



**L A W E H**  
**OPEN UNIVERSITY COLLEGE**

# **ADMISSION POLICY**

**Education Without Barriers**

## **ENTRY REQUIREMENTS FOR ADMISSION**

The term Open University usually refers to a University with an open-door academic policy, i.e. no stringent entry requirements like the traditional Universities. This fundamental open admissions policy makes university study accessible to all. The LAWEH Admissions policy recognizes this philosophy of making University education open to all, irrespective of age, qualification or experience, except the demonstration of intellectual ability. The concept seeks to provide opportunities for people who were left behind the tertiary education opportunities for one reason or the other, workers, working mothers, those bringing up a family or those that do not want to give up their social life for further education and people who otherwise will not have access to University education or those that qualify to enter straight but want to have flexibility in their studies to do so, provided they have an intellectual ability to swim through University education. The idea is to provide a system of open-supported education that provides the flexibility for participants to study effectively.

Admissions Pathways:

1. Academic Qualification Pathway
2. Recognition of Prior Learning (RPL) Assessment Pathway
3. Recognized Professional Qualifications Pathway

### **Academic Qualification Pathway**

1. West African Senior School Certificate Examination (WASSCE) & Senior Secondary School Certificate Examination (SSCE) Applicants

Professional Qualification Pathway

Recognition of Prior Learning (RPL) Assessment Pathway

### **Admission Requirements – Level 100**

1. West African Senior School Certificate Examination (WASSCE) & Senior Secondary School Certificate Examination (SSCE) Applicants

i. WASSCE and SSSCE applicants must have at least credit passes (i.e. grade A1-C6 and grade A-D respectively) in three core subjects including English Language, Mathematics and Integrated Science/Social Studies in addition to any three elective subjects with an aggregate score of 24 for SSCE and 36 for WASSCE or better.

ii. All other prospective applicants with any previous academic results who do not fully meet the requirement in 1(i) would be required to pass the Laweh entrance examination for admission and in addition write an essay between 300-400 words

### **Mature Students Admission**

Applicants without the requisite requirements who are 25 years and above with at least 2years work experience may be considered as matured students and shall be required to write Laweh Entrance Examination.

### **Recognition of Prior Learning (RPL) Pathway**

Recognition of Prior Learning is a system of formally recognizing skills and knowledge that has been acquired from informal learning and includes skills and knowledge from:

- Life Experience
  
- Work Experience
  
- Training Courses or Programmes

Recognition of Prior Learning shall be assessed through the Laweh Entrance Examination and any of the following supporting documents

- Letters and references including confirmation from employers, clients or community groups
  
- Reference relating to paid or unpaid work experience
  
- Samples of work including report, articles or publication.

## **Credit Transfers**

Applicants with prior studies and knowledge acquired from recognized tertiary institution may be considered for admission by transferring credits from their previous institution of study. Applicants shall be required to show proof of certified copies of transcript. Acceptable forms of senior high school certificate include either of the following:

- i. Official Senior High School transcript showing the date of graduation
- ii. Official documentation of having passed a State High School Equivalency examination

## **N.B**

- i. Admissions would not be given to applicants who fail to pass LAWEH entrance examination, and or fail to submit transcripts or other results slips where applicable.
- ii. If applicant is from a country where English is not the official language, prospective applicants may be required to take a certificated English Language bridging course offered by LAWEH.

## **Admission Requirements – Level 200**

### **Category A**

General Certificate of Education (G.C.E) Advanced Level:

Passes in any three (3) subjects at the G.C.E Advanced Level plus a pass in General Paper. In addition, the applicant must have had credit passes (Grade 6) or better in five (5) subjects including English Language, Mathematics Subject at the G.C.E Ordinary

Level.

### **Category B**

Advanced Business Certificate Examinations (ABCE):

Passes in any five (5) subjects at the ABCE level. In addition, the applicant must have had credit passes in five (5) subjects including English Language, Mathematics, Integrated Science or Social Studies in the General Business Certificate Examinations

(GBCE).

### **Category C**

Post-Secondary Teacher's Certificate 'A'/Diploma in Education Certificate.

