



## Prior Learning Assessment and Recognition (PLAR) Procedure

This document is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Sponsor:</b>	Student Services
<b>Procedure Owner:</b>	Executive Director, Student Services
<b>Procedure Administrator:</b>	Registrar
<b>Approved by:</b>	Policy Review Committee
<b>Approval Date:</b>	January 9, 2013
<b>Effective Date:</b>	January 9, 2013

<b>Overview:</b>	The PLAR procedure identifies who is responsible for the PLAR process, the steps to follow in a PLAR assessment and the timelines to complete the process
<b>Procedure:</b>	<ol style="list-style-type: none"> <li>1. The Office of the Registrar and the academic departments will facilitate the processing of requests and the granting of credits for students seeking advanced standing or recognition of prior learning. Oversight is provided by the Registrar and Program Dean.</li> <li>2. Timelines listed in this procedure may vary based on factors including, but not limited to, availability of faculty subject experts and/or access to appropriate testing facilities and equipment.</li> <li>3. PLAR is limited to selected College programs, primarily available through challenge examinations and practicum equivalency assessments. The College focuses primarily on transfer credit, challenge examinations, and recognition for related work experience and equivalent practicum work and field placement experience in selected programs.</li> <li>4. Processing steps for PLAR:             <ol style="list-style-type: none"> <li><b>A. Application</b> The student completes a written request for prior learning assessment and recognition. Requests for PLAR will be accepted within five (5) working days of course commencement. However, to ensure timely consideration the request should be made 30 days prior to program commencement.  The Office of the Registrar forwards the PLAR request and attachments (including all post-secondary transcripts) to the program advisor.  PLAR applicants must meet all program entrance requirements.</li> <li><b>B. Identification</b> Once the form is completed and signed, the Office of the Registrar forwards the request to the program advisor. The Office of the Registrar will send the PLAR applicant a letter or email with contact information for a program advisor as well as instructions for the PLAR applicant to book an appointment to meet with the program advisor. The PLAR process will be completed as part of educational planning.</li> </ol> </li> </ol>

	<p>At this point, the student has committed to completing the PLAR process; failure to do so shall be recorded in the student information system. Once a decision has been made, the office of the Registrar will provide the student with the decision.</p> <p><b>C. Assessment</b>  In order to demonstrate prior learning, a PLAR candidate shall be evaluated using one or more assessment methods including, but not limited to:</p> <ul style="list-style-type: none"> <li>i. Challenge examination</li> <li>ii. Performance test and skills assessment</li> <li>iii. Review of post-secondary transcripts</li> <li>iv. Other documents: e.g. letters, assignments, portfolios</li> </ul> <p>The Program Advisor has up to five (5) working days to conduct the assessment(s) and to make a recommendation to the Office of the Registrar.</p> <p>In some cases, completed documents and evaluations shall remain on the student’s file for a prescribed period. Original documents (excluding official transcripts) shall be returned to the student.</p> <p><b>D. Recognition</b>  The Office of the Registrar shall notify the applicant of the results of the PLAR assessment within five (5) working days of receiving the assessment results.</p> <p>Grades obtained through the PLAR process shall appear on grade reports and transcripts, and are calculated as part of a student’s grade point average. Transfer credit is noted on the transcript and is not calculated as part of the student GPA.</p>
<p><b>Definitions:</b></p>	<p><b>PLAR</b> is a process of identifying, assessing and recognizing skills, competencies, and knowledge of individuals learned by informal or formal means. Thus, traditional barriers to post-secondary education are diminished and previous learning can be converted into advanced standing at Northern Lakes College.</p> <p>In general, PLAR consists of four steps:</p> <ol style="list-style-type: none"> <li>1. <b>Application</b> occurs when the individual submits a written request to the Registrar for prior learning assessment and recognition (PLAR).</li> <li>2. <b>Identification</b> is most often done by having an individual submit evidence of their prior learning that identifies the competencies including knowledge and skills they possess.</li> <li>3. <b>Assessment</b> compares the individuals’ prior learning with the identified course and program outcomes.</li> <li>4. <b>Recognition</b> allocates credit or advanced placement that is based on assessed previous learning.</li> </ol>

<p><b>Related Northern Lakes College Documents:</b></p>	<p>Academic – Academic Policy  Student Services – Student Services Policy</p>
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<b>Related External Information:</b>	Alberta Advanced Education and Technology (2008). PLAR in Alberta: An Action Plan Advanced Standing & Prior Learning Assessment and Recognition (PLAR) (2009). Durham College Academic procedure used with permission Alberta Advanced Education and Technology (2007): Roles & Mandates Policy Framework
<b>Stakeholders Consulted:</b>	Academic Council: Feb 6, 2012 Deans' Council: Apr 2, 2012
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