



<b>SUBJECT:</b>  <b>Recognition of Prior Learning: PLAR and Transfer Credit</b>	<b>CATEGORY:</b>  <b>Academic Programming</b>	<b>NO.</b>  <b>116</b>
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### PREAMBLE

Prior learning is recognized and validated at SIAST. Adults entering an educational institution bring their life and work experiences with them and there may be a need to have these experiences recognized and validated in a formal way. Employers require SIAST to respond to diverse and changing labour market needs with flexible assessment and accreditation methods. Increasing student mobility requires portability of credit and also requires SIAST to recognize education and training completed through other post-secondary educational institutions and licensing bodies in a formal way.

### POLICY

SIAST recognizes prior learning through two evaluation processes: transfer credit and prior learning assessment and recognition (PLAR).

SIAST will use PLAR services to assess students for knowledge and skills acquired through previous experience, non-formal learning and education to determine equivalency for credit to a SIAST course. PLAR will form an integral part of the student evaluation and student support elements of the SIAST education and training framework.

SIAST will grant credit for studies of similar content, learning outcomes and evaluation standards from recognized post-secondary institutions, and will enter into agreements with recognized post-secondary institutions to facilitate credit transfer. The assessment of equivalency will rely on the judgment of faculty as subject matter experts. As a member of Polytechnics Canada, SIAST supports its mobility protocol and philosophy regarding credit transfer and the Council of Ministers of Education, Canada ministerial statement on credit transfer in Canada (2009).

In some cases, SIAST will grant transfer credit for specialized training taken through governmental, professional or licensing bodies, when offered on an ongoing basis, and if aligned with the outcomes of specific SIAST course(s). SIAST retains sole discretion to evaluate this training for credit and conduct reviews on an ongoing basis.

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This policy does not apply to Basic Education courses; Ministry of Education and/or Ministry of Advanced Education RPL policies will apply<sup>1</sup>.

## **DEFINITIONS**

**Prior Learning Assessment and Recognition** is a process of evaluating the knowledge and skills gained through experiential and non-formal learning for the purpose of obtaining credit in a SIAST course.

**Recognized Post-secondary Institutions** include public or private institutions that have been given authority to grant degrees, diplomas, and other credentials by a public or private act, or through a government-mandated quality assurance mechanism, of the jurisdiction in which they operate.

**Transcript** is a certified document that provides official evidence of courses and programs that a student has taken and the results obtained. The transcript contains a complete and accurate history of the academic path of a student while enrolled at an institution.

**Transfer Credit** is the acknowledgement of formal learning from another recognized post-secondary institution and its application toward a SIAST credential.

## **PLAR PROCEDURES**

### **1. SIAST Administration & Programs**

- 1.1 Procedures for PLAR are documented in the *Guide to Prior Learning Assessment and Recognition at SIAST* and are located in the SIAST Program Operating Procedures Manual, Section 2.9.

### **2. SIAST Students**

- 2.1 Procedures for applying for PLAR are documented on the SIAST Prior Learning Assessment and Recognition web page [www.gosiast.com/rpl](http://www.gosiast.com/rpl). Also see Appendix A for the PLAR process chart.
- 2.2 Students undergoing PLAR evaluation must be enrolled in a SIAST course or program.
- 2.3 Students who have training from non-recognized post-secondary institutions may have their learning recognized through a PLAR assessment process.

<sup>1</sup> Consult the local SIAST Basic Education office for enquiries regarding RPL for Basic Education.

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# **TRANSFER CREDIT PROCEDURES**

## **1. SIAST Administration & Programs**

### **1.1 Agreements and individual transfers**

Procedures for negotiating articulation agreements, MOUs and determining course or block transfer between SIAST and other institutions are described in the *Guide to Transfer Credit* at SIAST in the SIAST Program Operating Procedures Manual, Section 2.4.

## **2. Standards**

- 2.1** Transfer credit is based on an official transcript of marks as received directly by SIAST from the originating institution and must be submitted at the time of application. (When transcripts are not available from the sending institution a credential evaluation report from a Canadian assessment service may be accepted.)
- 2.2** The required grade for transfer credit is the passing grade of the originating institution.
- 2.3** Transfer credit will usually be limited to courses taken within the previous five-year period. This timeline may vary depending on the extent to which program or professional requirements have changed (*Guide to Transfer Credit at SIAST*).
- 2.4** Transfer credit will not be denied for minor variations that may occur between educational environments (*Guide to Transfer Credit at SIAST*).
- 2.5** Transfer credit shall not exceed 75 percent of total credits required for completion of the SIAST program.
- 2.6** The grades of transfer credit courses will not be used in calculating academic averages.
- 2.7** Courses where transfer credit has been granted will be recorded as "TC" on student transcript.
- 2.8** If transfer credit is denied, an appeal process is available; or the PLAR process may be considered to assess student knowledge and skills.

