

APPROVED
by Resolution of the Academic Council
of Lietuvos Inžinerijos Kolegija
Higher Education Institution,
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PROCEDURE FOR THE ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED THROUGH NON-FORMAL EDUCATION AND SELF-DIRECTED LEARNING AT LIETUVOS INŽINERIJOS KOLEGIJA HIGHER EDUCATION INSTITUTION

I. GENERAL PROVISIONS

1. The Procedure (hereinafter – the Procedure) for the assessment and recognition of competences acquired through non-formal education and self-directed learning at the Lietuvos Inžinerijos Kolegija Higher Education Institution (hereinafter – LIK) establishes the requirements and procedures for the assessment and recognition of competences acquired by individuals through non-formal adult education.
2. This Procedure has been prepared in accordance with the Law on Education of the Republic of Lithuania (Official Gazette, 1991, No. 23-593); the Order approving the General Principles for the Assessment and Recognition of Competences Acquired through Non-Formal Education and Self-Directed Learning Related to Higher Education in Higher Education Institutions (24 April 2017, No. V-289); and the Law on Non-Formal Adult Education and Continuing Learning of the Republic of Lithuania (Official Gazette, 1998, No. 66– 1909).
3. The purpose of the assessment and recognition of competences acquired through non-formal education and self-directed learning is to ensure individuals' right to lifelong learning and to enhance their opportunities in the labour market.
4. Definitions used in this Procedure:
Non-formal Education – learning through non-formal education programs (courses, seminars, internships, projects) which may lead to a certificate indicating acquired competencies.
Self-directed Learning – independent learning based on knowledge acquired from various sources and personal practical experience.
Candidate – an individual seeking assessment and recognition of achievements acquired through non-formal education or self-directed learning.
Competence – the ability to perform a specific activity based on a combination of knowledge, skills, abilities, and value-based attitudes.
Consultant – a person advising the candidate on preparation for assessment.
Learning Achievements – knowledge, skills, and values that a person acquires upon completion of their learning process.
Evaluator – a person who assesses competences acquired through non-formal and self-directed learning and evaluates their compliance with the learning outcomes of a study subject specified in a Study Programme.
Assessment of Competences Acquired Through Non-formal Education and Self-directed Learning – the determination of the alignment and scope of alignment between acquired competences and learning achievements defined in the relevant Study Programme.
Recognition of Competences Acquired Through Non-formal Education and Self-directed Learning – the formalization of the results of evaluating competences acquired through non-formal and self-directed learning.
Interview – a universal assessment method allowing the collection of information on learning aspects not directly observable, including motivation, experiences, and subjective perspectives; its purpose is to reveal evidence of competences through questioning and dialogue.
Portfolio – a structured, self-reflective collection of evidence substantiating competences acquired through non-formal and self-directed learning.

Test – a set of questions and/or tasks prepared according to established rules to assess knowledge, skills, or value-based attitudes.

Workplace-based Assessment – practical testing at the workplace or in a simulated work environment to determine whether the candidate possesses the competences required for the profession.

Case Study – An interactive evaluation method, which complements theoretical knowledge and is focused on creating real-life (workplace, practical, or other) scenarios in the classroom.

Observation – an assessment method applied during interviews and demonstrations of practical skills to supplement existing information.

Self-assessment – the process of analysing one's own learning, professional, and community activities, either independently or with assistance, in order to gain insights into one's achievements.

Reflection – a method encouraging self-analysis and integration of theoretical knowledge and experience.

5. This Procedure applies to:

5.1. Persons studying under formal college-level Study Programme who seek assessment and recognition of competences acquired through non-formal or self-directed learning;

5.2. Persons not enrolled in formal college-level Study Programme but seeking formal recognition of competences acquired through non-formal or self-directed learning.

II. GENERAL PRINCIPLES FOR THE EVALUATION AND RECOGNITION OF COMPETENCIES ACQUIRED THROUGH NON-FORMAL EDUCATION AND SELF-LEARNING

6. LIK evaluates and recognises competencies acquired by individuals in accordance with the following general principles:

6.1. Principle of Accessibility. Interested individuals may apply for the evaluation and recognition of their competences. Accessibility ensures that the evaluation process is geographically reachable, guarantees equal opportunities, provides clear information on the nature and specifics of the procedure, and offers guidance on the documentation and possible outcomes.

6.2. Principle of Flexibility. The evaluation methods used are designed to assess competencies regardless of where or how they were acquired. This allows for the creation of personalised study pathways, particularly for individuals entering higher education from diverse backgrounds, such as practical work experience, institutions offering non-formal education, or foreign systems.

