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THE ORDER OF ASSESSMENT AND APPROVAL OF COMPETENCES ACQUIRED THROUGH NON-FORMAL AND INFORMAL EDUCATION

I. GENERAL PROVISIONS

1. The Order of Assessment and Approval of Competences Acquired Through Non-formal and Informal Education (hereinafter - the Order) shall establish the procedures of assessment and approval of competences acquired through non-formal and informal education (including in-service training, internships, courses, seminars, projects, independent learning, carrying out volunteering activities during continuous vocational training and etc.) and their documentation in the SMK higher education institution.

2. Assessment and approval of learning achievements acquired through non-formal and informal learning shall be implemented in the SMK in accordance with Clause 4, Article 17 of the Law on Education of the Republic of Lithuania (Žin., 1991, No. 23-593, 2003, No. 63-2853; 2004, No. 103-3755) and 24 April 2017 Order No. V-289 of the Minister of Education and Science of the Republic of Lithuania On the Approval of the General Principles Regarding Assessment and Recognition of Competences Related to Higher Education and Acquired through Non-formal and Informal Education.

3. The aim of assessment and approval of competences acquired through non-formal and informal education – to meet the individual learning needs of a candidate.

4. Competences acquired through non-formal and informal education shall be recognized if it is established that they are equivalent to the learning outcomes, acquired through traditional studies.

5. The Order shall be applied to:

5.1. Persons, who study in accordance with a formal college study programme and who aim at assessment and approval of competences acquired through non-formal and informal education.

5.2. Persons who do not study in accordance with a formal college study programme and who aim at formalizing the assessment and approval of competences acquired through non-formal and informal education.

5.3. Persons, who intend to study in accordance with a formal college study programme and who aim at assessment and approval of competences acquired through non-formal and informal education.

6. Concepts used in the Order:

Consultant – a person advising a candidate on how to prepare for the assessment.

Learning achievements – knowledge, abilities, value attitudes that a person can demonstrate at the end of learning.

Portfolio of learning achievements – a purposefully compiled set of works by a candidate based on self-assessment, illustrating his/her efforts, learning progress as well as knowledge, abilities and skills acquired through experience.

Approval of learning achievements acquired through non-formal and informal education – formalization of the assessment results of learning achievements acquired through non-formal and informal education.

Assessment of learning achievements acquired through non-formal and informal education – comparison of learning achievements acquired through non-formal and informal education with learning outcomes.

Non-formal learning – learning through informal teaching (learning) programmes (courses, seminars, internships, continuous vocational training and etc.), at the end of which qualification certificates can be issued.

Interview – a method of assessing learning achievements when through communication, information on different aspects of learning and experience can be obtained, as well as directly foreseen activity motives, experiences, subjective attitude to phenomena of professional activity and/or life and etc. The essence of the method – to reveal proofs of learning achievements of a candidate through the technique of questioning and dialogue development.

Candidate – a person who wishes his achievements acquired through non-formal and informal education to be assessed and recognized.

Reflection – reasoning based on the analysis of personal experience. It is a significant method, that encourages a person to better know, express feelings, to integrate theoretical knowledge and one's experience which enables to better exploit one's professional knowledge.

Informal learning – a natural everyday experiential learning in a working environment, non-paid and voluntary work, during leisure time, that is not pre-planned and deliberate, purposeful or specially organized.

Self-assessment – analysis of one's learning, professional, social activities, which is carried out independently or with the help of a teacher, advisor or evaluator, in an effort to gain knowledge about oneself and one's competences.

In an informal education – a constant independent learning, that is based on the knowledge acquired by a person from the surrounding environment (library, media, internet, museums and etc.) and life experience of others.

Observation – a method of assessing learning achievements, applied during interview with a candidate and demonstration of practical skills, in order to supplement the available information.

Learning outcomes – the totality of knowledge and abilities acquired during studies, the scope of which is defined by credits, and the level is assessed by a grade.

Test – a set of questions and/or tasks prepared in accordance with the determined rules, in order to assess, measure a person's knowledge or abilities, recognize value attitudes.

Activity assessment in a workplace – practical testing in a workplace or assessing institution, which has created an environment similar to a workplace, in order to determine whether the candidate has knowledge, abilities, skills necessary for the selected profession, that need to be recognized.

Assessor – a person who assesses achievements of a candidate.

II. ASSESSMENT OF COMPETENCES ACQUIRED IN NON-FORMAL AND INFORMAL EDUCATION

7. Persons who have not lower than secondary education can apply for assessment of their competences acquired in non-formal and informal education:
 - 7.1. those who do not have a higher education in the field in which they have been working for at least 3 years;
 - 7.2. those who have already acquired higher education and have already worked not in accordance with the granted qualification degree (qualification) for at least 3 years;
 - 7.3. students of college studies, who have acquired knowledge, abilities and practical skills, that comply with the learning outcomes, that will be acquired during other (not current) semesters;
 - 7.4. persons, who have terminated college or university studies for various reasons;
 - 7.5. currently unemployed, persons registered or not registered in territorial labor exchanges, who have at least 3 years of work experience.
8. The following methods of assessing theoretical knowledge and practical skills shall be applied to assess competences: interview, portfolio of learning achievements, test, activity assessment in a workplace, observation, self-assessment through reflection and etc. At least 3 assessment methods must be used to assess competences.