## **3. SIAST Students**

### **3.1 Preparation**

Before applying, all SIAST students are encouraged to compare the course details of course(s) on their transcripts with those of the SIAST course(s) for which they are seeking transfer credit. Students are expected to understand and apply the learning outcomes of the transferred course(s) that are a prerequisite for further SIAST learning. Students are responsible for ensuring transcripts, course descriptions, syllabi, and other information necessary for transfer credit assessment is provided to SIAST in English.

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### 3.2 Requesting Transfer Credit

To be eligible, students must have applied to a SIAST program or be a registered student. Requests for transfer credit may be submitted on admission to a SIAST program or registration in a SIAST course.

Procedures for applying for transfer/equivalency credit are documented on the SIAST Transfer Credit web page <http://gosiast.com/admissions/resources/transfer-credit.aspx>. See Appendix B for the process chart for Transfer Credit Steps.

#### **RELATED POLICIES/DOCUMENTS**

114 Program/Course Completion Credentials  
Guide to Transfer Credit at SIAST  
SIAST Program Operating and Procedures Manual

#### **APPLICABLE LEGISLATION OR REGULATIONS**

Not applicable

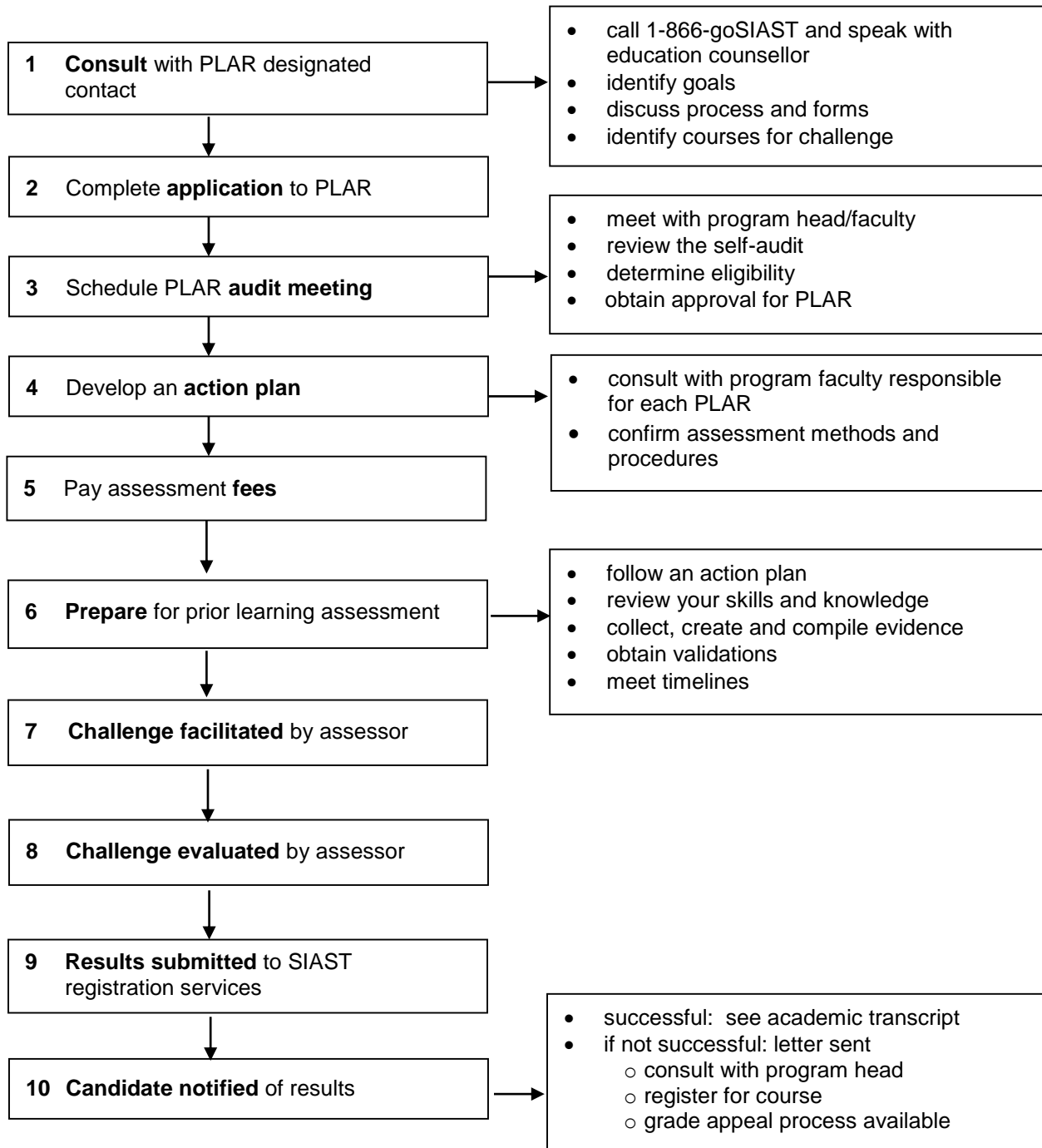
#### **AMENDMENT HISTORY**

1. Original issue date: September 2008
2. Revision dates: April 2014
3. Scheduled review date: April 2019

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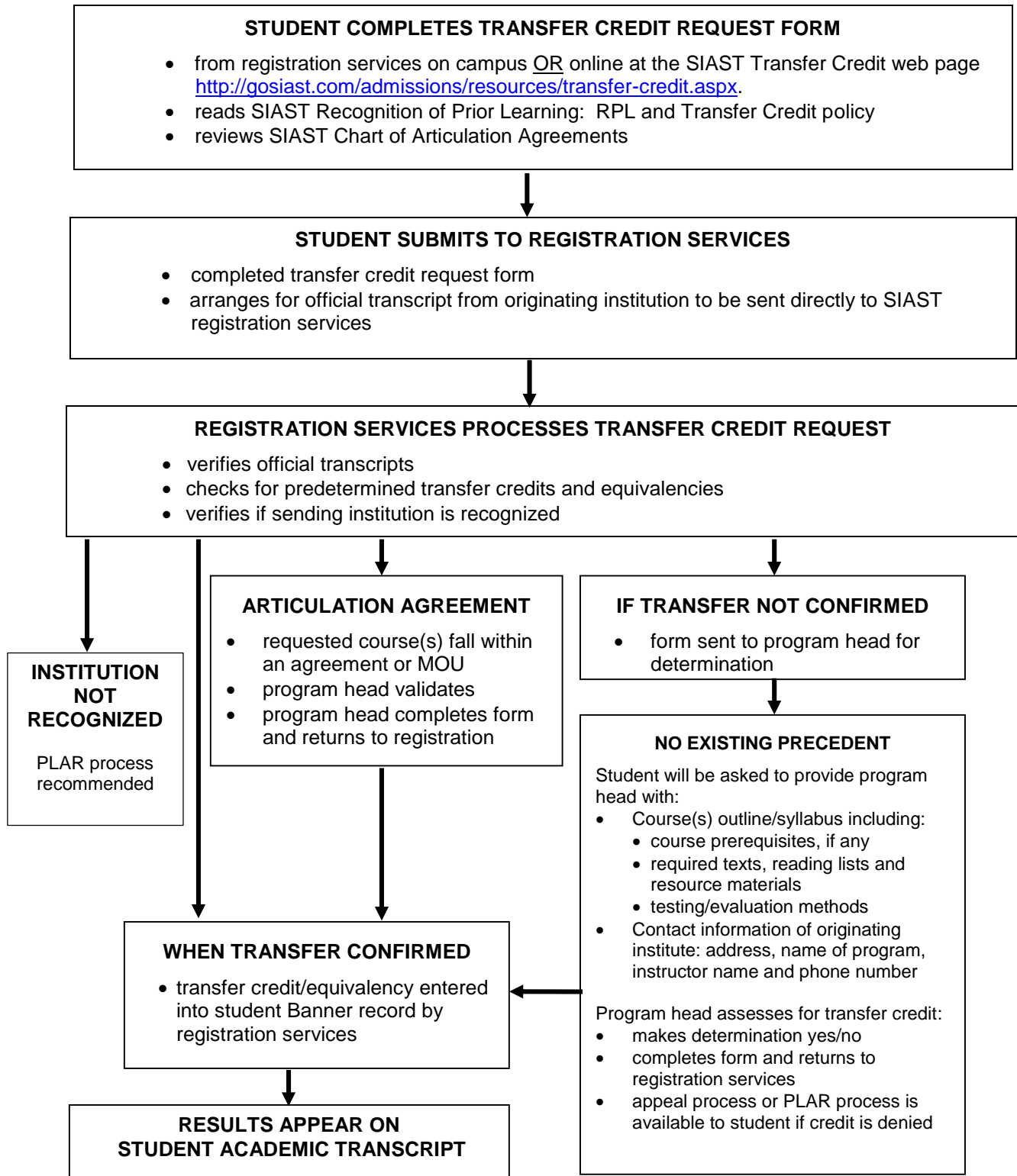
## APPENDIX A: PRIOR LEARNING ASSESSMENT AND RECOGNITION PROCESS

PLAR is available to individuals registered in a SIAST course or program, including unclassified students who seek course/block assessment or program level certification.



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**APPENDIX B: TRANSFER CREDIT STEPS**



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