1.0 OBJECTIVES

1.1 In recognition of the essential role that lifelong learning plays in personal, professional, and societal growth, Universidad De Manila is committed to fostering an inclusive environment that provides accessible, high-quality learning opportunities for all individuals.

1.2 This Life-Long Learning Policy seeks to ensure that all members of our community, including students, alumni, faculty, staff, and the wider public, can engage in continuous learning activities, free from barriers related to ethnicity, religion, disability, immigration status, or gender.

2.0 SCOPE (COVERAGE OF PROCEDURE)

This policy applies to all educational programs, workshops, seminars, online courses, certification programs, research opportunities, and any other activities classified as life-long learning initiatives offered or supported by Universidad De Manila. It encompasses both on-campus and online modalities to accommodate various learning preferences and needs.

3.0 POLICIES

4.0 **Inclusivity and Non-Discrimination**. Universidad De Manila will provide life-long learning opportunities without discrimination based on ethnicity, religion, disability, immigration status, gender, or other personal characteristics. This commitment to equity ensures that every individual can pursue knowledge, skills, and competencies that contribute to their holistic development.

5.0 **Accessibility and Adaptability**. The university is committed to ensuring that all life-long learning activities are accessible to people with varying abilities and learning needs. Courses and programs will be made available in formats that cater to those with disabilities, including, where possible, physical accessibility on campus and the provision of digital and assistive technologies.

6.0 **Flexible Learning Pathways**. Recognizing the unique schedules and responsibilities of adult learners, the university will develop flexible learning pathways, such as part-time and modular learning options, to enable learners to engage with education at their own pace and on their own terms.

7.0 **Community Engagement and Social Relevance**. Universidad De Manila will collaborate with community organizations, local industries, and government bodies to ensure that life-long learning programs are aligned with social and economic needs. Programs will be designed to enhance local knowledge and address pressing community issues, providing learners with relevant skills for personal and community advancement.

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8.0 PROCEDURES

9.0 The University Research, Extension, Linkages, and International Affairs (URELIA) in coordination with the colleges shall implement the guidelines and procedures in identifying the stakeholders by:

Responsibility	Activity
URELIA & Academic Colleges	Conduct needs assessment and surveys among stakeholders, industry partners, and community groups to identify lifelong learning needs.
Life-Long Learning Center	Develop tailored learning modules, short courses, and training programs based on the identified needs and emerging societal trends.
Colleges & Academic Units	Assign qualified faculty and resource persons to deliver on-campus and online lifelong learning courses.
Life-Long Learning Center & Public Affairs	Conduct outreach and awareness campaigns to encourage participation from underserved and underrepresented groups.

9.1 regular outreach efforts to raise awareness of life-long learning opportunities and encourage participation from underserved and underrepresented groups.

Responsibility	Activity
Guidance & Counseling Office	Provide counseling, career guidance, and mentoring services tailored to the needs of lifelong learners.
Library & IT Center	Ensure accessibility of digital archives, online learning platforms, physical libraries, and assistive technologies for all learners.
URELIA & Quality Assurance Office	Regularly monitor and evaluate the effectiveness, relevance, and inclusivity of lifelong learning programs through participant feedback.
University Administration	Conduct periodic policy reviews and ensure continuous compliance with university mission and social responsibility standards.

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10.0 LIST OF FORMS

1. LLL-FM-001: Lifelong Learning Needs Assessment Form
2. LLL-FM-002: Lifelong Learner Registration & Support Services Request Form
3. LLL-FM-003: Lifelong Learning Program Monitoring and Participant Feedback Form
4. LLL-FM-004: Outreach & Community Engagement Activity Report

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