

APPROVED

By Resolution No 36-09 of 27 September 2013  
of the Senate of Lithuanian University of  
Health Sciences

## **THE PROCEDURE FOR ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED IN NON-FORMAL ADULT EDUCATION AT LITHUANIAN UNIVERSITY OF HEALTH SCIENCES**

### **I. GENERAL PROVISIONS**

1. The assessment and recognition of non-formally acquired competences at Lithuanian University of Health Sciences (“LSMU”) shall be carried out in accordance with the procedures and documentation described below. The Procedure for Assessment and Recognition of Competences Acquired in the System of Non-formal Adult Education at LSMU (the “Procedure”) was prepared in accordance with Article 17(4) of the Law of the Republic of Lithuania on Education (Official Gazette, 1991, No 23-593; 2003, No 63-2853; 2004, No 103-3755), the order of the Minister of Education and Science of the Republic of Lithuania “On the Adoption of the Guidelines on Assessment and Recognition of Competences Acquired in Non-Formal Adult Education of Higher Education Institutions” (15 December 2010, No V-2319).

2. Terms used in the Procedure:

**Candidate** shall be a person who wishes to have their achievements/competences acquired through non-formal learning assessed and the competences based on them recognised, i.e. a person who, having stated their intention, is participating in the assessment of competences acquired in non-formal adult education.

**Competences** shall be the ability to perform a given activity according to acquired knowledge, skills, abilities, and values as a whole.

**Consultant** shall be a person who advises a candidate on how to prepare for the assessment.

**Assessor** shall be the person who assesses a candidate’s achievements and identifies the competences acquired.

**Competence Assessment** shall be the process of collecting, analysing and organising information (facts) about the competences acquired by a person in the non-formal adult education system, culminating in the identification (assessment) of the level of these competences.

**Recognition of Competences** shall be a formal confirmation of acquired competences through a certificate.

**Competence Portfolio** shall be a collection of a candidate’s work, purposefully compiled and based on self-assessment, illustrating the candidate’s efforts, learning progress, and competences acquired through experience.

**Non-Formal Learning** shall be learning through non-formal learning programmes (courses, seminars, traineeships), which can lead to the award of a certificate of competences.

**Interview** shall be a versatile method of assessing competences, whereby information on various aspects of learning, motivations that are not directly visible, experiences, subjective attitudes towards professional and/or life phenomena, etc. can be obtained during a conversation. The gist of this method is to use questioning techniques and dialogue skills to find evidence of a

candidate's competences.

**Reflection** shall be a process when we reflect on and make sense of our activities so that we can take appropriate action. The goal of reflection is to improve our activities; therefore, it should be purposeful, focused, and constructive. Reflection may result in new skills, new knowledge, a new understanding. Combining these new findings with existing understanding, skills, and attitudes leads to higher-quality activities.

**Test** shall be a set of questions and/or tasks designed to assess and measure a person's knowledge or skills, or to identify value attitudes, according to established rules.

**Observation** shall be a method of assessing competences that is applied during a candidate's interview and a demonstration of the person's practical skills to complement existing information.

**Self-Assessment** shall be an analysis of one's own learning, professional and social activities, carried out on one's own or with the help of an educator, consultant or assessor, in order to gain insight into oneself and one's own competences.

**Self-Learning** shall be continuous independent learning, based on the knowledge that a person acquires from the information space around them (libraries, the media, the Internet, museums, etc.) and life experiences.

**Workplace Performance Assessment** shall be practical testing in the workplace or in an assessment institution with a workplace-like environment to determine whether a candidate has the competences required for the chosen profession for which recognition is sought.

3. The assessment and recognition of competences acquired in non-formal adult education aims to meet the individual learning needs of candidates.

4. The Procedure shall apply to:

4.1. People studying in a formal university programme and seeking assessment and recognition of competences acquired in of non-formal adult education.

4.2. People who are not studying in a formal university programme but are seeking assessment and recognition of competences acquired in non-formal adult education.

## **II. ASSESSMENT OF COMPETENCES ACQUIRED IN NON-FORMAL ADULT EDUCATION**

5. A person may apply to have their competences assessed if the competences were acquired:

5.1. At work;

5.2. During unpaid or voluntary work;

5.3. During traineeships, courses, seminars, projects, etc.;

5.4. During independent learning;

6. The following persons shall be eligible for assessment of competences acquired in non-formal adult education:

6.1. Persons who have higher non-university education;

6.2. Persons without a university degree in a field in which they have worked for at least three years;

6.3. Persons who abandoned their non-university or university studies for various reasons.

7. The following methods of assessing theoretical knowledge and practical skills may be used to assess competences: interview, competence portfolio, testing, workplace performance assessment, observation, and self-assessment through reflection. At least three assessment methods must be used to assess each competence.

