

Instructions to create RPL application in Pakki-service

Log into Pakki-service (pakki.hamk.fi) and select RPL. If you have already filled in an RPL application, you will see it and the status of the application on this list. Scan the certificates as files, which you can then attach to your application when you fill it.

Start the application by selecting **New application**. It is the same for both RPL applications.

- Check that all the data is correct.
- Fill in the details of the guidance discussion. You can give the date of your performance appraisal (skills demonstration) or the first contact day of studies when you got information about credit transfer.
- Add the name of the tutor teacher of your group. Just start typing the person's name in the field, and the system offers the person.
- **Save.**

Accreditation of prior studies (Credit transfer)

- Start the application **by adding place of performance**.
 - a. Select Educational institute and fill in the other sections marked as compulsory.
 - b. Add the certificate from prior studies, for example the transcript of records, as PDF-attachment.
 - c. **Save.**
- Then go to **Studies or competences** and **select Add previously completed university level course or module**.
 - a. Fill in the name of the course in Finnish if it was taught in Finnish. Otherwise, fill in both fields with the English name of the course. Write the names carefully.
 - b. Fill in the other sections marked as compulsory.

- c. Select your own guidance counsellor (Eveliina Grönberg) as handler of the application.
- **From the right side of the view, you will select the course for which you want a credit transfer.** At this point, you can apply for credit transfer on several courses with the same education.
- **Save.**
- **Note!** If you are applying for credit transfer on more than one course with the same education and you are not sure if all credit transfers can be granted, follow these steps:
 - a. Start filling in the application with Add place of performance button (see above).
 - b. Then go to Studies or competences and select Add previously completed university level course or module and fill in the other sections marked as compulsory.
 - c. Pick one Study (course) from which you seek credit transfer. Save.
 - d. Return to Add previously completed university level course or module and fill in sections marked as compulsory.
 - e. Pick one Study (course) from which you seek credit transfer. Save. And if necessary, the paragraphs d and e again.
- You may add more than one place of performance or more than one course to an application. Start then filling in again in the application section of Add place of performance.
- When the application is ready, **submit it.**

Accreditation of work experience (Skills demonstration)

- Start the application **by adding place of performance.**
 - a. First, select **Work experience** and **Workplace** from the list of organisation types.
 - b. Fill in the other sections marked as compulsory.
 - c. Add your **job certificates** as attachment.
 - d. **Save.**
- Then go to **Studies or competences** and **select Add previously acquired competence.**

- a. Leave Grade field blank.
 - b. Select the right place from the list.
 - c. You may add the signature date of your job certificate to Date of completion.
 - d. Describe your competence in **the Justifications field**. If you want to show your competence with a skills demonstration, here you can propose a way to do that.
 - e. Select your tutor teacher as handler of the application.
- **From the right side of the view, you will select the courses for which you want a skills demonstration.** At this point, you can apply for skills demonstration on several courses with the same work experience.
 - **Save.**
 - **Note!** If you are applying for skills demonstration on more than one course with the same work experience and you are not sure if all skills demonstrations can be granted, follow these steps:
 - a. Start filling in the application with Add place of performance button (see above).
 - b. Then go to **Add previously acquired competence** and fill in the sections marked as compulsory.
 - c. Pick one Study (course) from which you seek skills demonstration. Save.
 - d. Return to Add previously acquired competence and fill in sections marked as compulsory.
 - e. Pick one Study (course) from which you seek skills demonstration. Save. And if necessary, the paragraphs d and e again.
 - When the application is ready, **submit it.**