

Prior Learning Assessment and Recognition Procedure

Policy Title	Prior Learning Assessment and Recognition	
Policy Holder	Vice President Academic	
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	Ch5-s1-07	Prior Learning Assessment and Recognition Policy
Appendices		
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures	
Effective Date	2026-04-01	
Next Review Date	2031-04-01	

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

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.

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.

Exam Process

The exam 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.

Residency

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

Candidate

For the purposes of this policy, a candidate is an individual requesting assessment of prior learning through PLAR process.

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 Program Coordinator of the applicable program of study.	Student
2. Assess the eligibility of candidate based on communication and documentation required to challenge a course(s). Discuss whether a Portfolio Assessment or an Exam Process will be used. Complete the Coordinator section of form. Recommendation to proceed or not is communicated with student.	Program Coordinator
3. Submit the completed Prior Learning Assessment Review Application form to the Registrar's Office and pay applicable fee.	Student
4. Send through email PLAR form to appropriate Associate Dean to assign faculty.	Registration Services
5. Assign a faculty to complete the PLAR assessment and return to Registration Services. (email will be taken as signature)	Administrator
6. 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. Client Services copied by email.	Registration Services
7. Students who may be currently enrolled in the course they are challenging will be withdrawn from the course at the time of registration into PLAR. PLAR registration must occur before the official College deadline for course withdrawal.	Registration Services

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| 8. | Assessor and Candidate discuss documentation needed to fulfill PLAR requirements and review the Exam Process, if applicable. | Assessor |
| 9. | Student completes and submits required documentation for the portfolio or completes the exam, which is assessed by the Assessor. | Student |
| 10. | Assess candidate's documentation and grade the successful PLAR course with either an alpha/numeric grade or "CR" as per the Course Outline. Advise candidate of final grade. | Assessor |
| 11. | If candidate not successful, advise Registration Services. The 'NCR' grade will be applied to the course. Advise candidate of final grade. | Assessor |
| 12. | Once grade is entered or sent to Registrar's Office, Assessor (if part time faculty) emails clientservices@confederationcollege.ca to start payment process. | Assessor |
| 13. | Options for unsuccessful students are:
1. registering in the course the next time it is running
2. repeating the PLAR process after 12 months
3. appeal the outcome through the standard Academic Dispute Resolution process. Portfolio Assessment only. | Student |

Non-Compliance

It is the joint responsibility of the Registrar and Associate 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
2024-07-10	See below	Lynn Dyll	2026-03-10
<ul style="list-style-type: none"> • Terminology updated ("Challenge Process" replaced with "Exam Process"). • "Block Challenge" removed from formal definitions. • Coordinator now determines Portfolio vs Exam Process. • Withdrawal processing centralized through Registration Services. • Administrative routing clarified (email documentation and Client Services notification). • Non-compliance language updated in the Procedure to reflect Registrar and Associate Dean responsibility. 			

Ch5-1-07: APPENDIX 1 PLAR Application Form



Thunder Bay Campus
 1450 Nakina Drive
 Thunder Bay, ON P7B 0E5
 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> One PLAR per form Confederation College course I am requesting credit for: 1. Course Code: _____ Course Title: _____	
<u>To Be Completed by Coordinator</u> I have met with the student and they are eligible to proceed with PLAR for the above course(s): Exam <input type="checkbox"/> Portfolio Assessment <input type="checkbox"/> Coordinator Signature _____ Date: _____	
<u>To Be Completed by Administrator</u> Name of Faculty assigned _____ Administrator Signature _____ Date: _____ Print Name _____	
<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 and withdrawn from registered course, if applicable, once a completed form is submitted and paid ◆ Submit form to The 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 diploma and certificate programs <p><input type="checkbox"/> I have read and understand the College policy on PLAR and confirm that this application is accurate and complete.</p> Student Signature: _____ Date: _____	
FOR OFFICE USE ONLY <input type="checkbox"/> Course Set Up <input type="checkbox"/> Faculty, Student and Client Services advised of Registration <input type="checkbox"/> Fee Charged	