <i>(To be completed by applicant)</i>		<b>DECISION</b> <i>(to be completed by the Commission/reviewer of APEL)</i>			
The subject applied for	Volume ECTS	Subject type *	Decision	Volume ECTS	Grade
			<input type="checkbox"/> accredited <input type="checkbox"/> not accredited		

\* Types of transfer: 1 - a compulsory subject; 2 - an elective subject, 3 - an optional subject, 4 - internship

Details of the offices and/or community activities:

<b>The name and contact information of the institution:</b>	
<b>Starting and end date of employment:</b> <i>(date and year)</i>	
<b>Office/role:</b>	
<b>Duties:</b> <i>(Describe your duties and responsibilities that you performed in your office)</i>	
<b>Skills and competencies acquired from the work experience/independently; linkage with the curriculum:</b> <i>(analyze what you have learned from the experience and the relationship thereof with the part and the subject of the curriculum)</i>	

If necessary, add or remove lines and pages, in description of multiple jobs or social organization, please submit all the data of each institution or organization.

**The attached compulsory documents certifying the experience:**

1. Certificate
2. Work analysis

**I confirm that the submitted information is correct:**

Date:

Signature of the Applicant:

**CONFIRMATION OF THE DECISION**

If necessary, add more pages/delete pages

no. .... .

Justification/ suggestions:

Date:	Assessor ( <i>name, signature</i> ):
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<b>ACCREDITATION OF CONTINUING EDUCATION</b> <i>(To be completed by applicant)</i>						<b>DECISION</b> <i>(to be completed by the Commission/reviewer of APEL)</i>			
The subject applied for, subject code, volume (ECTS)	Name of the subject in Estonian and in English, the code	Volume <i>(according to the original performance)</i>	Grade	Date	Institution of education in Estonian and English/ Lecturer	Type of the subject *	Decision	Volume ECTS	Grade
						<input type="checkbox"/> accredited <input type="checkbox"/> not accredited			
Skills and competences acquired in the continuing education, linkage with the curriculum: <i>(describe and analyze what you have learned in training and its connection to the curriculum)</i>						Justification:			
						Assessor( <i>name, signature</i> ):			

\* Types of subjects: 1 - a compulsory subject; 2 - an optional subject; 3 - an elective subject

**Added documents certifying the studies** (underline the suitable): diploma / certificate, results report / academic transcript, subject program / curriculum

**I confirm that the submitted information is correct:**

Date:	Signature of the Applicant:
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*If necessary, add more pages/delete pages*



**CONFIRMATION OF THE DECISION**

Date:	APEL Specialist( <i>name, signature</i> ):
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