6.3. Principle of Transparency and Objectivity. Competences are evaluated using a variety of methods that ensure fairness and avoid subjective bias. Individuals are provided with feedback on the evaluation results, and they have the opportunity to appeal the decision in line with LIK's established procedures.

6.4. Principle of Comparability. The competences acquired by an individual are evaluated against the learning outcomes specified in the corresponding Study Programme.

6.5. Principle of Voluntariness. Individuals who wish to have their competences evaluated participate in the process voluntarily. They are responsible for submitting the required documentation and additional information and must be motivated and prepared for the evaluation. If pursuing a higher education qualification, the individual must plan their further studies within the higher education system consciously.

III. ASSESSMENT OF COMPETENCES ACQUIRED THROUGH NON-FORMAL EDUCATION AND SELF-DIRECTED LEARNING

7. LIK assesses competences acquired in various contexts, including employment, professional development activities, participation in the activities of organisations and groups, voluntary work, community service, learning in institutions providing non-formal education, or through independent, self-directed or other forms of learning, provided that such competences can be

substantiated and demonstrated as equivalent to the learning outcomes of study modules (subjects).
8. Assessment and recognition of competences acquired through non-formal education and self-directed learning may be sought by persons who have attained at least upper secondary education. In addition, the following persons may apply:

- 8.1. Persons who do not hold a higher education qualification in the field in which they have been employed for at least three years;
 - 8.2. Persons who have already obtained a higher education qualification but have been working for at least three years in a field unrelated to the qualification awarded;
 - 8.3. Persons who, for various reasons, have discontinued college or university studies.
9. A variety of methods for assessing learning outcomes and competences may be applied to evaluate theoretical knowledge and practical skills, including interviews, assessment of a competence portfolio, testing, practical assignments, workplace-based assessment, case analysis, observation, self-analysis using reflection, and other methods.

IV. ORGANISATION OF THE ASSESSMENT AND RECOGNITION OF LEARNING OUTCOMES AND COMPETENCES ACQUIRED THROUGH NON-FORMAL EDUCATION AND SELF-DIRECTED LEARNING

10. The process of assessing competences acquired through non-formal education and self-directed learning consists of the following stages: information provision, consultation, assessment, and decision-making (evaluation).

11. The assessment and recognition of competences acquired through non-formal education and self-directed learning are organised and coordinated by the Head of the Engineering Competence Centre (hereinafter – HECC).

Candidate Registration, Information Provision and Submission of Documents

12. A candidate wishing to have competences acquired through non-formal education and self-directed learning assessed shall, no later than within the first two weeks of the current semester, submit the following documents to the HECC by email or in person:

- 12.1. A completed registration form (Annex 1);
- 12.2. Copies of documents certifying secondary or other education;
- 12.3. A copy of an identity document;
- 12.4. A certificate from the employer confirming the position held;
- 12.5. An application requesting the assessment of competences acquired through non-formal education and self-directed learning and the appointment of a consultant to support preparation for the assessment procedure (Annex 2).

13. The candidate shall pay the fee approved by order of the Director for the examination of the application to participate in the assessment of competences acquired through non-formal learning, as well as for LIK's preparation for the assessment procedure, and shall submit proof of payment to the HECC.

14. The HECC shall provide the candidate, electronically or in person, with general information on the possibilities for assessment and recognition of competences, the procedures for assessment and recognition, possible assessment outcomes, the required documentation, and the procedures for submission thereof.

Candidate Consultation and Conclusion of the Agreement

15. Where a candidate meets the requirements set out in Section 8 of this Procedure, the Head of the Engineering Competence Centre (HECC) shall inform the candidate accordingly and forward a copy of the registration form and the candidate's application to the Head of the relevant study field programme.

16. Within five working days of receipt of the candidate's application, the Head of the Study Field Programme shall appoint a consultant for the candidate – a specialist in the relevant field.

17. The candidate and the consultant shall discuss and agree on a consultation schedule and

coordinate and set the date of the meeting of the assessment committee.

18. The candidate shall conclude an agreement on the assessment and recognition of competences acquired through non-formal education and self-directed learning (Annex 3). The draft agreement, based on the standard agreement approved by the Director of LIK, shall be prepared and registered by the HECC.

