



PRIOR LEARNING ASSESSMENT AND RECOGNITION POLICY

Policy Area:	Board and Academic
Policy Number:	PLRPL_2405R_BE/PVPA
Policy Sponsor:	Provost and Vice President Academic
Policy Contact:	Provost and Vice President Academic
Stakeholders:	Students and College Employees
Authority:	<i>College and Institute Act</i>
Approval Authority:	Board of Governors and Education Council (joint)
Approval Date:	May 21, 2024 (Board) April 4, 2024 (Education Council)
Effective Date:	October 1, 2024
Replaces or New:	OC Calendar – Admissions: Prior Learning Assessments
Last reviewed:	May 2024 Scheduled review date: May 2026

Procedures: *Prior Learning Assessment and Recognition Procedures (under development)*

1. Policy Statement

The College recognizes that knowledge and skills are acquired in a variety of ways, such as informal and non-credit education, work experiences, training, self-study, travel, recreation, community involvement, Indigenous knowledge and ways of being and other life experiences, outside the formal post-secondary education system. When that prior learning is determined to be equivalent to the required learning outcomes of a Prior Learning Assessment and Recognition eligible course or program, credit will be granted.

2. Purpose

This policy provides guidelines to determine the equivalencies of students' prior learning experiences to formal college credits.

3. Scope and Application

This policy applies to all current Okanagan College students requesting formal assessment of their prior learning experiences for college level credit. A successful assessment of prior learning generally applies to the designated module or course and may not constitute completion of any prerequisites for other modules, courses or programs.

4. Definitions

Course Challenge	Means written, oral and/or practical tests as determined appropriate by a department/program. Challenge exams are developed by the department/program in which credit is sought for courses which the department/program deems suitable for challenge. Individual course objectives/learning outcomes are assessed.
Portfolio	Means documentation that systematically provides evidence of an individual's learning experiences and accomplishments in relation to course objectives/learning outcomes. This documentation may include a self-reflection. An interview may also be required as a component of this assessment.
Prior Learning Assessment and Recognition (PLAR)	Means a systematic process to evaluate and give credit, where appropriate, to learning that has been gained through work experience, informal and formal training, and life experience.
Residency Requirements	Means a specific number of courses that must be taken at Okanagan College to complete a credential.
Transfer Credit	Means the granting of credit toward a credential by one institution for programs or courses completed at another institution.
Work-Based Assessment	Means an assessment of a student's prior learning (knowledge, skills, abilities and/or values) as demonstrated in a simulated or real setting. Learning is demonstrated in a comprehensive way, showing knowledge, understanding and levels of competence in relation to the course objectives/learning outcomes.

5. Principles

- 5.1 Students may receive credit for demonstrated knowledge, skills and attributes that are verifiable, current, and consistent with programs and courses offered at Okanagan College.
- 5.2 Prior Learning and Recognition (PLAR) applicants must first be admitted to the College and to the program to which they seek credit in accordance with Okanagan College Admissions policies and procedures.
- 5.3 The appropriateness of PLAR within individual departments shall be determined by the respective department.
- 5.4 Fees for PLAR are nonrefundable and are based on the services to be performed.
- 5.5 The maximum number of credits awarded through PLAR will be 50% of the credits or work required for a given degree, associate degree, diploma or certificate.
- 5.6 Credits earned under the PLAR process do not contribute to Residency Requirements for a credential.
- 5.7 Credit earned through Prior Learning Assessment and Recognition as Transfer Credit from other Canadian accredited post-secondary institutions will not be accepted. Students must complete the PLAR process through Okanagan College to receive credit.
- 5.8 PLAR is not available to students currently on suspension.

- 5.9 Credits granted through the PLAR process will be annotated as Prior Learning Assessment on the student's Transcript.

6. PLAR Assessment

- 6.1 Students will request or be requested to document their learning of specific knowledge, skills and values related to the course or program learning outcomes, objectives or competencies for Prior Learning Assessment and Recognition which credit is requested. Documentation must support learning statements and may include and not be restricted to the following:
- personal Portfolios;
 - non-credit certificates/diplomas;
 - work products and artifacts;
 - Course Challenges (written, oral, performance examinations [e.g. laboratory, clinical, worksite], product assessment, standardized exams);
 - performance evaluations (e.g. role-plays; live, video or audio presentations; lab demonstrations; simulations; work-site demonstrations); and
 - Work-Based Assessments including documented learning from life and work experiences and accomplishments.
- 6.2 The appropriate assessment techniques will be determined by the department.
- 6.3 The assessment and assignment of PLAR credit will be determined by a content specialist qualified in the appropriate area of expertise, discipline and/or Indigenous knowledge, and identified by the department.
- 6.4 The department will have the discretion to assign PLAR credit with or without a grade. Assessment of a grade, where assigned, will be determined by the content specialist identified by the department.
- 6.5 Decisions regarding PLAR credits and/or grades, as determined and recommended by the content specialist, are final. A Student may appeal the process that was followed if the Student believes the procedure followed in a PLAR assessment was conducted in a manner that was not procedurally fair and impartial.
- 6.6 To file an appeal based on Procedural Fairness, Students need to follow the processes outlined in the *Educational Decisions Appeal Procedures - Final Appeal Tribunal*.

7. Related Acts and Regulations

None.

8. Supporting References, Policies, Procedures and Forms

Admissions Policy

Education Decisions Appeal Procedures

Prior Learning Assessment and Recognition Procedures (under development)

History / Revisions

Date	Action
2024-05-21	Approved by the Board of Governors:
2024-04-04	Approved by Education Council: <i>Prior Learning Assessment and Recognition Policy</i>
	Replaces OC Calendar Admissions – Prior Learning Assessment section