



# **Dhalia Real Estate Services**

**Policy on**

# **Recognition of Prior Learning**

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## **Introduction**

Recognition of Prior Learning (RPL) is a pivotal element within educational and professional development frameworks, designed to acknowledge and validate the skills and knowledge acquired through informal and non-formal learning experiences. The implementation of an RPL policy aims to create equitable access to educational and career advancement opportunities, ensuring that individuals can leverage their prior learning to achieve qualifications and career milestones.

## **Definitions of RPL**

### Type 1: Acknowledgement of Previous Certificated Education (RPCL)

The process of evaluating and giving credit for prior training that has been certified or approved by a training provider but has not resulted in an award or qualification.

### Type 2: Acknowledgement of Previous Experience-Based Learning (RPEL)

The process of evaluating and giving credit for knowledge acquired through training and/or experience but not yet officially certified is known as RPEL.

### Type 3: Credit Transfer

Credit transfer is the process of identifying and transferring credit and/or qualification achieved by a student/applicant on one course against another course.

### Type 4: Recognition of Prior Learning for Entry

The practice of admitting students or applicants to the beginning of a programme based on qualifications and/or experience other than those specified by the academic entry requirements stated in the prospectus.

## **Purpose**

The primary purpose of this RPL policy is to provide a structured and transparent framework for assessing and recognizing the competencies and knowledge that individuals have gained outside traditional educational settings. This policy supports lifelong learning, facilitates workforce mobility, and enhances the efficiency of educational systems by reducing redundancy in learning.

## **Objectives**

The objectives of this RPL policy are the following:

- **Equity and Accessibility:** To promote inclusivity by recognizing the diverse learning experiences of individuals, ensuring fair access to educational and professional opportunities.
- **Efficiency:** To minimize unnecessary duplication of learning, allowing individuals to progress more rapidly through educational and career pathways.
- **Quality Assurance:** To maintain rigorous standards in the assessment and recognition processes, ensuring that the competencies recognized through RPL meet the same standards as those acquired through traditional education.
- **Personal and Professional Development:** To support individuals in identifying and articulating their skills and knowledge, enhancing their career prospects and personal growth.

## **Scope**

This RPL policy applies to all individuals seeking recognition of their prior learning and work experience to either meet the entry requirements or to be exempt from some modules of the following programs presently being offered by Dhalia Real Estate Services:

- Award in Commercial Real Estate (MQF Level 4) \_ RPL applies only to meet the entry requirements of this programme and no exemption of modules can be granted through RPL..
- Award in Real Estate Branch Manager (MQF Level 4) RPL applies either to meet the entry requirements or to be exempt from certain modules.

Holders of an MQF Level 4 qualification (8ECTS) as approved by the Real Estate Licensing Board may apply to be exempt from certain modules (Modules 1 – 4).

## Principles

The principles upon which this RPL policy is built are the following:

- **Transparency:** The RPL process will be clearly articulated, with criteria and procedures accessible to all applicants.
- **Fairness:** Assessments will be conducted impartially, with a commitment to equity and consistency.
- **Flexibility:** The policy will accommodate diverse learning experiences and be adaptable to the needs of different sectors and industries.
- **Support:** Applicants will receive guidance and support throughout the RPL process to ensure a clear understanding of requirements and expectations.

### 1. Application Process

Applicants seeking Recognition of Prior Learning (RPL) must complete an RPL Application Form. (Appendix 1) together with a Curriculum Vitae (CV) and documents showing evidence of prior learning and work experience.

Steps to Apply:

Initial Inquiry: Prospective applicants can inquire about RPL through our website or by contacting the RPL office directly.

Pre-Assessment Consultation: An optional consultation session with an RPL advisor to discuss eligibility, evidence requirements, and the application process.

Completion of Application Form: Applicants must complete the RPL Application Form, providing detailed information about their prior learning and work experience.

Submission of Evidence: Along with the application form, applicants must submit evidence supporting their prior learning and work claims.

Application Review: The RPL office will review the application and evidence for completeness before forwarding it for assessment.

## **2. Types of RPL Offered**

The type of RPL offered by Dhalia Real Estate Services depends on the programme being selected.

Dhalia Real Estate Services offers different types of RPL depending the programmes being applied for.

For the Award in Commercial Real Estate only RPL for entry (as defined above) is accepted while for the Award in Real Estate Branch Manager, all types of RPL would be considered.

## **3. Guidance and Support**

Comprehensive guidance and support is provided to assist students throughout the RPL process.

Support Services will include support on:

- The RPL policy and the application process;
- Documents needed to support the application for RPL;
- The suitability of the chosen program to achieve the student's career goals.

Support services are available via personal meetings, phone or email.

## **4. Basis of Acceptance**

The acceptance of an RPL application is based on the evidence of Prior Learning.

Acceptable forms of evidence include, but are not limited to;

- Academic transcripts and certificates;
- Professional qualifications;
- Letters from employers or supervisors.
- Employment history from Jobplus;

## **5. Assessment Process**

The assessment process for RPL involves several stages to ensure fairness and consistency:

The RPL office conducts an initial review of the application and evidence to ensure all required documentation is complete. Any incomplete application or missing documentation will be referred back to the applicant for updating the application. After the initial review, the portfolio of evidence is assessed. Evidence submitted must meet the following criteria:

**Relevance:**

The prior learning must be relevant to the specific course or program for which credit is being sought.