### **III. ORGANISATION OF ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED IN NON-FORMAL ADULT EDUCATION**

8. The assessment and recognition of competences acquired in non-formal adult education shall take place twice a year.

9. The assessment and recognition of competences acquired in non-formal adult education shall be coordinated by the Centre for Postgraduate Studies (CPS) through the following stages of assessment and recognition:

9.1. Provision of information. The candidate shall be informed about the principles of assessment, the procedure and the conditions for assessment, the possible results of the assessment, and the study options available to meet individual needs. The candidate shall decide on participating in the procedure for the assessment and recognition of competences acquired in non-formal adult education.

9.2. Consultation. The candidate shall prepare for the assessment procedure through group or one-on-one consultations. The candidate shall be given a detailed presentation of the procedure for the assessment and recognition of competences and it shall be explained how to prepare a set (portfolio) of evidence of the candidate's competences acquired in non-formal adult education and how to prepare for the assessment interview or for assessment carried out through other methods.

9.3. Assessment. Evidence of the competences acquired by the candidate in non-formal adult education shall be analysed and a range of assessment methods shall be used to determine the relevance of the candidate's competences in non-formal adult education and the learning outcomes as well as the extent of this relevance.

9.4. Decision-making (grading). It shall be determined whether the evidence provided by the candidate is sufficient to substantiate the competences acquired and/or it shall be decided which subjects or modules are to be taken into account. The assessor or the assessment board shall decide on the competences to be recognised and/or the subjects or modules to be taken into account.

10. Consultation and reception of documents:

10.1. If a candidate wishes to have their competences assessed and recognised, they shall contact the CPS in writing, where the candidate shall be given information and advice on the procedure for submitting the documents. The candidate shall complete the registration form (Annex 1) and pay the established registration fee (for the acceptance of the documents and consultations);

10.2. A CPS staff member shall inform the candidate on how to prepare the competences portfolio, how to present information about the competences, and how to prepare for assessment by other methods (e.g., interview, test, etc.). The advice given shall be recorded on the prescribed form (Annex 2);

10.3. The candidate shall submit the following to the CPS:

10.3.1. An application (Annex 3) for assessment and recognition of competences in the chosen field of study;

10.3.2. A curriculum vitae (Annex 4);

10.3.3. Documents confirming the relevant education;

10.3.4. Evidence of competences acquired in non-formal adult education;

10.3.5. Certificates and records, employer references, proof of activities (Annex 13);

10.3.6. Receipt for the documents registration fee.

11. Assessment of competences acquired in non-formal adult education:

11.1. Assessment committees shall be formed by order of the Rector. The committee shall consist of at least five assessors with the necessary qualifications. This committee shall organise and carry out the evaluation process.

11.2. The assessment committees shall analyse the content of the documents submitted and draw up a list of competences that may be assessed and recognised (Annex 5);

11.3. The assessment committees shall decide on the methods to be used to assess the competences acquired in non-formal adult education and inform the candidate accordingly;

11.4. On the basis of the documents submitted by the assessment committee, the CPS shall prepare an assessment contract for the competences acquired in non-formal adult education (Annex 6) and set a date for the assessment of competences;

11.5. The assessment committees shall carry out the assessment and documentation of competences acquired in non-formal adult education (Annexes 7-11);

11.6. The assessment committee shall, within ten working days, draw up a final assessment report (Annex 12) with a conclusion on whether to recognise the competences acquired in non-formal adult education. In the case of recognition, the level of competences shall be evaluated on a ten-point scale;

11.7. The CPS shall inform the candidate of the committee's decision and the results of the assessment.

12. Equating competences acquired in non-formal adult education with learning outcomes and formalising the competences:

12.1. The taking of competences into account shall be carried out in accordance with the orders of the Minister of Education and Science of the Republic of Lithuania that regulate studies;

12.2. The final thesis and/or final examination shall not be taken into account;

12.3. No more than 75% of the intended programme of study may be taken into account;

12.4. The CPS shall prepare accounting documents (cards or study certificates) (Annex 14);

12.5. The accounting documents/cards shall be submitted to the Rector of LSMU for approval;

12.6. On the basis of an application submitted by the candidate and the approved card taking into account the competences acquired in non-formal adult education, the head of the relevant programme shall draft the documents (individual study programmes, certificates on subjects (modules) that were taken into account).

