Accreditation of Work Experience (Skills demonstration)

Log into Pakki service (pakki.hamk.fi) and select eRPL. To attach your certificates to your application, take a clear photo of them or scan them as files. Name and number the files clearly, so it is easier for you to refer to the relevant file when justifying your competence.

Proceed using the **+ buttons**. If you need to make any changes to your application, click on the pen icon.

1. Start the application by selecting **New Application.**
   - Give the date of the guidance discussion.
   - Give the name of the teacher with whom the guidance discussion was held.
   - **Save the draft and start filling out the application.**

2. Start the application by **Adding a place of performance.**
   - First, select **Work experience** and **Workplace** from the list of organisation types.
   - Fill out the other fields marked as compulsory.
   - Add your **job certificates** as attachments.
   - **Save.**

3. Go to **Studies or competences** and select **+ Add previously acquired competence.**
   - Choose **Replacement** as the Credit transfer type.
   - Select the handler. This should be the teacher responsible of the course.

4. From **Previously acquired knowledge** choose **Add knowledge.**
   - Leave the Grade field empty.
   - Select the right **Place** from the list.
   - **Justifications:** Describe your competence from your work experience by comparing it to the evaluation criteria of the course. You should also

refer to the relevant numbered file you have uploaded. If you want to show your competence with a skills demonstration, here you can propose a way to do that.

- **Add.**

5. Move to the middle section of the page (**Choose from the studies in PSP**).

   - Select the course for which you are applying the replacement. Drag the selected course to the right to **Studies selected to application** section, or by selecting the course and then clicking the cross button.
   - **Save**.

6. **Submit the application** (a button at the top of the application).

Note! If you want your skills demonstration to be accredited for multiple courses, and you are not sure whether all of them will be approved, you can submit multiple applications (**Add knowledge**) for each course, targeting the application to a different study each time. This will allow the handler to make decisions based on your suggestions for each course individually.