



MLA COLLEGE

MLA COLLEGE ADMISSIONS STATEMENT 2022

MLA College's programmes are validated by the University of Plymouth. This Statement confirms our commitment to aligning our Admissions to the University's policy and procedures (including Principles) as well as the admissions requirements specifically detailed against each of our programmes. These will include typical academic entry requirements, relevant experience and/or other qualities. The minimum entry requirements are intended to:

- Ensure that applicants have all the information necessary to make an informed decision to study with MLA College
- Ensure that applicants are appropriately prepared for study in higher education
- Draw attention to the diversity of qualifications that can prepare applicants for higher education
- Provide advice and guidance to applicants on the policy and procedure for the Recognition of Prior Learning (certificated and experiential)
- Support Admissions' staff in recruiting suitably prepared students

Details of the admissions requirements for individual programmes can be found on [our website](#) under Courses.

MLA College conducts its Admissions procedures according to the principles set out below (and in alignment with the University of Plymouth's Admissions Policy):

- Recognising the academic and other relevant achievements and experiences of each applicant
- Welcoming applications from individuals irrespective of their background
- Promoting equal opportunities for all applicants and students from the UK, EU and overseas
- Considering all applications fairly, consistently and in a timely manner
- Ensuring the entry requirements for each programme are clear and accurate
- Considering all applications on the basis of academic, professional, experiential and personal experience
- Ensuring compliance with appropriate legislation and relevant University of Plymouth policies

MLA College will make available entry requirements for all its academic programmes on its website and other related documentation. All admissions decisions will be made against the detailed criteria which will specify:

- Offers of a place are conditional upon the information supplied to MLA College.
- False statements or omissions of relevant information may lead to the withdrawal of an offer or a place

MLA College will always consider applicants with previous certificated learning or learning based on experience under its Recognition of Prior Learning (RPL) Policy and Procedures (which is also aligned to that of the validating partner's RPL Policy and Procedures). This includes the accreditation of certificated learning (APCL) and/or on any previous experience under the Accreditation of Experiential Learning (APEL policy).

INTERNATIONAL APPLICANTS AND ENGLISH LANGUAGE

Applicants whose first language is not English will also be required to demonstrate English language proficiency, in accordance with the qualifications listed on the University of Plymouth's guidance table:

<https://www.plymouth.ac.uk/international/how-to-apply/english-language-requirements>

COMPLAINTS AND APPEALS AGAINST ADMISSIONS AND APPLICATIONS

Complaints

Each application is considered and processed in a fair and transparent way. If an applicant believes that, in the processing of its application, the actions of MLA College are not in line with expected standards then an applicant may make a complaint. A complaint relates to the operation of MLA College's admission and application process and/or its outcome, or the actions or behaviour of a member of staff involved in the admissions process. Should an applicant wish to make a complaint/grievance, they are advised to put their complaint in writing to the Academic Registrar who will acknowledge the complaint, investigate and respond on behalf of the College. Applicants should expect to have a response within 10 working days of receipt of the letter. On receipt of a response, if the applicant is still dissatisfied then the query will be reviewed again by MLA College's Vice-Rector (Academic)

Appeals

An application is considered in accordance with our principles and offers are made based on the information provided on the application form and the relevant entry requirements. If an applicant believes that, in its consideration of their application, the actions of MLA College are not of the standard expected then an applicant may make an appeal. An appeal should relate to the process of decision making rather than the decision itself which is a question of academic judgment. There is no automatic right of appeal against a decision on whether or not to offer a place. Should an applicant wish to appeal, they are advised to put their concerns in writing to the Rector, MLA College, The Merchant, St Andrew Street, Plymouth, PL1 2AX, (or via email to info@mla.ac.uk) who will acknowledge the appeal, investigate and respond on behalf of MLA College. Under normal circumstances, applicants should expect to have a response within 10 working days of receipt of the letter. MLA College reserves the right to exclude an applicant who is considered, on justifiable grounds, to be unsuitable for a place on a particular programme according to individual circumstances.

