Recognition of Prior Learning (RPL) Policy

Category	Academics & Students	Approval Date	2024/09/20
Policy Name	Recognition of Prior Learning (RPL)	Approved By	Policy committee
Document ID	ACST-POL-007	Effective Date	2024/10/15
Policy Owner	Academics Director	Next Review Date/Mandated Review	2027/09
Policy Lead	Program Managers	Revision History	
Department	Academic Records		

The College acknowledges the diverse ways in which learning can occur through formal education, non-formal training and informal life experiences, and seeks to credit applicants accordingly while maintaining the integrity of its programs and credentials.

Policy Purpose

Establish a consistent and equitable framework for evaluating applicants' prior learning experiences, ensuring they have access to multiple pathways for completing their education.

Definitions

- **Applicant:** An individual who has submitted a formal request for admission to a program or course of study at the College, including both domestic and international students.
- **Challenge Exam:** An assessment that allows applicants to demonstrate their knowledge and skills in a specific subject area to earn credit for a course.
- **Credential Recognition:** The process of evaluating and validating an individual's previous education or qualifications, often from other institutions or countries, to determine their equivalency to the College's academic standards and programs.
- **Formal Learning:** Learning acquired at post-secondary educational institutions, such as colleges or universities, which typically results in credit being granted for the successful completion of courses.
- **Informal Learning:** Learning gained through work and life experiences, which may not be structured or officially evaluated.
- **Non-Formal Learning:** Learning typically offered by sectors, professional groups, or employers for specific training needs, which may or may not include formal assessments.
- **Prior Learning Assessment and Recognition (PLAR):** The evaluation of competencies, skills, and knowledge gained through formal, informal and/or non-formal learning.
- **Transfer Credit**: Credit awarded by the College based on an assessment of prior formal education.

Scope

This policy applies to all applicants, both domestic and international, seeking admission to an approved program at the College. It does not apply to applicants seeking admission in non-credit courses or programs.

Policy Details

1. Types of Prior Learning Recognition
    1.1. Transfer Credit: When credits are granted for individual courses completed at the College or other accredited post-secondary institutions.
    1.2. Credential Recognition: Credits granted on a course-by-course basis for programs completed in and out of the province, and internationally.
    1.3. Prior Learning Assessment and Recognition (PLAR): Credits granted based on an assessment of competencies, skills and knowledge gained through education, work, life experiences or non-formal learning.
2. Eligibility
    2.1. Applicants seeking admission to one of the College's credit programs can request to have their prior formal, informal and/or non-formal learning assessed by the College to receive credit towards their program completion.
3. Residency requirements
    3.1. In order to graduate from a program at the College, a student must complete at least 50% of the credits at the College.
    3.2. Students receiving prior learning recognition cannot receive more than 50% of the credits required for a program.
4. Exclusions
    4.1. Prior learning recognition may not be awarded for work-integrated learning courses, such as work experience, practicums, field schools, internships or directed field study courses.
    4.2. Guidelines for programs governed by external regulators and/or curriculum owners will supersede any conditions established in this policy.
5. Decisions
    5.1. Decisions for credits awarded through prior learning recognition are at the discretion of the Program Head or Program Manager in consultation with the Academics Director.
    5.2. Decisions may include granting/denying credit, requiring challenge exams, recommending further assessment or granting a tuition discount.
    5.3. SAS advisors may communicate the decision to the applicant.
6. Exceptions
    6.1. The Academics Director and/or Program Manager may approve exceptions on a case-by-case basis.
7. Requirements
    7.1. Programs will determine the requirements for PLAR.

Relevant Documents or Legislation

- Graduation Path Policy

Revision History Details