

School of Continuing Education and Professional Development (SCEPD): Recognition of Prior Learning (RPL):

AUArts SCPED recognizes that significant learning takes place elsewhere at other institutions as well as outside of class. We provide recognition of prior learning services. RPL understands that students do not have to relearn what they already know and can do. It is designed to serve adult learners who have previous formal learning and/or significant work and life learning that may be counted towards or equivalent to a post secondary courses/program. Its advantages include:

- Avoids duplication of learning
- Encourages pursuit of life long formal education
- Improves accessibility
- Reduces the cost of an education
- Reduces time to completion
- Validates learning through work and life experience
- Aids in career development and planning

The following limits and conditions apply to RPL:

- Learning for consideration into RPL process must be current and relevant to the SCEPD course/program outcomes.
- Learning is of sufficient breadth and depth to demonstrate post secondary level learning.

To initiate your RPL process please contact us at coned.auarts.ca.

There are **3 different pathways that students can apply for RPL** through the SCEPD:

- 1. Credit Transfer**
- 2. External Course/Program Assessment**
- 3. PLAR**

1. Credit Transfer

Credit transfer is the transfer of credit for courses completed at other **post-secondary institutions**. The SCEPD will consider transfer credit for courses completed at post-secondary institutions to the extent that they are applicable to the program study. The courses completed can be for-credit or not-for-credit courses.

The amount of transfer credit awarded is limited to a **maximum of 50%**. This means that only 50% of a program can be completed by transfer credit and students must complete the other 50% of their program at AUArts SCPED.

The following limits and conditions apply to transfer credits:

- a) Only those courses completed with a grade of "C" or better will be considered for transfer credit

- b) Courses for transfer credit must have been completed within ten years of the current academic year
- c) Studio art courses taken more than ten years prior to the current academic year may be considered for transfer credit upon portfolio assessment.

Transfer of credit may not be awarded if the appropriate information is not submitted. To apply for transfer of credit students should submit the following:

- An official transcript sent directly from the institution(s) where the courses were completed
- A course outline for each course that the student seeks to have credit transfer.

2. External Course/Program Assessment

The SCEPD can evaluate courses or programs offered through **business, industry, community, and other organizations** to determine whether they are equivalent to the learning required for a post secondary course(s)/program. The amount of external course/program assessment that can be counted towards the completion of your program is limited **to a maximum of 30%**. This means that only 30% of a program can be completed by external course/program assessment and students must complete the other 70% of their program at AUArts SCPED.

To apply for external course/program assessment students should submit the following:

- a) A record or document to validate student participation and completion in the external course/program. Records/documents should include confirmation of registration, participation or completion records/documents, a transcript.
- b) Information about the institution, business or organization should be included. This information should specify the company's business, address, and phone number.
- c) If available a course/program syllabi or outline should be included.
- d) If a course/program syllabi is not available students can create a document that includes the following: a detailed description of the course(s)/programs, a list of the topics covered, learning and evaluation exercises, length/duration of the courses/program and any information about the instructor.

Recognition may not be awarded if the appropriate information is not submitted. The following limits and conditions apply to external course/program assessment:

- Where/if possible official documents should be provided and sent directly from the institution(s) where the courses/programs were completed
- Documentation will be required for **each course/program** that the student seeks to have recognised.

3. PLAR

The SCPED provides PLAR in 2 ways: Challenge Process and Portfolio Assessment

1. Challenge Process

A challenge process measures learning through a variety of assessment methods such as exams, projects, assignments, skill demonstrations, evidence collection, and product assessments. A challenge process is required **for each course** that the student would like to receive recognition towards.

The challenges process can require 4-8 weeks to complete. A subject matter expert will be enlisted to establish the challenge process and the student will have a specified amount of time to complete the challenge which will vary based on the type of challenge. Please allow sufficient time prior to the start of your program if you hope to have your worked recognised through a challenge process.

The amount of challenge that can be counted towards the completion of your program is limited **to a maximum of 50%**. This means that only 50% of a program can be completed by challenge process and students must complete the other 50% of their program at AUArts SCEPD.

2. Portfolio Assessment

A portfolio is a detailed document which the student develops that illustrates the learning acquired through work and life experience that may be deemed as being equivalent to a post secondary level course(s).

The portfolio assessment process can require 8 – 10 weeks to complete. A PLAR Portfolio is a comprehensive documentation of your learning, knowledge, and achievements. They typically include resumes/CV's, documentations of coursework and training, and examples of your skills/work that can be assembled in print or digital format. They are an investment in terms of the time to develop an effective portfolio. The portfolio assessment is best suited to individuals who want advanced placement in a program because they have extensive work and or learning experiences that can be supported by concrete examples of their knowledge/skills/work.

The amount of portfolio that can be counted towards the completion of your program is limited **to a maximum of 50%**. This means that only 50% of a program can be completed through a portfolio assessment and students must complete the other 50% of their program at AUArts SCEPD.

Fees

As follows:

1. Credit Transfer = \$75 non-refundable fee + gst

2. External Course/Program Assessment = \$150 non-refundable fee + gst

3. PLAR:

- **Challenge Process = \$275 non-refundable fee + gst**

OR

- **Portfolio Assessment** = \$250 non-refundable fee + gst

Please note that fees will not be refunded if credit is not awarded through an RPL request however there is an appeal process for RPL.

Appeals

An appeal for a RPL process will require a written request for an appeal that will be submitted to the Dean Innovation, Learning and Development that must be received 30 days after the student has received notification of the RPL results. To submit written request please email coned@uarts.ca. In the subject line indicate RPL Appeal Request.