

Validation of competences

A guide for students

Företagsekonomi and International Business

Validation lets you have competence you already possess, from work experience, prior non-formal training, association activity, or a previous degree, recognised as part of your current studies. Full policy, what to submit, and the application itself are on Start under [Accreditation and Validation](#). This document adds how to prepare the report and what happens at Arcada once you apply; it does not replace the instructions there.

Preparing your report

The report is what the examiner reads before the discussion, so it needs to show clearly how your competence matches the learning outcomes.

Read the learning outcomes at course level

- Validating a single course: use the learning outcomes of that course in Sisu.
- Validating a whole study module: read the study module description first, then work through the learning outcomes of each course within the module.
- Validating an External study module: use the learning outcomes of the courses you are putting forward as the content of the module.

The report has two parts: a table mapping each learning outcome to your evidence for it, and a written reflection that takes the outcomes one at a time. For each outcome, explain:

- How you acquired the competence, including the context, your role, your responsibilities, and the time period.
- In which situations you have used it.
- How it matches this specific learning outcome rather than the course topic in general.
- How it has shaped your professional approach and how it supports your continued development in this area.

Work experience is a common basis for validation. If your competence comes from work, describe the employer, your role, your tasks, and the period, and attach your work certificates with the application. Also connect your experience to the concepts and literature of the field, since the report needs to show that you can explain your practice, not only that you have done the work.

The report is assessed on analysis rather than description. It should show detailed reflection on every learning outcome rather than a summary of your career, with specific examples given in enough detail to be verifiable.

Length and format

- The report should be clear and reflective, cover every learning outcome, and state clearly which competences you hold and how you acquired them.
- Support your reflection with relevant sources, referenced in APA 7.
- Submit it as a structured report rather than a continuous essay: a title page, headings, a mapping table, and a reference list.
- Use the Arcada writing template, as set out in the writing guide on Start.

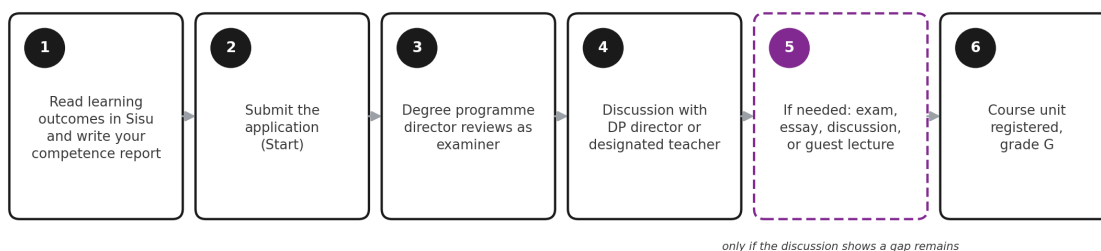
What happens after you submit

The degree programme director, as examiner, reviews your report and evidence against the learning outcomes, and may involve a designated teacher for a specific competence area. Expect to be invited to a discussion to go through the report.

Depending on what that discussion establishes, the examiner decides how any remaining part of the competence is demonstrated: sitting the final exam of a course, a written assignment or academic essay, an oral discussion, or another suitable task such as a guest lecture within a related course.

All courses are recognised through validation, including within a self-composed module such as the External Study Module, are registered with the grade G (pass) rather than the numerical scale 1 to 5, since validation does not include the assessment activities that are part of regular teaching.

The process – an overview



Questions

Contact your degree programme director about a specific course or module. For questions about the application itself, contact Student affairs.