

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: Recognition of Prior Learning (RPL) Policy

EFFECTIVE DATE: February 10, 2014

1. SCOPE

1.1. Authority

This policy is issued under the authority of the President.

1.2. Application

This policy applies to all students pursuing assessment of previous learning for credit toward a course or courses required to attain a Canadore College credential.

2. PURPOSE AND PRINCIPLES

2.1 Purpose

The purpose of this policy is to establish a basis for the standardization of assessment and recognition of all forms of prior learning.

2.2 Principles

2.2.1 The College recognizes the value of students' prior learning and is committed to providing support to learners seeking Recognition of Prior Learning.

2.2.2 The College is committed to providing transparent, consistent, equitable, and effective Recognition of Prior Learning practices.

2.2.3 The College aims to encourage access and respect of cultural teachings while being a model of fair and equitable practices.

3. DEFINITIONS

3.1 Recognition of Prior Learning

Recognition of Prior Learning is a process that involves the identification, documentation, assessment and recognition of formal study and of non-formal learning acquired through work and life experience. Recognition of Prior Learning credit may be granted through mechanisms such as but not limited to Credit Transfer, Prior Learning Assessment and Recognition, and/or Advanced Standing.

3.2 Credit Transfer

Acceptance or recognition of credit by the College for courses completed at another institution. Credit transfer is a process which compares the content and learning outcomes between courses.

3.3 Advanced Standing

Advanced standing describes the status of a student who has been granted credit and is commencing in a program of study other than at the beginning of the program.

3.4 Prior Learning Assessment and Recognition

Prior Learning Assessment and Recognition 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.

4. **POLICY**

4.1 Wherever possible, Prior Learning Assessment and Recognition shall be available to learners. Where Prior Learning Assessment and Recognition is not permitted, it shall be clearly documented on the course outline and communicated to the student prior to the Prior Learning Assessment and Recognition application.

4.2 The College shall promote review and improvement of Recognition of Prior Learning processes through data reporting, departmental self-assessments and reviews.

4.3 The College's Recognition of Prior Learning policy and supporting processes shall reflect the Ministry of Training Colleges and Universities policy directives and procedures.

4.4 Student Recognition of Prior Learning applications and supporting documentation will be handled in accordance with the province's Freedom of Information and Protection of Privacy Act (R.S.O 1990) and the College's Protection of Privacy policy (B-14).

5. **ROLES AND RESPONSIBILITIES**

5.1 President

The President is responsible for the overall management and operation of the College. The President ensures that the policy is implemented and that compliance is monitored.

5.2 Vice President Academic

The Vice President Academic is responsible for the effective implementation of this policy and is to resolve any disputes related to academics arising over policy interpretation.

5.3 Vice President, Student Services, Enrolment Management, Recruiting and Marketing

The Vice President Student Services, Enrolment Management, Recruiting and Marketing is responsible for the effective implementation of this policy and is to resolve any disputes related to services arising over policy interpretation.

5.4 Registrar

The Registrar is responsible to enforce compliance with this policy.

6. EVALUATION

This policy will be reviewed every three years.