



## **Admission Policy**

### **Introduction**

Fr. Dogli Memorial Technical Institute (DOTECH) recognizes that learning occurs in various forms and settings. This Recognition of Prior Learning (RPL) Admission Policy is designed to identify, assess, and certify skills, knowledge, and competencies acquired outside the formal education system. It aims to provide access to further education and training, or direct admission into programmes, by valuing lifelong learning experiences.

### **Equal Education Opportunity**

Fr. Dogli Memorial Technical Institute offers admissions to learners without regard to race, religion, colour, sex, national and regional origin, disability and financial status.

### **Purpose**

The purpose of this policy is to:

- a) Provide pathways for individuals who have acquired skills through informal or non-formal education to access further education.
- b) Promote inclusive education and training by recognizing diverse learning experiences.
- c) Facilitate transition from the world of work to the classroom and vice versa.
- d) Enhance employability and social mobility.

### **Scope**

This policy applies to all prospective applicants seeking admission into any full-time or part-time programme at DOTECH using prior learning or relevant work experience as the basis for entry.

### **Criteria for Admission**

- a) Be 15 years of age or older.
- b) Provide documented or verifiable evidence of prior learning, work experience, community service, volunteering, or informal training in a relevant field.
- c) Demonstrate competency or proficiency in the trade area of interest through assessment or portfolio submission.
- d) Comply with all general admission requirements and the Institute's Code of Conduct and Policies.



### **Forms of Recognized Prior Learning**

RPL may be granted on the basis of:

- a) Workplace experience (formal/informal).
- b) Skills gained through self-employment, apprenticeship, or community work.
- c) Non-accredited training (e.g., workshops, NGO programs, religious-based vocational training).
- d) Military service or structured volunteer work.
- e) Unaccredited short courses or prior study at non-registered institutions.

### **RPL Application Procedure**

Applicants seeking admission via RPL shall:

1. Complete the standard application form and indicate “RPL” as the mode of entry.
2. Submit supporting documentation such as:
  - Letters from employers
  - Work samples or product portfolio
  - Testimonials or certificates of participation
  - Photographs or records of work
  - Any other relevant evidence
3. Attend an interview or competency-based assessment organized by the RPL Assessment Panel.
4. Receive a decision from the Admissions and Enrolment Committee, based on the recommendation of the RPL Panel.

### **Assessment and Evaluation**

- a) Assessment of RPL applications will be based on the principles of fairness, consistency, transparency, and reliability.
- b) The RPL team, composed of subject matter experts and instructors, will evaluate evidence submitted and conduct skills tests where necessary.
- c) Outcomes of the assessment may include:
- d) Full admission to a programme.
- e) Partial exemption from specific courses or modules.
- f) Recommendation for bridging course(s) before admission.



### **Confidentiality and Record-Keeping**

All records related to RPL applications will be treated with strict confidentiality and stored securely in compliance with the Institute's data protection and privacy policies.

### **Review of Policy**

This policy shall be reviewed every three (3) years or as necessary, in line with changes in national RPL frameworks, CTVET guidelines, or the Institute's strategic direction.

