

## 4.4 Prior Learning Assessment

***Keyano College will grant credits for demonstrated learning which has taken place outside of colleges and universities. The College will utilize a formalized process to assess students' knowledge skills and award credits in a manner consistent with academic regulations and program requirements.***

## Background

Prior Learning Assessment (PLA), defined as awarding college credit for learning which has taken place outside of post-secondary institutions, was endorsed as a policy direction in [New Directors for Adult Learning in Alberta \(1994\)](#). Adult learners bring a great variety of accomplishments with them as they enter our institutions. PLA provides a way of recognizing learning which has taken place on the job, in employment based training, and a variety of experiences outside of the workplace.

## Regulations/Procedures

1. Prior learning is assessed utilizing a formalized assessment process which will vary from course to course depending on the learning outcomes of the course. Typical assessment methods include examinations, projects, auditions, performances, essays and assignments. The final decision regarding the assessment methodology rests with the instructor of the course and the appropriate chairperson.
2. Prior Learning Assessment (PLA) is available to students who have been admitted to Keyano College programs.
3. Prior learning must be equated to existing Keyano College courses. Students are responsible for identifying the College courses for which they are seeking credit by prior learning assessment. Students are encouraged to consult with chairpersons and instructors as they complete this process.
4. This Policy shall be interpreted in a manner consistent with the College's residency requirements. PLA credits will not be considered as part of the college's residency requirements.
5. Prior learning assessment is available in most courses offered in career, transfer and academic upgrading programs. Program chairpersons are responsible for seeking the approval of Academic Council if the program faculty wish to have a course exempted from this policy.
6. The transfer of credits earned by PLA at Keyano College to another post-secondary institution will be governed by the policies of the receiving institution.
7. Students who have failed a course at Keyano College will not be permitted to apply for PLA in that course for a period of three years. Students who achieve a failing grade in a course on the basis of PLA will not be permitted a second opportunity under this policy.
8. The policies and procedures of the Alberta Council on Admissions and Transfer shall govern the transfer of credit from institutions which are a part of the Alberta post-secondary system.
9. Keyano College has developed a number of articulation agreements with employers and training organizations/institutions (e.g. Nechi Institute and Syncrude Canada Ltd.) which provide for the direct transfer of credits to students' academic records at the College. The Registrar's Office maintains a record of such agreements.

## Procedures

1. Prior to applying for PLA, students are encouraged to seek information from the Registrar, the Program Chairperson, and instructors. Applications for PLA can be obtained from the Registrar's Office and completed applications should be submitted to that Office.

2. The Registrar will review the application with the chairperson and instructor. If the application is approved, the Registrar will advise the applicant and the instructor will schedule the assessment with the applicant. If the application is denied, the Registrar will advise the applicant in writing of the reasons for the denial.
3. The standard fee for a PLA assessment is 50 per cent of the normal course fee. When a PLA assessment can be made at the time of admission to a program on the basis of admissions assessment and placement, the fee will be reduced to 25 per cent of the normal course fee. Fees are non-refundable and must be paid one week prior to the student undertaking the assessment process.
4. The instructor will forward the PLA grade through the program chairperson to the Registrar. The Registrar's Office will record the grade on the student's record and will send a revised statement of marks or transcript to the student.
5. Successful completion of PLA will be indicated by a grade of PL.

## Forms

None.

## Responsibility

- President
- Vice-President, Instruction
- Registrar
- Program Chairpersons

### Category

Programs & Services

### Code

4.4

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