

Validation Assessment Centre – Informational Guide

1. Introduction

The Validation of Informal and Non-Formal Learning (VINFL) is a process which identifies, assesses and formally certifies the knowledge, skills and competences which individuals develop throughout their lives by means of participation in non-formal and informal learning. VINFL falls under the remit of MFHEA which is part of the Ministry of Education and Employment.

2. Services to be offered by the Validation Assessment Centre

Co-ordinate and provide the individual validation process as per S.L 327.432 – Validation of Non-Formal and Informal Learning Regulations, Regulation number 9. The validation process undertaken for the purpose of the validation of an individual's prior non-formal or informal learning experience shall be voluntary, provide equal access and equal and fair treatment to all individuals, respect the rights of individuals, be transparent and be underpinned by the principle of quality assurance.

3. Related Fees

The fee to apply to become a Validation Assessment Centre is €300.

The application process is initialised once confirmation of payment is received from our finance department.

4. Instructions & Conditions

3.1 Instructions

Interested providers must submit a schedule of all documents and materials forming part of the response in the table below including:

- A detailed description of the premises where the validation assessment will take place.
- Detailed CVs of the proposed assessors
- A brief overview of previous related work experience of the entity

The following conditions are to be followed when filling in the below table:

- The provider shall be prepared to receive applications from persons who have undertaken non-formal or informal learning for at least three years in one of the following occupations part of Building and Construction Industry for validation assessment.

- The provider must provide the applicants with all the necessary information and provide assistance to the candidates in the compilation of the portfolio. As per S.L 327.432 regulation 9, the portfolio shall document and provide evidence of all the relevant experiences of the candidate. The portfolio may include personal details, work experiences, resumes, and references from employers, documents related to formal qualifications, photographs and audio and video clips in relevance to the applicant's validation being sought.
- The provider shall make use of the procedures, methods and tools of validation established by the Sector Skills Unit in accordance with S.L 327.432 and comply with such requirements, conditions, limitations and exclusions as required by the Sector Skills Unit, with the approval of MFHEA.
- The provider shall include the proposed fees that each applicant will have to pay for the validation assessment process.
- The provider shall include the proposed premises where they plan to receive applicants for the validation process.
- The provider shall also include the number of staff including the assessors available as well as their CVs and their qualifications. The proposed assessors shall have at least a full qualification in the sector at MQF Level 5 to assess occupations from MQF Level 2 to MQF Level 4 and at least a full qualification at MQF Level 6 in the sector to assess MQF Level 5. An exception can be made on case-by-case basis if the need arises.
- The provider must also submit a description of the Internal Quality Assurance mechanisms in place to ensure a provision of the validation of non-formal and informal learning that is fit-for-purpose. This is to be separate from the IQA document presented as an education institution to offer programmes.

5. MFHEA's role

MFHEA will go through all the documentation submitted and ask for amendments where necessary. MFHEA and the provider will then draft a Memorandum of Understanding agreeing on the provision of the validation of non-formal and informal learning. MFHEA may ask to see the premises before agreeing on the memorandum of understanding. Once this is signed, MFHEA can lead candidates to these entities for their validation of informal and non-formal learning.

The validation assessment centre must inform MFHEA of each candidate that obtains the validation award and forward the certificates to MFHEA to be signed and issued from our end as per Article 11 (1) as per S.L 327.432 - *The validation referred to in regulation 9 shall be given by means of a full or partial award conferred upon a candidate by the Sector Skills Unit as authorised by the Commission on the advice of the Sector Skills Committee, for the granting of that award and for the classification of the award at a specific level of the Malta Qualifications Framework.*

Information Required:

Information about the Institution	
Name of Institution	
Address of Institution	
Brief overview of the related work experience of the entity	
Head of Institution	
Include a detailed CV of the Head of Institution	

Validation Assessment Process	
Roles in which the institution intends to offer VNFIL	
Type of assessment methods proposed	Portfolio / Interview / Written Examination/ Practical Examination
Proposed Fees	
Please describe the induction process that shall be provided to applicants.	
Please describe any guidance and assistance services for prospective applicants.	
Please describe how the application will be processed from your end.	
Please describe any other internal quality assurance procedures that cover this process.	

Premises	
Include a detailed description of the premises where the proposed validation will take place (including the practical element)	If the practical assessment will be on the job, please describe any checks and the process the place is checked for all health and safety measures.

Assessors	
Include a list of the proposed assessors together with a copy of their CV detailing their level of education and past experience in this sector and in education. Specify which roles they will be carrying out the assessment for.	

Other information:

https://www.cedefop.europa.eu/files/3073_en.pdf - CEDEFOP Validation Guidelines

<http://justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=11928&l=1> –
S.L 327.432

The list of National Occupational Standards is available from:

<http://qualifications.ncfhe.gov.mt/#/more-database>

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