

PRIOR LEARNING ASSESMENT AND RECOGNITION POLICY

Policy Section:	Student and Academic Support Services	Effective Date:	January 1, 2025
Policy Owner:	Vice President Academic & Student Experience	Last Revised:	October 22, 2024
Policy Administrator:	Associate Vice President Student Experience & Registrar	Review Scheduled:	Every 4 Years
Approver:	Executive Committee Academic Council		
The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.			

A. POLICY STATEMENT

Keyano College recognizes prior learning of skills, knowledge, and competencies that have been acquired through study, work, and life experiences. Applicants who have been accepted into Ministry approved credit programs and non-credit professional certificates at Keyano College may be granted recognition for non-formal learning through Prior Learning Assessment and Recognition (PLAR).

1. Guiding Principles

- 1.1 The College is committed to reducing barriers to student mobility and the recognition of learning through various formats while maintain the quality and integrity of programs and credentials offered by Keyano College.
- 1.2 The recognition of prior learning should be based on demonstrated learning.
- 1.3 Assessment of prior learning will be appropriate and relevant to the course or program in which the student is admitted to and/or enrolled.
- 1.4 Assessment of prior learning will be accessible for all learners and will happen in an efficient and timely manner.
- 1.5 Recognition of prior learning should be consistent with the achievement levels required by the post-secondary program in which the student is enrolled.
- 1.6 Recognition of prior learning reduces duplication or redundancy of training for individuals who have previously acquired competency.

- 1.7 Assessment of prior learning by the College will be made by content specialists which may include external consultation as necessary.
- 1.8 Recognition of prior learning will count towards the student's completion of their program, however as this learning took place outside of the institution this will not count towards their full-time or part-time status, or the calculation of Full Load Equivalency (FLE) where applicable.

Guiding principles adapted partially from the Alberta Council on Admissions & Transfer (ACAT)

B. DEFINITIONS

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| (1) | College: | means Keyano College |
| (2) | Credit Programs: | means a group of related courses that exist within a formally approved credit program by Alberta's Minister of Advanced Education |
| (3) | Full Load Equivalency (FLE): | means a measure used to allow for comparable calculations across different institutions, across different programs. The FLE is measured by taking the load of the learner enrolled (instructional hours + practicum hours) and dividing by the full load of that program |
| (4) | Non-Credit Professional Certificate: | means a group of related courses that upon successful completion show an individual's competency in a specific skill |
| (5) | Policy: | means the Prior Learning Assessment and Recognition Policy |

C. RELATED POLICIES

- Credit Program Grading Policy

D. RELATED LEGISLATION

- *Alberta Council on Admissions & Transfer ([ACAT](#))*
- *Freedom of Information and Protection of Privacy Act*
- *Post-Secondary Learning Act*

E. RELATED DOCUMENTS

- Credit Program Grading Procedure
- Prior Learning Assessment and Recognition Guideline
- Prior Learning Assessment Request

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
09/15/2023	Creation of the draft Policy.	All	Associate Vice President Student Experience & Registrar	Vice President Academic & Student Experience
10/22/2024	Obsolete policies 2.3 Transferability Agreements, 4.4 Prior Learning Assessment and 4.7 Admission Requirements for full time programs will be rescinded.		Legislative Compliance/Policy & Procedure Coordinator	