

Policy Title	Prior Learning Assessment and Recognition	
Policy Holder	Registrar	
Policy Approver(s)	Senior Team	
Related Policies	Ch5-s1-01	Course Evaluation and Grading
	Ch5-s1-02	Academic Appeals
	Ch5-s1-03	Transfer Credits
	Ch5-s1-05	Withdrawal from a Course
	Ch5-s3-03	Acquisition of Secondary Credential
Related Procedures		
Appendices	Appendix 1 PLAR Application Form	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures	
Effective Date	2023-07-10	
Next Review Date	2024-07-10	

Purpose

Confederation College recognizes prior learning and skills, knowledge or competencies that have been acquired through employment, informal learning and/or other life experiences.

Scope

This procedure applies to candidates requesting evaluation of previous learning through Prior Learning Assessment and Recognition (PLAR), to earn a grade in an eligible Confederation College course(s). Courses eligible for PLAR are those offered by Confederation College that lead to an Ontario College credentials, including certificates, diplomas or degrees.

Definitions

Block Challenge	A block challenge or block credit challenge is a request for multiple credits at program level, based on vocational learning outcomes.
Candidate	For the purposes of this policy, a candidate is an individual requesting assessment of prior learning through PLAR process.
Challenge Process	The challenge process may involve a variety of written and non-written evaluation methods for the purpose of measuring a candidate's competency with respect to course/program learning outcomes.
Portfolio Assessment	Portfolio assessment is a method that involves the evaluation of an organized collection of materials developed by a candidate to demonstrate learning achievements and relate them to the stated outcomes/competencies of college courses or programs.
Prior Learning Assessment and Recognition (PLAR)	PLAR is a process of evaluating learning, knowledge and skills acquired through life experience such as self-directed study, paid employment, voluntary work, professional development, travel, lived experience and

other learning not acquired through formal postsecondary education. In order for this learning to be credited, it must be described or demonstrated, assessed as to its nature, extent, and depth, and deemed equivalent and current when compared to course or program learning outcomes. PLAR can be assessed according to various mechanisms.

Residency Residency refers to the minimum number of credits, or corresponding length of time, that a student must be registered with Confederation College.

Governing Laws and Regulations

Ministry of Colleges and Universities – Governance and Accountability Framework

Procedure Statements

Action	Responsibility
1. When seeking PLAR, fill out student section of form and contact the Associate Dean of the applicable program of study.	Student
2. Assess the eligibility of candidate based on documentation required to challenge a course or block assessment. Fill out School Administrator section of form and recommend to proceed with PLAR, if applicable. Recommendation to proceed or not is communicated to the student.	Associate Dean
3. Pay applicable fee and submit the completed Prior Learning Assessment Review Application form to the Registrar's Office.	Student
4. Assign an Assessor (faculty/coordinator) to discuss the documentation/process required to complete the PLAR. Assessor details are shared with Registration Services.	Associate Dean
5. Form is processed by Registration Services and the student is registered into the applicable course(s). Assessor and Candidate contacted through email to proceed with PLAR assessment.	Registration Services
6. Students who may be currently enrolled in the course that they wish to challenge must withdraw from the course if they choose to pursue the PLAR option. PLAR registration must occur before the official College deadline for course withdrawal.	Student

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| 7. | Assessor (faculty/coordinator) and Candidate discuss documentation needed to fulfill PLAR requirements. | Assessor |
| 8. | Students with extensive relevant experience may apply for block challenge of a program. However, a block challenge may not be available in all programs. | Student/Assessor |
| 9. | Assess Candidate’s documentation and transcribe the successful PLAR course with either an alpha/letter grade or “CR” and advise candidate. | Assessor |
| 10. | If candidate not successful, advise Registration Services. The ‘NCR’ grade will be applied to the course and will appear on the transcript. | Assessor |
| 11. | Options for unsuccessful students are registering in the course, repeating the PLAR process after 12 months, or appealing the outcome through the standard Academic Dispute Resolution process. | Student |

Non-Compliance

It is the joint responsibility of the Registrar and Dean to ensure that the guidelines contained in this procedure are followed and adhered to in order to effectively and efficiently support student focused learning objectives. Lack of compliance will result in delays in academic operations and student success.

Revision History

Version	Change	Author	Date of Change
	New format	Richard Gemmill	2023-04-18
	Re-worked procedure to identify role of Assoc. Dean	Richard Gemmill	2023-06-26

Ch5-1-07: APPENDIX 1 PLAR Application Form

 Thunder Bay Campus
 1450 Nakina Drive
 Thunder Bay, ON P7C 4W1
 F: 807-473-3731

 Regional Campus
 Distance Education
 F: 807-473-3731
 E: registrationservices@confederationcollege.ca

Prior Learning Assessment and Recognition (PLAR)

Full Name: _____	Student ID#: 1 0 0 _ _ _ _ _
Program: _____	Email: _____@confederationcollege.ca
<u>To Be Completed by Student</u>	
Confederation College course I am requesting credit for:	
1. Course Code: _____	Course Title: _____
2. Course Code: _____	Course Title: _____
3. Course Code: _____	Course Title: _____
4. Course Code: _____	Course Title: _____
5. Course Code: _____	Course Title: _____
6. Course Code: _____	Course Title: _____
Block PLAR <input type="checkbox"/> Course details: _____ Attach additional documentation if required	
<u>To Be Completed by Associate Dean/Dean</u>	
I have met with the student and they are eligible to proceed with PLAR for the above course(s):	
Course 1 - Challenge Process <input type="checkbox"/> Portfolio Assessment <input type="checkbox"/>	
Course 2 - Challenge Process <input type="checkbox"/> Portfolio Assessment <input type="checkbox"/>	
Course 3 - Challenge Process <input type="checkbox"/> Portfolio Assessment <input type="checkbox"/>	
Course 4 - Challenge Process <input type="checkbox"/> Portfolio Assessment <input type="checkbox"/>	
Course 5 - Challenge Process <input type="checkbox"/> Portfolio Assessment <input type="checkbox"/>	
Course 6 - Challenge Process <input type="checkbox"/> Portfolio Assessment <input type="checkbox"/>	
Block PLAR - Challenge Process <input type="checkbox"/> Portfolio Assessment <input type="checkbox"/>	
Associate Dean/Dean Signature _____ Date: _____	
<ul style="list-style-type: none"> ◆ PLAR Fees are due at the time of application submission - For PLAR costs visit: www.confederationcollege.ca/registration-services/tuition-fees ◆ You will be registered into the PLAR course once a completed form is handed in and paid for ◆ Hand in form to The Information Hub, local campus or email to registrationservices@confederationcollege.ca ◆ Further information on PLAR can be found at www.confederationcollege.ca/PLAR ◆ You cannot PLAR an entire program. You may obtain a maximum of 50% of the required credits under PLAR for degree programs and 75% of credits in non-degree programs 	
<input type="checkbox"/> I have read and understand the College policy on PLAR and confirm that this application is accurate and complete.	
Student Signature: _____ Date: _____	
FOR OFFICE USE ONLY	
<input type="checkbox"/> Course Set Up <input type="checkbox"/> Faculty Advised of Registration <input type="checkbox"/> Fee Charged	