III. ORGANIZING ASSESSMENT AND APPROVAL OF COMPETENCES ACQUIRED THROUGH NON-FORMAL AND INFORMAL EDUCATION

9. Assessment and approval of learning achievements acquired through non-formal and informal education shall be carried out throughout entire academic year.
10. Assessment and approval of learning achievements acquired through non-formal and informal education at the SMK shall be coordinated by the Head of the Academic Activities assigning the work with the particular candidate to the Head of the appropriate study programme.
11. Functions of Coordinator:
 - 11.1. provides candidates with information on the possibilities of assessment and approval of learning achievements;
 - 11.2. advises a candidate on the course of assessment procedure;
 - 11.3. provides information on assessment criteria and methods;
 - 11.4. plans assessment process.
12. Procedures of assessment and approval of learning achievements acquired through non-formal and informal education shall be as follows:
 - 12.1. Consulting and acceptance of documents;
 - 12.2. Assessment;
 - 12.3. Comparison of assessed competences with learning outcomes;
13. Consulting and acceptance of documents:
 - 13.1. A candidate, who wishes to have his/her competences acquired through non-formal and informal education assessed, shall apply in writing to the Head of Academic Activity, who shall provide him/her with information, consultations, practical recommendations on assessment and approval of learning achievements in the SMK, study programmes (course units) and career possibilities, order of document submission. A candidate shall fill in registration form and shall pay a determined registration fee (for document acceptance and consultations);

13.2. Head of Academic Activity shall indicate Head of Study Programme for the assessment of a candidate. The Head of Study Programme shall inform the candidate on how to prepare a portfolio of learning achievements, what form should be used to present information on achievements, to prepare for assessment in other methods (e.g., interview, test and etc.). Provided consultations shall be registered in the established form;

13.3. A candidate shall submit the following to the Head of Academic Activity (in Vilnius and Kaunas Divisions – Head of the Division):

13.3.1. a request to assess and recognize competences in accordance with a selected study programme;

13.3.2. a CV;

13.3.3. documents that confirm secondary or any other education (certificate, diploma);

13.3.4. proofs of competences acquired through non-formal and informal education: diplomas, certificates, descriptions of the content of courses, where one has participated; feedback from employer, customers, colleagues, recommendations, activity evidence, examples of works, video material, results and certificates of practical activity assessment and etc.

13.3.5. receipt of document registration fee.

14. Assessment of competences acquired through non-formal and informal education:

14.1. Assessor Commissions shall be formed on the order of the Director by study programmes. The Commission of Assessors shall include at least 3 assessors: Head of the study programme and teachers of respective course unit. These Commissions shall organize and carry out assessment process;

14.2. Assessor Commissions shall analyze the content of submitted documents and shall prepare a list of possible competences for assessment and recognition;

14.3. Assessor Commissions shall decide on the methods to assess the competences acquired through non-formal and informal education and shall inform the candidate thereof;

14.4. Head of Academic Activity, on the basis of the documents provided by Assessor Commission, shall prepare an agreement on the assessment of competences acquired through non-formal and informal education shall set the date for assessment of achievements;

14.5. Assessor Commissions shall carry out assessment and documentation of learning achievements acquired through non-formal and informal education;

14.6. Within 15 days Assessor Commission shall prepare the final report on assessment, where they give their conclusion – whether to recognize the competences acquired through non-formal and informal education or not. In case of approval, the assessment results shall be compared with the learning outcomes of a course unit and are graded in a 10-point system;

14.7. Shall the Commission decide that the candidate has to submit additional documents, the term for the response to the candidate shall be calculated anew, from the day of submitting the requested documents.

14.8. Head of Study Programme shall introduce the candidate to the decision of the Commission and assessment results, shall discuss with the candidate the acceptable possibilities and forms of further studies.

15. Comparison of competences acquired through non-formal and informal education with learning outcomes and their formalization:

15.1. Crediting of competences shall be carried out in accordance with orders of the Minister of Education and Science of the Republic of Lithuania, regulating studies and taking into account the order of crediting learning outcomes in the SMK;

15.2. Optional course units of a student shall be credited without any restrictions;

15.3. The basic course units and compulsory course units shall be credited in accordance with the available competences and the submitted evidence;

15.3. Final Thesis and/or final exam shall not be credited;

15.4. Head of Study Programme shall prepare crediting documents (cards or academic certificates, study certificates);

15.6. Crediting documents/ cards shall be submitted for approval of SMK Head of Academic Activity.

15.7. In accordance with the request of a candidate and the data of the card of crediting competences acquired through non-formal and informal education, the respective Division of the SMK shall prepare documents (orders (decrees), individual study programmes, certificates of credited course units (modules) and hand them over to the Department of Studies.

15.8. Title of credited course units, their volume in credits and assessments shall be recorded in the issued diploma supplement (academic certificate).

IV. FINAL PROVISIONS

16. Shall a candidate disagree with the decision concerning assessment and approval of competences acquired through non-formal and informal education, he/she has a right within 10 days of the receipt of response to submit an appeal to the SMK Appeals Commission.

17. Appeals Commission shall analyze the received complaint no later than within 10 calendar days and shall submit a written response to the person who filed the appeal.

18. The Order shall be valid from the date of its approval.