#### **IV. FINAL PROVISIONS**

13. The Procedure shall enter into force on the date of approval.

## ASSESSMENT OF COMPETENCES ACQUIRED IN NON-FORMAL ADULT EDUCATION

### REGISTRATION FORM

<b>Name</b>			
<b>Surname</b>			
<b>Address</b>			
<b>City</b>		<b>Postcode</b>	<b>LT-</b>
<b>Country</b>		<b>Telephone number</b>	
<b>Email</b>		<b>Fax</b>	
<b>Currently you (mark with an X)</b>	Work <input type="checkbox"/> Do not work <input type="checkbox"/>		
<b>Education</b>			
Dates			
Qualification			
Name and type of the institution where education was received			
<b>Work experience</b>			
Dates			
Profession and duties			
Key activities and responsibilities			
Workplace name and address			
Workplace business or sector			
<b>Study programme/subject for which you will seek academic credits</b>			

## CONSULTATION REGISTRATION FORM

Candidate \_\_\_\_\_

[illegible]

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(name, surname)

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(address, telephone number, email address)

To the Rector of LSMU

**APPLICATION FOR PARTICIPATION IN THE ASSESSMENT AND  
RECOGNITION OF COMPETENCES ACQUIRED IN NON-FORMAL  
ADULT EDUCATION**

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(date)

I hereby request to be allowed to participate in the assessment and recognition of competences acquired in non-formal adult education in accordance with the field of study.

No	List of competences	Notes

Candidate

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(signature)

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(name, surname)

## **Europass Curriculum Vitae**

Insert a photo. If particular information is not provided, remove the line (see Instructions):

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>)

### **Personal Information**

First name(s) Surname(s)

Address(es)

Telephone(s)

Mobile number:

Fax(es)

Email(s)

Nationality

Date of birth

Sex

**First name(s) Surname(s).** If particular information is not provided, remove the line (see Instructions).

Street, house number, postcode, city, country. If particular information is not provided, remove the line (see Instructions).

If particular information is not provided, remove the line (see Instructions).

(If particular information is not provided, remove the line, see Instructions).

If particular information is not provided, remove the line (see Instructions).

If particular information is not provided, remove the line (see Instructions).

If particular information is not provided, remove the line (see Instructions).

If particular information is not provided, remove the line (see Instructions).

If particular information is not provided, remove the line (see Instructions).

### **Preferred Job or Area of Professional Activity**

If particular information is not provided, remove the line (see Instructions).

### **Work Experience**

Dates

Add separate entries for each experience. Start from the most recent. If particular information is not provided, remove the line (see Instructions).

Profession or position

Main activities and responsibilities

Workplace name and address

Workplace business or sector

### **Education**

Dates

Add separate entries for each experience. Start from the most recent. If particular information is not provided, remove the line (see Instructions).

Qualifications

Principal subjects, professional skills

Name and type of the institution where education was received

Qualification level by national or international classification

If particular information is not provided, remove the line (see Instructions).

### **Personal Skills and Competences**



Mother tongue(s)

**Indicate your mother tongue** (indicate a second mother tongue if relevant).

Other language(s)

Self-assessment

*European Framework\**

	Understanding				Speaking				Writing	
	Listening		Reading		Spoken interaction		Spoken production			
<b>Language</b>										
<b>Language</b>										

*\* Common European Framework of Reference for Languages*

Communication skills and competences

Describe the competences and specify in what context they were acquired. If particular information is not provided, remove the line (see Instructions).

Organisational skills and competences

Describe the competences and specify in what context they were acquired. If particular information is not provided, remove the line (see Instructions).

Technical skills and competences

Describe the competences and specify in what context they were acquired. If particular information is not provided, remove the line (see Instructions).

Computer skills and competences

Describe the competences and specify in what context they were acquired. If particular information is not provided, remove the line (see Instructions).

Artistic skills and competences

Describe the competences and specify in what context they were acquired. If particular information is not provided, remove the line (see Instructions).

Other skills and competences

Describe the competences and specify in what context they were acquired. If particular information is not provided, remove the line (see Instructions).

Driving licence(s)

Specify whether you have a driving licence and, if so, the category of vehicles that you can drive. If particular information is not provided, remove the line (see Instructions).

**Additional information**

Provide any information you consider relevant (e.g., contact persons, links, etc.). If particular information is not provided, remove the line (see Instructions).

**Annexes**

List the annexes. If particular information is not provided, remove the line (see Instructions).

