



SUBJECT: Recognition of Prior Learning: PLAR and Transfer Credit	CATEGORY: Academic - Programming	NO. A-1.2
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PREAMBLE

Recognition of Prior Learning (RPL) is acknowledged at SIAST. Adults returning to an educational institution bring their life and work experiences with them through which they have gained skills and knowledge. There is a need to have this 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. The increasing trend in student mobility requires portability of credit and SIAST to also 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 grant transfer credit for studies of similar content, learning outcomes and evaluation standards. PLAR services will be used at SIAST to assess students for knowledge and skills acquired through previous experience, non-formal learning and/or education to determine equivalency for credit to a SIAST course.

This policy does not apply to Basic Education; Ministry of Education and/or Ministry of Advanced Education, Employment and Labour RPL policies will apply¹.

DEFINITIONS

Prior Learning Assessment and Recognition is a process of evaluating the knowledge and skills gained through experiential and/or non-formal learning for the purpose of obtaining credit in a SIAST course. PLAR forms an integral part of the student evaluation and student support elements of the SIAST education and training framework.

¹ Consult the local SIAST Basic Education office for enquiries regarding RPL for Basic Education.

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Transfer Credit is the acknowledgement of formal learning from another recognized 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.gosiaast.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.

TRANSFER CREDIT PROCEDURES

1. SIAST Administration & Programs

1.1 Agreements and Individual Transfers

Procedures for negotiating articulation agreements, MOU's 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.

1.2 Program Equivalency

At times SIAST may be approached by an external organization to evaluate their curriculum for equivalency to a SIAST program. Program equivalency is awarded when an external program leads to the same learning outcomes as a SIAST program. Procedures for assessing program equivalency are found in the *SIAST Framework for Program Equivalency Assessment* in the SIAST Program Operating Procedures Manual, Section 2.3.

2. Standards

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- 2.1 Transfer Credit is based on an official transcript of marks as received directly by SIAST from the originating institution.
- 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.
- 2.4 Transfer credit will not be denied for minor variations that may occur between educational environments.
- 2.5 Transfer credit shall not exceed 75 percent of total credits required for graduation.
- 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 No fee is charged to students for transfer credit requests.
- 2.9 If transfer credit is denied, 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. The student is expected to understand and apply the learning outcomes of the transferred course(s) that are a prerequisite for further SIAST learning.

