
Credential Centre Standard

STANDARD STATEMENT

New Brunswick Community College (NBCC) supports Prior Learning Assessment and Recognition (PLAR) by developing processes and procedures that facilitate the granting of credentials to individuals who demonstrate they have achieved equivalent learning through work and life experience.

PURPOSE

This standard outlines the participation process, eligibility criteria, and assessment procedures for PLAR services offered through NBCC's Credential Centre. It aims to ensure consistency, quality, and fairness in the evaluation and recognition of prior learning, while supporting mobility, access, and inclusive credentials.

SCOPE AND LIMITATIONS

This standard applies to PLAR services offered through the NBCC Credential Centre.

It does not apply to the Recognition of Prior Learning (RPL) services provided through the Registrar's Office at NBCC.

This standard is subject to the rules and regulations stated in the *Recognition of Prior Learning (RPL) Policy (1310)*.

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.

Digital Badge

A validated digital icon that is provided to a specific user when they are awarded a microcredential. It can be shared openly on digital platforms and acts as a digital transcript.

Learning Contract

A formal agreement that outlines the remaining competencies to be demonstrated by the applicant, the tasks required to do so, the timeline, and the assessment method.

Self-assessment

A process that enables learners to analyze and evaluate their own skills and learning by answering a series of questions. Learners who seek to be evaluated through the Credential Centre are encouraged to first complete a provided self-assessment.

2.0 IMPLEMENTATION

2.1 PLAR Evaluation Process and Requirements

Learners self-enroll in formal evaluations using the Credential Centre website. Learners are responsible for reading the description of their purchased materials to ensure that it is applicable to them and that they meet any requirements of participation.

2.1.1 Payment and Refunds

Payments for purchased evaluations and courses must be made at the time of enrolment using the Credential Centre interface and a valid credit card.

Refund requests must be sent by email to credentials@nbcc.ca. Requests must include the order number from the original purchase, as well as a brief description of the reason for the request. Refunds will only be issued if:

- i) the request is made within 72 hours of the purchase; and
- ii) the enrolled course materials have not been significantly accessed.

2.1.2 Participation Process

- i) **Self-Assessment**-Evaluations based on prior learning include a free self-assessment. It is recommended that learners complete these self-assessments before purchasing access to a formal evaluation. The results will indicate whether the evaluation is aligned with their experience and knowledge.
- ii) **Enrolment**- Learners may self-enroll for a formal evaluation using the Credential Centre interface. Fees must be paid at the time of enrolment.
- iii) **PLAR evaluation**-
 - a) The learner will be enrolled in a course containing their requested evaluations. Learners will use the course materials to complete relevant assignments and submit evidence of prior learning (education, professional development, work experience). See course rubric for more information.
 - b) An NBCC evaluator reviews the submitted materials using the course rubric and completes the evaluation.

2.1.3 Translations

All documentation must be submitted in English. When the original documentation is not in English, a translation must be included along with the original untranslated documentation.

2.1.4 Evaluation Decision

If the learner can demonstrate 80% or more of the course competencies with a passing grade (varies by course), they are granted a credential for the course. If the learner demonstrates less than 80% of the competencies, they are not granted a credential but may be offered a Learning Contract option.

2.2 Learning Contracts

Learners who are not successful in their PLAR evaluation may formally request a Learning Contract that will enable them to demonstrate achievement of the remaining competencies. Learners will be responsible for acquiring the necessary learning to fill any gaps in their evaluation.

Any NBCC document appearing in paper form is uncontrolled and must be compared to the electronic version.

2.2.1 Process

- i) **Request for Learning Contract-** Learners submit a written request by email to credentials@nbcc.ca, including the details of their course. Credential Centre facilitators will schedule a Learning Contract Meeting.
- ii) **Learning Contract Meeting-**
The learner meets with an NBCC employee (evaluator or facilitator) to:
 - a) Review the evaluation results.
 - b) Identify competencies that have not been satisfactorily demonstrated.
 - c) Co-create a Learning Contract using the NBCC Learning Contract template.
 - d) Agree on:
 - 1. Required tasks and deliverables.
 - 2. Submission method (e.g., video, table, written work).
 - 3. Resources to support learning (e.g., Open Educational Resources (OERs), readings).
 - 4. Timeline and due dates.
 - e) Obtain signatures.
- iii) **Learning Contract Completion-**
The learner independently completes the agreed-upon work and submits it by the due date using the agreed method.
- iv) **Final Evaluation-**
The submitted work is reviewed using the original evaluation rubric. If all remaining competencies are demonstrated to 80%, the credential is granted. If not, the student may be:
 - 1. Offered an opportunity to revise and resubmit (as per policy), or be
 - 2. Recommended to enroll in the course.

2.3 Awarding Credentials

NBCC may award credentials for successful evaluations of learning achieved through informal and/or non-formal learning. Learner submissions must satisfy at least 80% of the competencies of the NBCC offering with a passing grade.

Credentials are awarded in the form of digital badges, issued through a nationally recognized provider. Badge metadata include descriptions of the specific competencies demonstrated by the applicant.

3.0 OTHER RELATED DOCUMENTS

Academic Integrity (1111)

Certification (1312)

Grading and Academic Recognition (1108)

Recognition of Prior Learning (RPL) (1310)