



OntarioLearn Procedure

PROCEDURE TYPE:	Academic
PROCEDURE TITLE:	Prior Learning Assessment & Recognition Procedure
PROCEDURE NO.:	ACAD-008.1
RESPONSIBILITY:	OntarioLearn Policy Committee
APPROVED BY:	OntarioLearn Board of Directors
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Introduction

Partner colleges establish a process to award college credits earned by students through recognition of work and life experience. Acknowledging the attainment of skills and knowledge from prior work, volunteer or life experiences enables students to accelerate the completion of their educational goals. This procedure outlines the structure by which students and host colleges/registering colleges address prior learning assessment and recognition requests.

Definitions

Host college: The College who owns/delivers the course.

Prior Learning Assessment and Recognition (PLAR): is a process used to assess significant and relevant learning acquired through study, work, volunteering and other life experiences, not recognized through the formal credit transfer process.

Registering college: The college where the student is registered.

Procedures, Roles and Responsibilities

1. Whenever possible, PLAR assessments will be completed by approved academic staff at the registering college.
2. In certain instances where the registering college does not have the academic expertise to develop or administer a PLAR, the registering college can negotiate special arrangements with the host college for PLAR opportunities (including but not limited to using of the final exam as a challenge exam).
 - a. Any special PLAR arrangement will be handled on an individual basis and is regarded as a unique situation and cannot be used as a precedent for normal procedures.
 - b. Special PLAR arrangements may include:
 - i. Referring the student to the host college for a PLAR.
 - ii. Paying for the development and/or assessment of a challenge process.

- c. The registering college is responsible for any incurred costs related to the development and assessment of a PLAR opportunity approved for their student.
3. Whenever possible, host colleges will try to accommodate special PLAR requests for students from other partner colleges for the OntarioLearn courses that they host.
- a. It is noted that some host colleges may not be able to accommodate PLAR referrals from registering colleges as their PLAR candidates must be officially registered at their college to be eligible for a PLAR.

Accessibility for Ontarians with Disabilities Act (AODA) considerations

OntarioLearn's commitment to accessibility and AODA standards has been considered in the development of this policy.

Related policies, procedures and directives

Prior Learning Assessment & Recognition Policy (ACAD-008)

Registering College PLAR Policy/Procedure

Transfer of Academic Credit Policy (ADMIN-010)