### **Category D**

#### **Recognized Professional Qualifications Pathway:**

At least complete Level One (1) of any of the following professional qualifications:

- Institute of Chartered Secretaries and Administrators. UK (ICSA),
- Chartered Institute of Marketing. UK (CIM)
- Chartered Institute of Management Accountant. UK (CIMA)
- Chartered Association of Certified Accountants. UK (ACCA),
- Institute of Chartered Accountants ICAG and
- Chartered Institute of Bankers CIB

### **Category E**

Higher National Diploma (HND) in disciplines relevant to the programmes being offered

by the University

### **Category F**

Applicants in possession of University/Tertiary Diploma with a Final Grade Point Average (FGPA) of at most 2.5 from any University/Institution in programmes relevant to the courses being offered by the University

### **Admission Requirements – Level 300**

#### **Category A**

Higher National Diploma (HND) in related field.

#### **Category B**

University /Tertiary Diploma applicants in related field of study

Applicants with at least complete level two (2) of any of the following recognized professional qualifications: ICSA, CIM, CIMA, ACCA, ICAG and CIB.

**RECOGNITION OF PRIOR LEARNING POLICY**

**Approval by Academic Board: February, 2018**

**Publication Date: 21<sup>st</sup> February, 2018**

**Preamble**

1 The Laweh Open University's Recognition of Prior Learning Policy has been informed by the Quality Assurance Standards of the National Accreditation Board of Ghana for Mature students and the National RPL Policy of Ghana and its Framework by the Council for Technical Vocational Education and Training (COTVET, 2019). The NAB's requirements is the definitive reference point for all tertiary institutions in Ghana and sets out how academic standards are established and maintained and how the quality of learning opportunities are assured and enhanced. This policy provides guidelines designed to safeguard the academic standards of the Laweh Open University College and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies the support the RPL process.

**Introduction**

2 This policy sets out the expectations, key aims and principles, and procedural approach in relation to recognition of prior learning by the Laweh Open University College (the University). The University recognises that central to this policy is the University's responsibility for the academic standards of all awards granted in its name and the quality of learning opportunities for students.

**Responsibility for this policy**

3 Ultimate responsibility for the development of clear and effective processes and procedures associated with the maintenance of standards and quality assurance of academic provision and overseeing their application lies with the Academic Board.

**Expectation**

4 The University has in place equitable, valid and reliable processes of assessment, including for the recognition of prior learning, which enable every student to demonstrate the

extent to which they have achieved the intended learning outcomes for the credit or other form of recognition being sought.

### **Key aims and principles**

5 Laweh recognizes only credits obtained from accredited institutions. Degree awarding bodies are ultimately responsible for the academic standards of their awards. Laweh Open University College assesses learning outcomes for courses to be exempted and its awards are made on completion of the requirements of a module or programme, expressed in terms of learning outcomes, level and credit.

6 In addition to meeting the specified entry requirements, students may already have demonstrated academic achievement of certain elements of a programme at an equivalent level. In such cases, and where appropriate evidence can be provided, the University may grant the student credits on the basis of demonstrated prior learning.

7 Such prior learning may have been achieved either:

7.1 as credit awarded by a recognized university within the Commonwealth Higher education degree-awarding body in accordance with their national accreditation requirements. The award of credit on this basis is sometimes referred to as credit transfer; or

7.2 as learning through experience and practice outside a formal learning environment, including the workplace. The University assesses the learning gained through the experience, not the experience itself, and may award credit in recognition of that learning; or

7.3 as learning at higher education level but which has not led to the award of credit or qualification within the framework

8 In all cases, credit may be awarded only for learning that can be demonstrated; experience alone is not sufficient.

9 The amount, level and nature of any credit gained through recognition of prior learning depends on both the nature of the programme against which credits are being claimed, and the prior learning achievement used as the basis of the claim, in particular its relevance and currency.



10 The overall programme against which credits are being claimed must retain its coherence and integrity. This is particularly important where a programme may lead to a recognised qualification.

11 The Laweh Open University College makes academic awards in partnership with its affiliate institution; the Open University of Tanzania and it is up to the student to ensure that, following any recognition of prior learning (including credit transfer) that they will be appropriately qualified.

12 Claims are considered on an individual basis through a careful process of scrutiny and mapping of the learning outcomes achieved against those of the programme against which credit is claimed; in the interests of consistency, decisions are also informed by precedent. Any claim for learning must be supported by sufficient, relevant authentic evidence.

### **Procedural approach**

13 When determining the award of credit, the University takes into account the following criteria:

13.1 the academic level at which the prior learning took place, which must be at least equivalent, as defined within, the UK Qualifications framework and COTVET Qualifications framework, as Ghana does not have an expressed comprehensive qualifications framework.