### LIST OF COMPETENCES TO BE ASSESSED

Candidate \_\_\_\_\_

Consultant \_\_\_\_\_

No	Competences	Proposed assessment methods	Subject(s) or part thereof to be taken into account	Number of credits

Candidate \_\_\_\_\_

(signature)

\_\_\_\_\_

(name, surname)

Consultant \_\_\_\_\_

(signature)

\_\_\_\_\_

(name, surname)

## CONTRACT OF THE CANDIDATE SEEKING RECOGNITION OF COMPETENCES ACQUIRED IN NON-FORMAL ADULT EDUCATION

\_\_\_\_\_ 20\_\_ No

Lithuanian University of Health Sciences (“LSMU”), represented by the Rector, and

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(name, surname, personal identification number)

(the “Candidate”), in accordance with the legal acts of the Republic of Lithuania, enter into the following contract:

### I. GENERAL PROVISIONS

1. The contract shall be concluded for the duration of the assessment and recognition of the Candidate’s competences acquired in non-formal adult education and it shall lay down the terms and conditions and the amount of the fees.
2. Candidates may pursue assessment and recognition of competences acquired in non-formal adult education in accordance with the modules of the field of study/programme registered in the Ministry of Education and Science of the Republic of Lithuania and available at LSMU.
3. The amount of the fees shall be determined by LSMU.

### II. LSMU COMMITMENTS

4. LSMU undertakes:
  - 4.1. To allow the Candidate to have their competences acquired in non-formal adult education in the chosen field of study/programme assessed and recognised;
  - 4.2. To ensure the objectivity and impartiality of the assessment and recognition process;
  - 4.3. For a Candidate who wishes to study a field of study/programme at LSMU, to take the relevant modules or part thereof in account in accordance with the established procedure, based on the conclusions of the assessors/experts;
  - 4.4. To issue a certificate confirming the recognised competences and their equivalence to the results of the study subjects to a Candidate who does not wish to study a field of study/programme at LSMU after the assessment.

### III. THE CANDIDATE’S COMMITMENTS

5. The Candidate undertakes:
  - 5.1. To comply with the Procedure for Assessment and Recognition of Competences Acquired in Non-Formal Adult Education at LSMU;
  - 5.2. To pay the fees charged by LSMU on time, which shall be considered to be one of the essential terms of the contract;
  - 5.3. To fulfil other obligations laid down in the documents regulating the internal

procedures of LSMU.

#### IV. PAYMENT FOR ASSESSMENT AND RECOGNITION

6. The amount of the fees shall be based on the number of credits being assessed and the credit assessment rate for study programmes that was valid at the time of conclusion of the contract.
7. The fees must be paid before the start of the Candidate's assessment to the bank account specified by LSMU, and the receipt or a copy thereof must be submitted to the staff of the Centre for Postgraduate Studies.
8. Failure to pay the fee when due may result in termination of this contract.
9. In the event of termination of the contract, the paid fees shall not be refunded.

#### V. FINAL PROVISIONS

10. The contract shall be drawn up in duplicate. One copy shall be given to the Candidate and the other shall be kept in the personal file at LSMU.
11. The contract shall enter into force on the date of its signature.
12. The contract may be terminated if the Candidate:
  - 12.1. Grossly violates the procedure for the assessment and recognition of competences acquired in non-formal adult education of LSMU and other rules laid down in other legal acts regulating LSMU;
  - 12.2. Fails to comply with the requirements of this contract;
  - 12.3. Fails to pay the required fees.
13. The contract shall end:
  - 13.1. After the completion of the assessment and competence registration procedures and full payment for them;
  - 13.2. If it is terminated early for the reasons set out in paragraph 13.
14. Terms and conditions not set out in this contract shall be set out in other LSMU study documents.
15. Disputes between the parties shall be settled in accordance with the procedure established by the laws of the Republic of Lithuania.

#### VI. DETAILS AND SIGNATURES OF THE PARTIES

Lithuanian University of Health Sciences

\_\_\_\_\_  
\_\_\_\_\_

Rector

Candidate

\_\_\_\_\_  
\_\_\_\_\_

Name, surname

## OBSERVATION FORM

Candidate \_\_\_\_\_

Assessor/Expert \_\_\_\_\_

Date \_\_\_\_\_

[illegible]

Candidate \_\_\_\_\_  
(signature) (name, surname)

Assessor/Expert \_\_\_\_\_  
(signature) (name, surname)

# FORM OF THE MINUTES OF THE INTERVIEW

Candidate \_\_\_\_\_

Assessor/Expert \_\_\_\_\_

Assessor/Expert \_\_\_\_\_

Assessor/Expert \_\_\_\_\_

Assessor/Expert \_\_\_\_\_

Date \_\_\_\_\_

Professional interview topics	Conclusions
1.	
2.	
3.	
4.	
5.	
Questions	Conclusions

