
Recognition of Prior Learning (RPL)

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POLICY STATEMENT

New Brunswick Community College (NBCC) recognizes formal, informal, and non-formal learning that has been acquired both inside and outside the classroom. Through the evaluation and recognition of prior learning, we aim to reduce barriers for learners by validating their existing skills and knowledge, which can reduce time to completion and support more flexible pathways to academic credit and credentials.

PURPOSE

This policy outlines regulations governing Recognition of Prior Learning (RPL) services offered by NBCC.

SCOPE AND LIMITATIONS

This policy applies to prior learning evaluation services offered through both the Registrar's Office and the Credential Centre at NBCC. Specific processes and procedures that apply to these services are outlined in the *RPL Standard (1310.5416)* and *Credential Centre Standard (1310.5415)*.

1.0 DEFINITIONS

Credential Centre

A designated NBCC unit that facilitates credentialing and badging services for eligible learners seeking academic credit for non-traditional learning. Learners use an online commerce site to purchase access to formal evaluations. Purchased materials are delivered via a linked account in the NBCC learning management system.

Credit

A unit of measure which indicates the time allocated to address the course competencies.

Credit Equivalency (EQ)

Formal recognition for informal or non-formal learning. Credit equivalency may also be granted for informal or non-formal learning when combined with formal learning. In all cases, the prior learning must be comparable in level and content to the curricular outcomes of a specific NBCC course.

Credit Transfer (CR)

Formal recognition for formal learning achieved at a recognized training institution. The learning must be comparable in level and content to the curricular outcomes of a specific NBCC course.

Formal Learning

Learning gained in formal academic settings through post-secondary coursework.

Informal Learning

Learning gained in an unstructured environment through daily activities including work, community, or life experiences.

Non-formal Learning

Learning gained outside of formal academic settings in a structured environment, such as workshops, seminars, non-credit courses, or on-the-job training.

Prior Learning Assessment and Recognition (PLAR)

The process of identifying, documenting, and evaluating an individual's prior learning for the purpose of awarding formal recognition for the knowledge, attitudes, abilities, skills, and competencies developed through informal and non-formal learning. Formal learning may also be considered for PLAR when combined with informal or non-formal learning.

Recognition of Prior Learning (RPL)

A broad term that encompasses all processes involved in evaluating prior learning and awarding credit transfer, credit equivalency, and digital credentials.

Recognized Training Institution

A post-secondary educational institution, adult training institution, or professional certification body with legal authority to grant diplomas, degrees, or professional certification. The institution must be recognized by accreditation bodies, licensing boards, or government education departments.

2.0 IMPLEMENTATION

2.1 Eligibility

2.1.1 Registrar's Office RPL Services

To be eligible to apply for credit transfer or credit equivalency through the Registrar's Office, students must be enrolled and active at NBCC or certain programs offered through the School of Professional and Part-time Learning. They must also be in good academic and financial standing with the college.

Students enrolled in certificate, diploma, graduate certificate and graduate diploma programs must obtain a minimum of 25 percent of their program credits from NBCC to receive an NBCC certificate or diploma. Programs with an approved NBCC academic partnership agreement are excluded from this requirement. *See Academic Partnerships Framework 1118.5419 for details.*

2.1.2 Credential Centre PLAR Services

To be eligible to apply for the Skills Evaluation Pathway through the Credential Centre, applicants must purchase access to evaluations (for free or at a cost, depending on type) using the Credential Centre website. Although there are no general eligibility requirements, individual courses may have prerequisites or other criteria that must be met. These will be outlined on the individual product page.

2.2 Evaluation

2.2.1 Quality Standards

Prior learning evaluations are performed by RPL/PLAR consultants in collaboration with subject matter experts, following best practices for recognition of prior learning. Applicants are required to provide authentic, relevant, current, and sufficient evidence that clearly demonstrates their prior learning.

2.2.2 Credit Transfer (CR)

The college may award credit transfer for courses successfully completed at a recognized training institution if:

- the evidence of prior learning submitted for evaluation matches at least 80% of the NBCC course competencies and is equivalent in scope, depth, and level of learning; and
- a minimum grade of 60% or equivalent has been achieved in the previously completed course(s), unless an alternative mark is required in the NBCC program.

2.2.3 Credit Equivalency (EQ)

The college may award credit equivalency for learning achieved through informal and/or non-formal learning if the evidence of prior learning submitted for evaluation matches at least 80% of the NBCC course competencies and is equivalent in scope, depth, and level of learning.

2.2.4 Skills Evaluations

The Credential Centre evaluation of PLAR applicants may begin with a pre-evaluation/readiness check, followed by a skills evaluation performed by subject matter experts and PLAR practitioners who determine a customized development path for the applicant.

2.3 Appeals

2.3.1 Registrar's Office RPL Services

Applicants have the right to appeal if they can provide additional evidence of related learning that was not submitted with their original application. Appeals that do not include new supporting documentation will be rejected. All appeal decisions are final.

2.3.2 Credential Centre PLAR Services

Applicants who are unsuccessful may be eligible for a learning contract to complete the unmet course competencies.

Appeals may involve re-evaluation by an alternate subject matter expert.

2.4 Transcripts and Certification

2.4.1 Transcript of Marks

Credit transfers are denoted on the NBCC transcript of marks as CR, and credit equivalencies are denoted as EQ. CR and EQ are not included in the student's Grade Point Average (GPA) calculations.

2.4.2 Skills Transcript

Following successful completion of the PLAR process through the Credential Centre, a digital skills transcript is generated.

2.5 Academic Integrity

2.5.1 Registrar's Office RPL Services

The college has the right to request additional documentation to confirm the authenticity of prior learning applications. Submission of falsified or altered documents for the purpose of obtaining credit for prior learning is considered an example of major misconduct in the college's *Addressing Breaches of Academic Integrity process (1111.5349)*. If submitted documents are found to be fraudulent or an applicant has

breached the college's *Academic Integrity policy (1111)*, the application will be denied, and all previous applications may be subject to review and re-evaluation. In addition, future requests for recognition of prior learning may not be permitted.

2.5.2 Credential Centre PLAR Services

Applicants for PLAR via the Credential Centre are expected to comply with the *Academic Integrity policy (1111)*. If an applicant breaches the policy by submitting falsified or fraudulent evidence, their access to purchased materials may be suspended or terminated. In addition, future requests for evaluation of prior learning may be denied.

3.0 OTHER RELATED DOCUMENTS

Academic Integrity (1111)

Academic Partnerships Framework (1118.5419)

Addressing Breaches of Academic Integrity (1111.5349)

Certification (1312)

Credential Centre Standard (1310.5415)

Grading and Academic Recognition (1108)

Recognition of Prior Learning (RPL) Standard (1310.5416)