13.2 the degree of alignment with a matched University module in terms of its syllabus content and learning outcomes – a significant match is normally required for the award of specific credits;

13.3 the currency of the prior learning – any claim based upon technical learning completed more than five years previously is discounted unless supported by evidence of ongoing competence/continuing professional development;

13.4 any expectations or requirements of the sector and programmatic outcomes;

13.5 the extent to which the award of credits impact upon the student's learning experience on the University programme concerned – here the main considerations are to ensure completeness of content coverage and thus fulfilment of the programme learning outcomes;

13.6 an expectation that the learner, if granted credits, goes on to complete the programme.

14 The University may be constrained in the prior learning it recognises for any programme by the requirements of an assessment committee or where the recognition of that prior learning might jeopardise the qualification or award the University is able to make on completion of the programme.

15 It is, however, the responsibility of the student to ensure that any qualification meets requirement or other regulatory requirements.

16 The University may award specific credits against individual, specified programme module(s) where there is appropriate and sufficient evidence that, through relevant prior learning, the student has achieved the learning outcomes of the module(s).

17 Specific credits can only be mapped against entire modules and not against parts or fractions of modules.

18 The University may award notional credits where there is appropriate and sufficient evidence that, through relevant prior learning at an appropriate level, the student has successfully completed a course of study consistent with the overall programme learning outcomes, skills-based module learning outcomes and/or a significant number of the subject-related learning outcomes from various programme modules.

19 Students granted notional credits are required to complete any specified core elements of the relevant programme and may be restricted in their module choices to avoid content overlap.

20 For all of its programme awards, the University requires students to achieve at least 50% of the available credits through the standard programme learning and assessment arrangements; no more than 50% of a programme's credits may be gained through the recognition of prior learning unless specified otherwise in the programme regulations.

21 Where allowed by an assessment committee, students may apply for exemption from study and assessment of programme modules. This process is different from recognition of prior learning. Any student obtaining exemption from study and assessment is not eligible for the programme award; to be eligible, a student must apply for and obtain recognition of prior learning.

22 Credits cannot be claimed against modules that a student has already registered for, and failed, previously. Additionally, modules where credits have been awarded through the recognition of prior learning process cannot subsequently be attempted in order to seek to improve the overall grade/classification.

23 Modules for which credits have been awarded on the basis of recognition of prior learning are recognised simply as qualifying modules for the award and do not contribute to the award grade or classification for that student. No grade is given to credits awarded for recognised prior learning.

24 Fraudulent claims for recognition of prior learning are regarded as malpractice and are followed through in accordance with the University's procedures thereon. The University reserves the right to withdraw any award made, or credits gained, as a result of such malpractice.

25 The operation and impact of the recognition of prior learning policies are monitored and reviewed at regular intervals by the Academic Board and its sub-committees with an annual report made on any credits awarded and linked student progression.

26 Similarly, the criteria by which applications for recognition of prior learning are determined are reviewed regularly to ensure that they remain transparent and accessible.

27 Students may appeal against decisions regarding the award of credit for recognition of prior learning using the standard academic appeals process.

### **Responsibility for the provision**

28 Responsibility for the effective implementation of Recognition of Prior Learning Policy lies with the Academic Board, operating through the Admissions sub-committee.

### **Monitoring and evaluation of the provision**

29 Responsibility for reviewing and evaluating the effectiveness of Recognition of Prior Learning Policy lies initially with the Academic Registrar. Formal responsibility for monitoring and evaluation of this provision lies with the Academic Board.

Date for next review: May 2021

## Version history

<b>Version</b>	<b>Amended by</b>	<b>Revision summary</b>	<b>Date</b>
V1.0	Academic Registrar	First Draft	22/02/17
V1.1	Quality Assurance Office	QA	20/03/17
V1.2	Academic Planning	Coherence activity	05/08/17
V1.3	External Consultant	External review	06/09/17
V1.4	Academic Registrar	Review	26/09/17
V1.5	Student Officer	Review	01/11/17
V1.6	Academic Board	Approval	05/02/18
V1.7	Registry	Final amends	10/02/18

## REFERENCES

2. National Accreditation Board Requirements (2017)
3. COTVET Policy on the Recognition of Prior Learning, Ghana December 2016
4. Recognition of Prior Learning Policy, University of Law UK, 2016.

## Document RPL APP 1.1

# APPLICATION FOR RECOGNITION OF PRIOR LEARNING FOR TRANSFER OF CREDITS

Please read this form in conjunction with the Laweh Open University College (Policy RPL AP 1.1 Recognition of Prior Learning, available on our website: [www.Laweh.edu.gh](http://www.Laweh.edu.gh))

## Application form for Recognition of Prior Learning (RPL)

Your application will not be considered unless this form has been completed in full.