MLA College

Recognition of Prior Learning (RPL) Policy and Procedure 2022

Introduction

Recognition of Prior Learning, both certificated and learning acquired through experience, can facilitate entry to higher education Programmes (at award or module level) for individuals who do not currently hold traditional entry qualifications. The validation arrangement with the University of Plymouth enables MLA College to align a number of its policies and procedures to those of the University. This document sets out the process that applicants who wish to make a claim for RPL need to follow with the full University of Plymouth RPL policy and procedures available [here](#)

If an applicant is looking to join a Programme that is, in effect, part of the way through (either the final year of study of a BSc, or the final project of a MSc) an applicant may have undertaken a period of study prior to this, that will have gained them the appropriate level of academic credit. We recognise this in two ways:

1. **Prior Certificated Learning** – an applicant may already have prior learning, at a recognised education provider and/or a professional qualification that allows you access to our Programmes. MLA College will be able to judge whether this learning is of the appropriate level and amount (in accordance with our Admissions Statement), when you apply and show evidence of such learning. Examples of related professional qualification equivalence can be found at Appendix 1.
2. **Prior Experiential Learning** – we recognise that many students may not have the appropriate level of certified learning but have an established place within the working or voluntary environment which has allowed them to attain equivalent skills and intellectual attributes without official certification from an education provider. In this instance an applicant will need to apply to MLA College by completing an application to be considered for RPL. This will need to include appropriate evidence, and we will assess the evidence as part of the admissions procedure.
3. **A mix of the two** - You may also have some Higher or Further Education qualification (but not of the correct level or correct amount to directly enter onto the Programmes through the usual Admissions procedure) and have some relevant experience that may be appropriate. You will also need to submit an application for RPL and attach appropriate evidence, which we will assess as part of the admissions procedure.

Writing Your Claim

Your Claim for Recognition of Prior Learning is based upon three things:

- A Personal Statement (example at Appendix 2)
- A Mapping Matrix (example at Appendix 3)
- An Evidence Base

Guidance for the completion of a Personal Statement is given, but in essence this is an opportunity for you to introduce yourself and articulate your reasons for application and outline what you feel are your skills and attributes that assure us that you are likely to succeed in your Programme.

The Mapping Matrix is a simple document that matches the types of broad skills we would expect to see in a student entering your level of study with the evidence that you are going to supply e.g. If we are looking for evidence you can deal with environmental data, you might evidence this by a report that contains maps you have constructed, and you should outline briefly what you actually did to make these.

The Evidence Base is a suite of appropriate documents which demonstrates the work you have chosen to include within the Mapping Matrix

Personal Statement

As part of your MLA College application, you will be required to submit a 200 - 300 word personal statement explaining why you would like to join your chosen Programme. Your personal statement is an opportunity to introduce yourself and articulate your reasons for wishing to study your chosen Programme whilst displaying your skills and experience that underpin your application. The statement needs to be professionally written in English, thoughtful and informative.

Follow these headings as a guide:

- Introduce yourself: Personal skills and attributes, your strengths, influences, background, schooling, your extracurricular interests.
- Describe your motives - why you are applying for the Programme. This could include both personal and professional motivations, as well as detailing your interest in the subject area.
- Work experience and qualifications: Give an overview of your career path and achievements so far, and how they might help you in this Programme.
- Personal Achievements: Mention any awards that you have won, funding, positions of responsibility you have achieved, any career or personal milestones that you are proud of and/or are noteworthy.
- Future career plans: short term and long term.
- Conclusion: Final couple of sentences summing up your application.

To support your claim, if appropriate, for the recognition of prior learning (certificated or experiential) as part of our check to ensure that your time with us will be successful, we also ask that the evidence you give **MUST** be:

- Relevant
- Authentic
- Valid
- At the right level (refer to the Outcome statement to check)
- Sufficient, in terms of your contribution to it (If it was a joint effort)
- Current – within 5 years
- Verified by one referee

That means another part of your evidence should be a verification of your evidence, perhaps by your line manager or a more senior member of your organisation. We would also draw your attention to the issue of currency – make sure your evidence falls within this **FIVE YEAR** window.