Final conclusion:

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Candidate	<hr/>	<hr/>
	(signature)	(name, surname)
Assessor/expert	<hr/>	<hr/>
	(signature)	(name, surname)
Assessor/expert	<hr/>	<hr/>
	(signature)	(name, surname)
Assessor/expert	<hr/>	<hr/>
	(signature)	(name, surname)
Assessor/expert	<hr/>	<hr/>
	(signature)	(name, surname)

# TEST RESULTS AND CONCLUSIONS

Candidate \_\_\_\_\_

Assessor/Expert \_\_\_\_\_

Assessor/Expert \_\_\_\_\_

Assessor/Expert \_\_\_\_\_

Assessor/Expert \_\_\_\_\_

Date \_\_\_\_\_

Competence assessed	Assessment results

Final conclusions of testing:  
 \_\_\_\_\_  
 \_\_\_\_\_

Candidate	_____	_____
	(signature)	(name, surname)
Assessor/expert	_____	_____
	(signature)	(name, surname)
Assessor/expert	_____	_____
	(signature)	(name, surname)
Assessor/expert	_____	_____
	(signature)	(name, surname)
Assessor/expert	_____	_____
	(signature)	(name, surname)



**COMPETENCE PORTFOLIO ASSESSMENT FORM**

Candidate \_\_\_\_\_

Assessor/Expert \_\_\_\_\_

Assessor/Expert \_\_\_\_\_

Assessor/Expert \_\_\_\_\_

Assessor/Expert \_\_\_\_\_

Date \_\_\_\_\_

<b>Documents/evidence</b>	<b>Competence</b>	<b>Assessment conclusion</b>

Final conclusions of testing:

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Candidate	_____	_____
	(signature)	(name, surname)

Assessor/expert	_____	_____
	(signature)	(name, surname)

Assessor/expert	_____	_____
	(signature)	(name, surname)

Assessor/expert	_____	_____
	(signature)	(name, surname)

**FORM FOR STATEMENTS OF ACTIVITY WITNESSES**

Candidate \_\_\_\_\_

Witness (name, surname, organisation) \_\_\_\_\_

Assessor/Expert \_\_\_\_\_

Date \_\_\_\_\_

Description of activities	Conclusion

Candidate \_\_\_\_\_  
(signature) (name, surname)

Assessor/expert \_\_\_\_\_  
(signature) (name, surname)

Witness \_\_\_\_\_  
(signature) (name, surname)

**FINAL REPORT**

Candidate \_\_\_\_\_

Assessor/Expert \_\_\_\_\_

Assessor/Expert \_\_\_\_\_

Assessor/Expert \_\_\_\_\_

Assessor/Expert \_\_\_\_\_

Date \_\_\_\_\_

<b>Competence (knowledge, skills, abilities)</b>	<b>Assessment methods used</b>	<b>Assessment results</b>	<b>Assessment conclusion</b>
1.	1.		
	2.		
	3.		
2.	1.		
	2.		
	3.		
3.	1.		
	2.		
	3.		
4.	1.		
	2.		
	3.		
5.	1.		
	2.		
	3.		

Final decision of the committee of assessors/experts:

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Candidate	_____	_____
	(signature)	(name, surname)

Assessor/expert	_____	_____
	(signature)	(name, surname)

Assessor/expert	_____	_____
	(signature)	(name, surname)

Assessor/expert	_____	_____
	(signature)	(name, surname)

## **EVIDENCE OF THE CANDIDATE'S ACTIVITIES**

Evidence of activities may include:

- Copies of documents drafted by the candidate, e.g., letters, reports, memos;
- Employer's assessments and recommendations;
- Letters of appreciation, award certificates;
- Evidence of participation in professional competitions.

\_\_\_\_\_  
(name, surname, signature, date)

\_\_\_\_\_  
(First name, surname)

\_\_\_\_\_  
(Name of the field of study/personal identification number if the candidate is not an LSMU student)

**Competence assessment and subject registration card**

Registered study subject	Credits	Grade	Assessors	
			Name, surname	Signature

**CERTIFICATE OF ASSESSMENT AND RECOGNITION OF COMPETENCES  
ACQUIRED IN NON-FORMAL ADULT EDUCATION AND STUDY RESULTS  
REGISTRATION**

\_\_\_\_\_  
(date)

This is to certify that on \_\_\_\_\_ (date) the following non-formally acquired competences of  
(name, surname, personal identification number)

were recognised:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

And that the competences are equivalent to the study results of the following subjects:

No	Name of subject	Number of	Grade	Assessment forms

Rector  
Seal Here