Credit will be awarded for whole modules only. You cannot obtain partial credit towards a module. You must therefore demonstrate that you have met **all** the learning outcomes for the relevant module. Modules Credits cannot be claimed against modules that a student has already registered for, and failed, previously. Additionally, modules where credits have been awarded through the recognition of prior learning process cannot subsequently be attempted in order to seek to improve the overall grade/classification

Please check that the qualification you obtain after any Recognised Prior Learning (RPL) (including credit transfer) is accepted by the relevant Professional, Statutory and Regulatory Body (PSRB) or other regulatory organisation to which you may apply.

Where RPL is used towards a University award the module(s) will be treated as qualification modules only; any marks previously obtained will not count towards calculation of the award.

Where exemptions are allowed by a PSRB, these will not count towards a University award and therefore you will not be granted RPL and instead will be awarded an exemption.

The University may generally accept up to a maximum of 50% prior credits towards an award for the University's Law Courses. For the University's Business and other social science Courses, the Panel may accept up to a maximum of 66% of prior credit towards an award

You will not be able to take modules at the University, which are similar in content to modules for which you have been granted RPL as part of this application. This is particularly relevant where options/electives are concerned.

You will remain liable for your course fees in accordance with the University's terms and condition until the RPL application has been granted by the University and accepted by you in writing.

**Please complete the table below (middle column) for each module for which you wish us to consider by way of recognition of your prior learning. The University will assess your claim and advise you of the outcome normally within 7 days.**

Please also supply a copy of your assessment transcript (setting out which subjects/modules you have studied with marks obtained), the relevant programme specification, module descriptors and syllabus information and any further documentation relevant to this application.

**Recognition of Prior Learning Application Form**

**Title:** \_\_\_\_\_ **First name(s):** \_\_\_\_\_ **Surname:** \_\_\_\_\_

**Address:**

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**Personal e-mail:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**University e-mail:** \_\_\_\_\_

**\*University OR College ID / Student Reference Number:** \_\_\_\_\_

**(\*if you are uncertain what this number is, please contact our Admissions or Eligibility Team who will be able to confirm)**

**LAWEH Open University Programme:** \_\_\_\_\_

**Module(s) for which Recognition of Prior Learning is sought:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I confirm that to the best of my knowledge the information completed above and all information submitted with this application is true, accurate and correct. I understand that providing deliberately false or misleading information, may result in disciplinary action, whether that is at the time the University assesses this application or at any time thereafter. Any disciplinary offence will be reported to the appropriate professional regulatory body.**

**I confirm that I have read the University’s Data Protection Declaration and consent to all information submitted with**

**this application being processed in accordance with The University’s Data Protection Policy. For more information on our Data Protection Policy, please see The University website at [www.laweh.edu.gh/about/policies](http://www.laweh.edu.gh/about/policies) .**

**Signed:**

**Date:**





Please return this form along with your supporting documents to Eligibility Team on [info@laweh.edu.gh](mailto:info@laweh.edu.gh)

Before you send your application form to the Eligibility Team, you must ensure that you have:

- Completed all relevant sections on the application form;
- Included the required supporting documents;
- Signed and dated the declaration.

**By Post:**

The Admission Office

Laweh Open University College

P.O. Box 1158 T/N

Accra - Ghana

**Please complete the following table. You are required to complete a separate table for each module OR Course**



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LAWEH/RPL/APP/2017



<b>Required detail of the Prior Learning claimed for RPL</b>	<b>Please complete this column for the module for which RPL is sought</b>	<b>Laweh Open University College confirmation (for office use only)</b>
Awarding institution		
Module name		Equivalent module:
Programme on which the module was studied		
Number of credits awarded		Number of credits RPL:
Level of module		Level of RPL:
Level of programme if complete		
Any professional recognition of module		
Curriculum/module detail: topics covered		
Stated learning outcomes		
Required reading		
Assessment methods: examination (length and format); coursework (topic, name if useful, number of words); portfolio (please give detail)		
Marks obtained		
Compensation or condonation applied (if any)		
If recognition is sought for learning undertaken outside a formal university programme, further information will be required. Please note that learning must be		



demonstrable (eg through assessment) and not just experienced.		
Please attach: <ul style="list-style-type: none"><li>• University programme specification</li><li>• module specification and/or syllabus information</li></ul>		





