

# Prior Learning Assessment and Recognition (PLAR)

Responsible Authority:	Office the Registrar
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## PURPOSE

Prior Learning Assessment and Recognition (PLAR) is a competency-based assessment process that seeks to recognize and give formal credit for college-level learning that is acquired informally, non-formally and formally. The learning may have been acquired experientially through work and life experiences, workplace training or unrecognized education attained abroad. Through the PLAR process, current and prospective students have their prior learning assessed according to the course or program outcomes with formal credit awarded as appropriate.

## SCOPE

This applies to all students and applicants

## POLICY

### 1. Course Eligibility

Most college courses are available for candidates to earn credit through PLAR. In some cases, programs may designate a course as not eligible for PLAR. This will be indicated on the course syllabus. Program administration will have a clearly articulated reason for course PLAR ineligibility. PLAR procedures and processes will respect current, recognized national standards and best practices for PLAR. Residency requirements remain applicable [see Admissions Policy - Article 1.4.6].

### 2. Fees

Fees charged for the PLAR assessment will be based on Ministry guidelines. Fees are non-refundable and non-transferable.

### 3. Demonstration of Prior Learning:

#### 3.1 General Requirements

The general requirements for successfully challenging a course are determined by each academic centre. The assessment is undertaken by subject matter experts (SME) who are approved by the program Dean. SMEs determine individual assessment methods, these could include a challenge exam and/or portfolio and is consistent with course learning requirements. The type of assessment is determined according to the nature of the learning being assessed, methods used, will have equivalent expectations to traditional methods of assessment for the course. If the learning demonstrated is deemed equivalent to College course learning outcomes a course credit values is awarded.

**3.1.1** Challenge exams may require the candidate to participate in written, oral, or practical based forms of assessment. Tests may be invigilated by the college Assessment Centre.

**3.1.2** Candidates may be required to sign a waiver form giving permission to a SME to contact previous or current employer(s), co-workers, or references, to verify sources of documentation in their portfolio.

**3.1.3** Candidates with accessibility requirements may use the additional supports or accommodations as approved by Accessible Learning Services.

### **3.2 Assessment and Evaluation**

- 3.2.1** If a student is not successful (achieves a failing grade), the SME may ask a candidate to complete additional assessment methods and/or continue to attend the conventional class for the registered course.
- 3.2.2** Students may apply for PLAR for a single failed course only after one year has elapsed and they are able to demonstrate additional learning has taken place during that year.
- 3.2.3** Students currently enrolled in a course and obtain their PLAR passing grade are no longer eligible to continue in the course to obtain a different grade.

### **3.3 PLAR Transcripts and Records**

PLAR grades will appear on the student's transcript as a graded course. Unsuccessful PLAR attempts are not recorded on the student's transcript. Should the student decide to upgrade their mark in a future term, they may re-register for the course at an additional fee.

A formal record of the assessment process and results will be completed, available to the candidate and retained by the PLAR Office for five (5) years.

## **4. PLAR Appeals**

The PLAR Appeal process is available under the Academic Appeals policy.