

## **C.18 Recognition of Prior Learning**

Academic Matters

*Nunavut Arctic College*

---

### **Nunavut Arctic College Recognition of Prior Learning**

#### **PURPOSES AND PRINCIPLES**

Recognition of Prior Learning (RPL) is the identification, documentation, assessment, and recognition of learning acquired through education, training, and work and life experiences. The RPL Policy is based on the premise that all learning is valid and can be recognized, regardless of where and how it was gained. Nunavut Arctic College uses RPL to recognize prior learning to meet the admission requirements for a program and/or to obtain credit for courses within a program.

RPL is consistent with the College's mission to "strengthen the people and communities of Nunavut by providing life-long learning opportunities for adult Nunavummiut" (B.06). In harmony with Article 23 of the *Nunavut Land Claims Agreement*, the RPL process at the College is based on the "merit principle" (23.4.2.d) and thus contributes to the removal of systemic discrimination (23.4.2.d.i). RPL promotes access to College programs, respects the breadth of life learning that adult learners possess, and is a mode by which the College is able to customize its services to suit the unique needs of individual adult learners in Nunavut.

#### **POLICY**

Nunavut Arctic College will assess and grant credit for prior learning that is equivalent to the learning outcomes of College courses or programs. Recognized prior learning will be applied toward the requirements of College programs. The RPL process will be administered in a way that ensures that the assessment of prior learning is valid, reliable, equitable, efficient, and transparent.

#### **PROCEDURE**

##### **1) Eligibility.**

- a) An individual seeking credit through RPL must have met the established admission and registration requirements to gain admittance into the program or course.
- b) RPL may be available to students who have been unsuccessful in taking, challenging, or seeking credit for prior learning for a course in the past. The applicant must provide sufficient evidence of new learning to the assessor responsible for the course for which they seek credit.

##### **2) Fees.**

- a) Applicants may be required to pay an assessment fee for each course for which credit is sought.
- b) Assessment fees are due when the assessment plan is created (see 3.d.).
- c) Assessment fees are non-refundable, whether credit is granted or not.

## C.18 Recognition of Prior Learning

Academic Matters

Nunavut Arctic College

---

### 3) Application and preparation for assessment.

- a) The RPL Office and the program in which credits are sought will provide information and support, including but not limited to:
  - i) online and print information:
    - (1) a list of courses available for RPL and course outlines;
    - (2) assessment methods available; and,
    - (3) detailed information about the RPL process;
  - ii) orientation sessions; and,
  - iii) individual advising.
- b) For additional assistance with developing a portfolio or other RPL evidence, candidates may opt to participate in the College's 3-credit portfolio development course.
- c) The RPL process is initiated by the candidate's submission of the Application for RPL Evaluation.
- d) Prior to official assessment, the RPL Office, the Program, and the candidate will work together to develop an assessment plan that details the methods of assessment to be used. Assessment fees are due at this time.
- e) Preparation of supporting evidence for assessment is the responsibility of the candidate.

### 4) Assessment.

- a) Assessments will be done by program staff with assistance from the RPL Office. Programs are responsible for identifying staff that will do assessments (see Roles and Responsibilities).
- b) Valid methods of assessment include portfolio review, oral exams/discussions, performance observation, skills demonstration/product review, standardized tests, challenge exams, and review of transcripts, licenses, certificates, and other programs attended by the applicant related to the credit being sought.
- c) Credit will be awarded for learning that:
  - i) is equivalent to the standards required by the programs in which credit is sought;
  - ii) includes skills, knowledge, and abilities *demonstrated* through valid methods of assessment described in b), which means that credit will *not* be granted for experience alone; and,
  - iii) includes theoretical and practical components in a balance consistent with the learning outcomes of the course for which credit is being sought.
- d) Assessment decisions must be:
  - i) *valid*, which means based on the learning outcomes (stated in the course outline) of the course for which credit being sought;

## **C.18 Recognition of Prior Learning**

Academic Matters

*Nunavut Arctic College*

---

- ii) *reliable*, which means applied in a manner consistent with other assessments at the College; and,
- iii) based on evidence that is:
  - (1) *sufficient*, which means that it covers the breadth and depth of the learning outcomes;
  - (2) *authentic*, which means that it can be demonstrated to be the applicant's own work; and,
  - (3) *current*, which means that it is up-to-date.
- e) Assessment results and rationale will be recorded on the RPL Evaluation Form. Comments must clearly describe the reasons for which credit was or was not granted (which learning outcomes were not met or what was insufficient with the evidence provided).
- f) After the assessment, copies of the completed RPL Evaluation Form will be delivered to the applicant and the Registrar.

### **5) Credit and records.**

- a) Credit awarded through a successful RPL process will be recorded on the transcript in the same manner as credit awarded through successful course completion.
- b) If the assessment does not result in credit being granted, there will be no indication on the applicant's transcript.
- c) Up to 75% of course requirements for a program may be earned through RPL. Additional credits may be granted through RPL if approved by the Dean of the program.
- d) The applicant must be registered as an Arctic College student before credit can be awarded (but need not be registered to initiate the RPL application process).

### **6) Appeals.**

- a) Learners may appeal assessment decisions using the academic appeals process (Policy C.24).

### **7) Roles and Responsibilities.**

- a) **RPL Office:**
  - i) implements, coordinates, promotes, and monitors all RPL activities and procedures;
  - ii) liaises with other College staff to ensure consistent application and delivery across programs;
  - iii) delivers RPL training and professional development for staff; and,
  - iv) develops and maintains resource materials and assessment tools.

## **C.18 Recognition of Prior Learning**

Academic Matters

*Nunavut Arctic College*

---

### **b) Deans:**

- i) Ensure quality RPL practice within their programs; and

### **c) Programs:**

- i) develop and implement a system for RPL in their program with the assistance of the RPL Office;
- ii) participate in RPL training and professional development;
- iii) identify program staff to develop and conduct assessments;
- iv) develop and maintain a current list of courses available for RPL, and provide the list to the RPL Office and Registrar; and,
- v) develop and maintain comprehensive learning outcomes on course outlines to ensure the validity, transparency, and accessibility of RPL.

### **d) College RPL Committee:**

- i) advises the RPL staff and academic departments about RPL issues;
- ii) assists in reviewing and making recommendations on RPL resources; and,
- iii) reviews and evaluates, RPL policy and related guidelines as needed.
- iv) Recommends revisions to policy as needed

## **8) Training.**

- a) All college staff will be provided opportunities for RPL training and professional development as part of quality assurance.
- b) All staff participating in RPL processes will have received appropriate training for the functions they perform.

## **RELATED POLICIES**

Course Outline Policy, Transfer Credit Policy, Academic Appeal Policy, Student Transcripts / Record Keeping.

## **RELATED GUIDELINES AND MANUALS**

RPL Guidelines for Instructors (In development)

RPL Handbook for Learners (In development)