

GLOSSARY

This document accompanies the regulations for the recognition of prior learning, as approved by the Executive Board of the Antwerp University Association on 21 March 2018

Supervisor	The supervisor advises candidates throughout the RPL procedure.
Coaching session	In addition to the intake interview with the supervisor, you are entitled to one coaching session during the compilation of the portfolio. This session takes place at the candidate's initiative. The coaching session is not a preliminary evaluation. You may ask the supervisor questions. The supervisor will provide noncommittal advice.
Supplementary skills test	In addition to the criterion-based interview, the assessors may also require a supplementary skills assessment: this is the supplementary skills test. In this test, your competences will be assessed while you are carrying out an assignment.
Assessor	The assessor evaluates candidates on the competences that they wish to prove in the aptitude test.
Assessment Committee	The three assessors together constitute the Assessment Committee. They appoint a chair from amongst themselves.
Aptitude test	The aptitude test is the examination of a candidate's competences prior to issuing a competence certificate.
Decision of the Assessment Committee	At the end of the procedure, you will receive the decision of the Assessment Committee on whether or not the competences that have been tested, were acquired, along with supporting argumentation.
Decision on the aptitude test	The decision on the aptitude test is the written notice of the decision by the Assessment Committee to the candidate. This decision will indicate the competences that have and have not been recognised. The decision will also contain supporting argumentation for any competences that have not been recognised.
Competence certificate	You will receive a competence certificate for the competences for which you have successfully completed the RPL procedure. This certificate will also indicate the reference framework referred to in the RPL procedure. In other words, it will indicate the educational programme and institution within which you have followed the RPL procedure. This document can be used as proof that a candidate has acquired competences appropriate to a well-defined educational programme, programme component, cluster of programme components, part of programme component or cluster of parts of programme components.
Objection	If you do not agree with the decision of the Assessment Committee or the decision on the aptitude test, you may file an objection with the policy secretary of the Antwerp University Association within seven calendar days.
Objection procedure (internal)	The regulations for RPL describe the course of the internal procedure for objections, as well as the time frame within which an answer must be given and how you could start a higher (external) appeals procedure if necessary.
Competence	A competence is the integration of knowledge, insight, skills and attitudes equipping an individual to perform in an effective, high-quality manner with regard to a particular position/role. Such performance is manifested in concrete actions and associated with a particular context.
Credit certificate	A credit certificate is the recognition of the fact that a student has acquired the competences relating to a programme component by examination. This recognition is recorded in a document. The credits earned are designated as credits in relation to the relevant programme component.
Criterion-based interview	The criterion-based interview is a structured interview technique that is intended to analyse and validate the competences that people have obtained through their prior experiences.
RPL	Recognition of prior learning. Prior learning is learning acquired through learning processes that have not been authenticated by proof of studies. It involves what a person has learned without having participated in a formal learning pathway (e.g. through an occupation, volunteering, hobbies or informal care).
Institutional RPL Coordinator	The Institutional RPL Coordinator organises, coordinates and monitors the application of the procedure for the recognition of prior learning within the institution of higher education.
RPL method	In this context, the RPL method refers to the methods that are used in the RPL procedure of the AUHA. These methods are the portfolio assignment and the criterion-based interview. An Assessment Committee may also organise and evaluate a supplementary skills test.

RPL procedure	The RPL procedure is the working method for the recognition of prior learning. It consists of the following phases: 'information and orientation', 'acknowledgement', 'assessment', 'recognition' and 'appeal'.
RPQ	Recognition of prior qualifications. Prior qualifications are competences that have been authenticated by proof of studies. A person has thus received confirmation of having followed an educational programme in order to achieve these competences. The proof of study may have been earned in Belgium or abroad, and in an institution and educational programme other than that within which the person seeks validation of the qualification. A recognised prior qualification (RPQ) must meet all of the following conditions: <ul style="list-style-type: none"> - The objectives of the educational programme are specified in advance. - The programme involves a well-defined learning pathway. - The candidate has received a positive evaluation based on the objectives. Certificates of participation in training courses or educational programmes thus do not qualify for RPQ.
Higher appeals procedure (external)	Once the objection procedure within the AUHA has been exhausted, an appeal can be made to the Council for Disputes with Regard to Decisions on Academic Progress (http://www.ond.vlaanderen.be/hogeronderwijs/raad/default.htm). This Council is a Flemish assessment institution for disputes that could have an influence on academic progress.
Institution	An institution is referred to here as a partner institution of the Antwerp University Association (AUHA), which can act as an authorised representative of the validating body in order to register and assess candidates. More specifically, it refers to the Artesis Plantijn (AP) University College, the Antwerp Maritime Academy, Karel de Grote University College and the University of Antwerp.
Intake interview	The intake interview is held between the candidate and the RPL supervisor. During this interview, the procedure is explained, the portfolio assignment is addressed and the candidate is introduced to the environment (i.e. the reference framework) for the application for recognition of prior learning. Candidates can prepare for this interview by describing the competences that should be examined and which supporting documents could possibly serve this purpose.
Candidate	A candidate is a person who has started and is following the RPL procedure through the Antwerp University Association, for the purpose of attaining a competence certificate.
Qualification	A qualification is a completed and scaled collection of competences of domain-specific learning results.
Learning pathway	A learning pathway is a collection of various educational activities that has been delineated in advance and offered as such.
Educational programme	An educational programme is a structured unit of the programmes offered by an institution, the completion of which is rewarded with a diploma.
Programme component	A programme component is a delineated collection of educational, learning and evaluation activities aimed at the acquisition of well-defined competences.
Portfolio	A portfolio is a collection of relevant supporting documents that demonstrate your mastery of a number of competences.
Portfolio assignment	The portfolio prepared within the framework of the RPL procedure of the Antwerp University Association must contain the following documents: <ul style="list-style-type: none"> - A curriculum vitae; - A self-assessment for each competence, based on the STARTT method; - Supporting documents.
Procedure period	The procedure period is the specification of the time span within which a procedure can be followed. There are at least two periods each year: an autumn procedure and a spring procedure. A schematic representation of the procedures is provided in the document entitled 'Procedure and time frames'.
Procedure time frames	A procedure time frame is the designation of the minimum or maximum period for a component of the procedure (e.g. indicating the final deadline for registration, submission of the portfolio or submission of objections). A schematic representation of the procedures is provided in the document entitled 'Procedure and time frames'. The time frames for graduate programmes are different from those for Bachelor and Master programmes.
Reference framework	The competences that you would like to demonstrate will be compared to the competences as they appear in a particular educational programme or specific programme components. This educational programme and/or these programme components will constitute the reference framework for the aptitude test.
Referential programme components	Competences that are examined are linked in advance to one or more programme components in an existing educational programme. We refer to these linked programme components as the referential programme components.

STARTT method	You will follow the STARRT method for each competence that you would like to demonstrate. It is important to write from a first-person perspective. It should also be clear what your role was and which task or share you had within that role. This is explained in the document on the 'Portfolio assignment'.
Admission requirements	Studying in higher education is contingent on conditions for admission. General admission conditions concern such matters as the required degree and language proficiency. Exceptional admission conditions might include the entrance exams for medicine or dentistry or the artistic admission test in arts-related study areas.
Validating body	The Antwerp University Association (AUHA), which organises the procedure and guarantees its quality is the validating body.
Exemption	An exemption is a waiver of the requirement to complete an examination for a programme component (or part of it).
Self-assessment	In the compilation of the portfolio, the candidate must personally inspect the portfolio for completeness and quality. The document on the 'Portfolio assignment' provides tips for this self-evaluation.