19. The consultant shall provide the candidate with the description of the study subject to which the candidate's learning outcomes are linked and shall introduce the study outcomes of the subject corresponding to the competences to be assessed. The consultant shall advise the candidate on how to prepare a portfolio of competences acquired through non-formal education and self-directed learning (Annex 10), shall present in detail the procedures for the assessment and recognition of competences, and shall explain how to prepare for the assessment interview or assessment conducted using other methods.

Assessment of Competences

20. Within five working days of receipt of the candidate's application, the Head of the Study Field Programme shall prepare a submission for the establishment of an Assessment Committee. The submission shall be coordinated with the Dean. The Director or a person authorised by the Director shall issue an order establishing the assessment committee. The assessment committee shall consist of no fewer than three assessors.

21. Guided by the portfolio assessment form (Annex 4), the Assessment Committee shall analyse the content and authenticity of the documents submitted in the competence portfolio and determine whether and how the evidence of learning outcomes reflects the candidate's knowledge and skills and whether it corresponds to the study outcomes of the study subject for which assessment is sought. Where the evidence provided in the competence portfolio is insufficient to substantiate the competences claimed by the candidate, the assessment committee shall apply additional assessment methods (interview, case analysis, tests, presentation or demonstration of work, etc.). This shall be recorded in the assessment Minutes substantiating the candidate's competences (Annex 5). Where it is determined that the evidence provided in the competence portfolio is sufficient, the assessment committee shall prepare a list of competences eligible for assessment and recognition.

22. The Assessment Committee shall decide which methods will be used to assess competences acquired through non-formal education and self-directed learning and shall inform the candidate accordingly. The assessment methods selected shall enable the identification of the candidate's competences and the determination of their level.

23. The Assessment Committee shall carry out the assessment, recognition and documentation of competences acquired through non-formal education and self-directed learning (Annex 6).

24. Within five working days, the Assessment Committee shall prepare a final assessment report (Annex 7), which shall include one of the following decisions: positive (to recognise), partially positive (to recognise in part), or negative (not to recognise) regarding the competences acquired through non-formal education and self-directed learning as corresponding to the study outcomes of the relevant study subject. In the event of a positive decision, the level of competences corresponding to the learning outcomes shall be assessed using the 10-point grading system.

Decision-Making (Assessment) and Formalisation

25. The recognition (credit transfer) of competences corresponding to learning outcomes shall be carried out in accordance with LIK's Procedure for the Recognition of Learning Outcomes (version approved on 21 January 2025, AC Minutes No. V18-4).

26. At this stage, it shall be determined whether the evidence submitted by the individual is sufficient to substantiate the competences acquired and/or which Study Programme modules (subjects) may be recognised.

27. LIK may apply restrictions to the assessment and recognition of specific Study Programme subjects/modules.

28. The final thesis and/or final examination shall not be recognised.

29. No more than 75 per cent of the total volume of study field (branch) subjects of the intended

Study Programme may be recognised.

30. Where a positive decision is adopted, the competences acquired by the candidate through non-formal education and self-directed learning shall be confirmed by recognition documents. The recognition card (Annex 8) shall be prepared by the assessment committee, and the certificate (Annex 9) shall be prepared by the HECC.

31. The recognition card (Annex 8) and the certificate (Annex 9) shall be submitted to the Director of LIK for approval.

32. The approved recognition card and certificate shall be forwarded to the Study Organisation Office no later than by the end of the first month of the current semester, where, based on the candidate's application and the data contained in the recognition card, the relevant documents (orders, individual study plans) concerning the recognised subjects/modules shall be prepared.

33. Where a partially positive decision is adopted, the candidate shall be granted the opportunity, within the period determined by the Assessment Committee, to submit additional evidence of competences and/or to have their competences assessed using additional methods.

34. Where a negative decision is adopted, the competences acquired by the candidate through non-formal education and self-directed learning shall not be recognised as equivalent to the requirements of the relevant Study Programme subject/module.

35. If the candidate disagrees with the decision regarding the assessment of competences acquired through non-formal education and self-directed learning, they shall have the right, within three working days of becoming acquainted with the decision of the assessment committee, to submit a reasoned appeal to the Director of LIK.

36. The Director shall establish an Appeals Committee to examine the candidate's appeal. The appeal shall be registered by the Engineering Competence Centre.

37. The Appeals Committee shall examine the candidate's appeal and submit its decision within ten working days. Appeals submitted after the deadline shall not be considered. The Head of the Engineering Competence Centre shall inform the candidate of the decision adopted by the appeals committee in person, by post, or by electronic means.

V. FINAL PROVISIONS

38. This Procedure may be amended or supplemented by a resolution of the Academic Council.