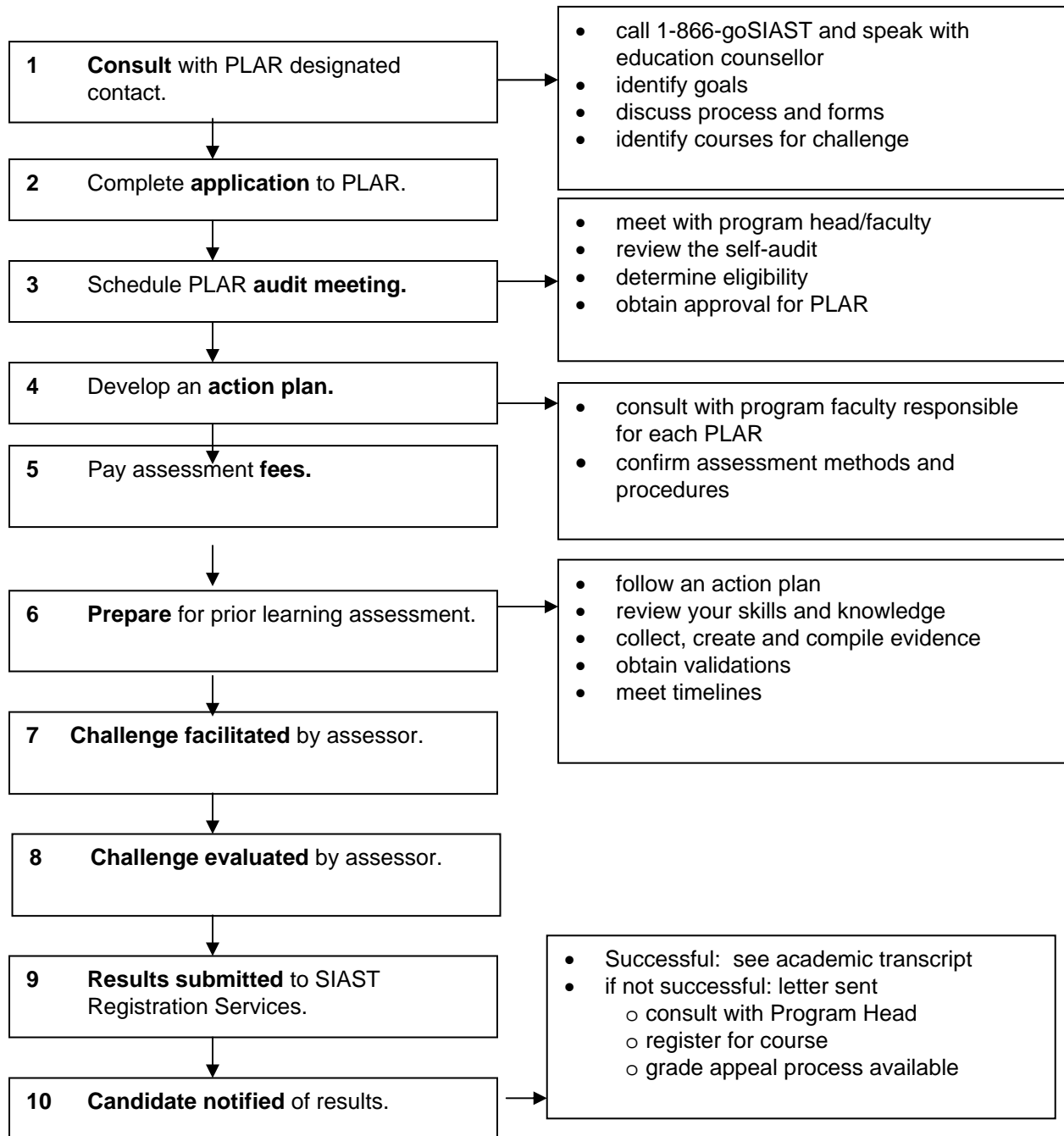
3.2 Requesting Transfer Credit

To be eligible students must be a SIAST applicant or a registered student. Requests for transfer credit may be submitted upon official application to SIAST or registration in a SIAST course. Procedures for applying for transfer/equivalency credit are documented on the SIAST Transfer Credit web page www.gosiast.com/rpl. See Appendix B for the process chart for Transfer Credit Steps.

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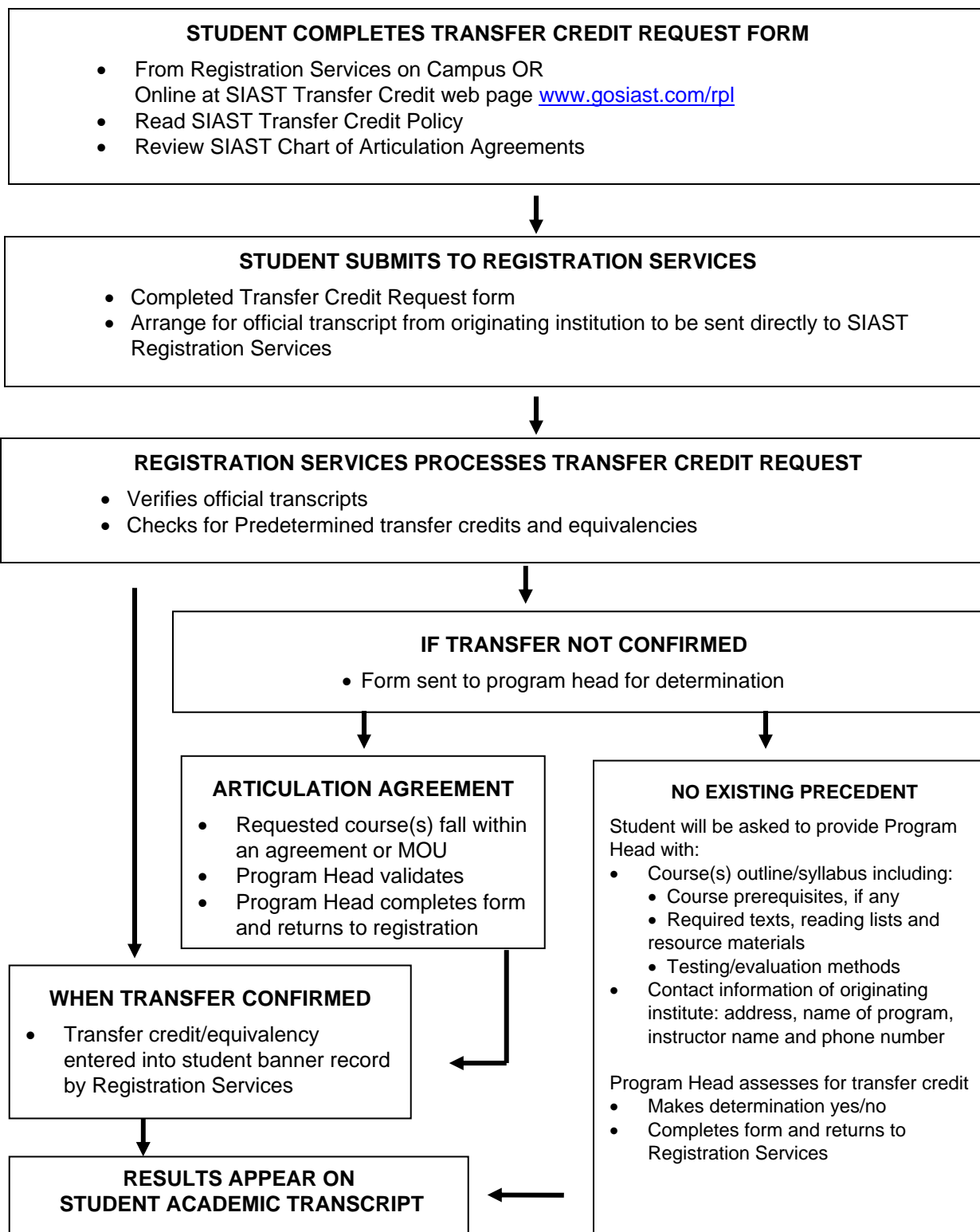
APPENDIX A: PRIOR LEARNING ASSESSMENT AND RECOGNITION PROCESS

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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