**Authenticity:**

The learning must be the applicant's own work and can be verified through documentation or other evidence.

**Currency:**

The knowledge and skills must be up-to-date.

**Sufficiency:**

There must be enough evidence to show that the individual meets the required competencies or learning outcomes.

**Consistency:**

The applicant must consistently demonstrate the required skills and knowledge across different contexts and over time.

**Comparability:**

The prior learning must be comparable in scope and depth to the learning outcomes of the program.

**Validity:**

The assessment methods and instruments used to evaluate the prior learning must be appropriate and valid for the learning outcomes being assessed.

The Institution may additionally use alternative and multiple assessment methods to determine whether the criteria for RPL have been met.

Assessment methods may include a written examination, a face-to-face or virtual interview, the performance of a task reflecting an acquired competency, an essay, or an assignment.

The outcome of the assessment is reviewed by the Head of the Institution to ensure consistency and adherence to the institution's standards.

## **6. Fees**

The fee applicable for the RPL application is €25. This fee is sponsored by Dhalia Real Estate Services for its managers, consultants and prospective consultants.

## **7. Assessment Outcome**

Assessment outcomes will be communicated to students in a structured manner within two (2) weeks from the submission of the application. via email.

The possible outcomes of an RPL application are as follows:

- Acceptance of the RPL application whereby the applicant would be admitted for the programme applied for and exempted from the modules for which the RPL application was submitted for..
- Request for additional documentation and verification of the evidence submitted;
- Rejection of the RPL application.

Any additional evidence requested should be submitted within one (1) month of receiving the assessment outcome.

If an RPL application is rejected, the applicant may appeal this decision within one (1) month of receiving the outcome of the RPL application. The appeal can be lodged through email to [registrar@dhalia.com](mailto:registrar@dhalia.com). The application will then be reviewed by a different assessor.

Successful RPL exemption will be recorded on the student's academic transcript and will be documented in the institution's official records.

## **8. Monitoring System**

A monitoring system will ensure the RPL process's integrity and continuous improvement: Regular quality assurance checks will be conducted by the head of the institution to maintain high standards and consistency in RPL assessments.

At least an annual meeting between the head of the institution and the relevant stakeholders, including assessors and lecturers, will be held to review and enhance the RPL process.

Additionally, random applicants for RPL will be asked to give feedback on the whole RPL process.



This RPL process will be reviewed and improved based on these meetings and on the feedback received.

The monitoring system to ensure the RPL's integrity and improvement would be under the supervision of the head of the institution.

### **9. Data Protection and Retention Policy**

Dhalia Real Estate Services is dedicated to maintaining the confidentiality and security of all personal and sensitive information provided by applicants during the RPL process. All collected information will be managed in compliance with relevant data protection laws and regulations.

By submitting an RPL application, applicants give explicit consent for the collection, processing, and storage of their personal data throughout the RPL process. Access to this information is limited to authorized personnel involved in the RPL assessment. Applicant data will be retained for ten (10) years after the completion of the RPL process.

For more information or any inquiries regarding the RPL process, please contact our RPL officer:

Edward Gatt

registrar@dhalia.com

+356 99970745

# Annex 1

## Dhalia Real Estate Services

### Recognition of Prior Learning (RPL) Application Form

#### Section 1: Personal Details

- Full Name: \_\_\_\_\_
- ID/Passport No. \_\_\_\_\_
- Date of Birth: \_\_\_\_\_
- Contact Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Home Address: \_\_\_\_\_
- Locality: \_\_\_\_\_
- Country: \_\_\_\_\_
- Post Code: \_\_\_\_\_

#### Section 2: Qualification Sought

- Qualification Title: \_\_\_\_\_

#### Section 3: Relevant Work Experience

(Provide details of your work experience relevant to the qualification sought)

- Employer 1:
- Organization Name: \_\_\_\_\_
- Position/Job Title: \_\_\_\_\_
- Start Date: \_\_\_\_\_
- End Date: \_\_\_\_\_
- Key Responsibilities and Achievements:

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(Add for additional employers as necessary)

Section 4: Education and Training

(List your educational background and any relevant training. Please provide a copy of the certificate, transcript and the learning outcomes of each qualification):

- Institution Name: \_\_\_\_\_
- Qualification Obtained: \_\_\_\_\_
- Date of Completion: \_\_\_\_\_

(Add for additional qualifications as necessary)

Section 5: Evidence of Competence

(Provide details of the evidence you are submitting to support your RPL application)

- Document 1:
- Title: \_\_\_\_\_
- Description: \_\_\_\_\_

(Add for additional documents as necessary)

Section 6: Application Fee

The fee applicable for the RPL application is €25. This fee is sponsored by Dhalia Real Estate Services for its consultants and prospective consultants.

Section 7: Declaration

I declare that the information provided in this application is true and correct to the best of my knowledge. I understand that providing false or misleading information may result in the rejection of my application.

- Applicant Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

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For office use:

Application for RPL approved/not approved.

Date: \_\_\_\_\_

Signature of RPL officer: \_\_\_\_\_