Support

This might all feel a little daunting but with a little thinking and preparation time, we hope that it is not too onerous. However, we also appreciate that there are always exceptions to every case, evidence you are not sure matches in one way or another. Or you may require some assistance. If so, please contact info@mla.ac.uk in the first instance and we will ensure your queries are responded to by the right member of the team, by either email or videocall, as schedules allow.

Appendix 1: Example of Mapping of professional qualifications to levels for Sustainable Maritime Operations

	Academic entry	Professional (mariner) entry, Engineering	Professional (mariner) entry, Deck	Professional (experiential) entry
PGCert/PGDip/MSc entry				
	Honours degree in a relevant subject, or, HND + 2 year's experience (as 2 nd Officer or above) + relevant professional qualifications		Master II/3 or II/2	Write portfolio which addresses the Level 6 SEEC level descriptors (from list below)
		Chief engineer III/3 or III/2	Chief Mate (also called Chief Officer or First Mate) II/2	
		Second engineer III/3 or III/2 + experience (2 yrs minimum)		
English	IELTS 6.5 overall or above, with a minimum of 5.5 in all four components (listening, reading, speaking and writing) or MCA CEC			
Maths	GCSE grade C or higher			
Admissions statement	Quality of application, and evaluation against relevant SEEC level descriptors: Senior Admissions Tutor judgement is final			
BSc or BSc (Hons) entry				
	HND or Level 5 equivalent			Write portfolio which addresses the Level 5 SEEC level descriptors (from list below)
		Third engineer/EOOW III/1	OOW II/3 or II/1	
English	IELTS 6.0 overall or above, with a minimum of 5.5 in all four components (listening, reading, speaking and writing) or MCA CEC			
Maths	GCSE grade C or higher			
Admissions statement	Quality of application, and evaluation against relevant SEEC level descriptors: Senior Admissions Tutor judgement is final			

Appendix 3:

Example of a Mapping Matrix

The following Table allows you to quickly cross reference the attributes (or Outcomes) we are expecting of you when you enter a Programme with evidence from either your qualifications or experience.

One piece of evidence might show competence in multiple Outcomes, but we recommend that you evidence each Outcome twice. Include a copy of the evidence in the Evidence Base and label it with an appropriate cross referencing system e.g., Skills1 might refer to the evidence against the first Skills outcome.

The Outcomes we are expecting to see evidence against are as follows:

Attribute	Outcome statement appropriate to Programme Levels		
	BSc (Top Up) – Level 6	MSc - Level 7	MSc (Top Up) – Level 7
Skills	Demonstrate the use of appropriate methodologies, eg. simple textual and numerical information gathering, and communicate results appropriately	Utilising appropriate methodologies, gather, manipulate, and analyse textual and/or numerical information gathering, and communicate results appropriately	Can perform high level and complex analysis and research methodologies with interpretation of textual and/or numerical data
Knowledge	Can demonstrate a broad understanding of subject specific issues	Can demonstrate the complexity of subject specific issues by showing interconnectedness (e.g. between People, Planet, and Profit)	Can demonstrate a full understanding of sector specific issues within a given organisational context
Understanding	Can synthesis and summarise arguments, ideas, and concepts.	Can analyse arguments, ideas, and concepts and from that develop their own ideas	Can analyse data, arguments, ideas, and concepts of others and from that develop and apply their own ideas to a subject specific problem
Achievement	No evidence required	Can demonstrate evidence of successful involvement in sector specific projects	Can demonstrate evidence of leadership in sector specific issues.

Mapping Matrix:

Attribute	How do I satisfy the Outcome?	Evidence Used (including cross-reference code)	Brief Description of Contribution
Skills			
Knowledge			
Understanding			
Achievement			