

Prior Learning Assessment and Recognition (PLAR) and Credit Transfer Policy

Policy ID: 2-205

Approved by: Vice President Academic

Executive(s) Responsible: Vice President Academic; Vice President, Operations

Administrator(s) Responsible: Academic Director; Program Lead/Supervisor; Registrar

Revision Date: March 12th, 2025

Effective Date: October 15th, 2024

Next Review Date: October 2025

Background and Scope

Ontario Institute for Health and Innovation recognizes the prior learning accomplishments of its students. Prior Learning Assessment and Recognition (PLAR) is available for all programs offered by Ontario Institute for Health and Innovation. This policy establishes the guideline, and limitations for awarding credits based on prior learning, aimed at granting advanced standing or credit transfers within a program of study. It is applicable to both prospective and current students, with certain restrictions potentially in place.

The NACC Personal Support Worker program has different PLAR guidelines that are included in Annex A.

Definitions

PLAR (Prior Learning Assessment and Recognition): A process of evaluating and recognizing learning acquired through work, life experiences, or non-formal education for the purpose of granting academic credit toward a program of study.

Credit Transfer: The process by which academic credits earned at another recognized institution are evaluated and accepted toward the completion of a program at Ontario Institute for Health and Innovation.

Advanced Academic Standing: The status of a student who has been granted credit through PLAR or credit transfer, allowing them to begin their program with credits already earned for certain modules or courses.

Recognized Institution: An educational institution that is accredited or recognized by a relevant authority or governing body.

Articulation Agreement: An arrangement between two or more institutions which outline the equivalency of their courses or programs of study for the purpose of transferring credit or recognition of prior learning.

Purpose of the Policy

The purpose of this policy is to establish a clear framework for the assessment and recognition of prior learning and to ensure that students are granted appropriate credit for relevant prior learning or previous academic achievements.

The NACC Personal Support Worker program has different PLAR guidelines that are included in Annex A.

Policy Statements

1. Eligibility for PLAR and Credit Transfer

- 1.1. Students are eligible for PLAR or credit transfer if they meet all admission requirements for their chosen program of study.

2. PLAR Application Process

- 2.1. Students seeking credit through PLAR must submit a completed PLAR application form along with all required documentation to the Registrar's Office.
- 2.2. Post-enrolment students may submit the completed PLAR application directly to student success.
- 2.3. The application will be reviewed by the Program Lead or designated qualified assessor, who will determine the extent to which the prior learning aligns with the course or module outcomes.
- 2.4. Students must demonstrate a minimum level of competency, typically assessed through module-specific tests, performance demonstrations, or portfolio evaluations, with a passing score of 60% or equivalent unless otherwise specified.

- 1.1.1. PLAR is available for courses or modules where prior learning can be adequately assessed through methods such as examinations, portfolios, interviews, or practical demonstrations.

1.1.2. Credit Transfer Application Process

- 1.1.3. Students may request credit transfer for courses completed at OIHI and other recognized institutions. Requests must be accompanied by official transcripts and course outlines/syllabi submitted to the Registrar's Office pre-enrolment or directly to student success post-enrolment
- 2.5. Credit transfers will be assessed based on the comparability of course content, learning outcomes, and academic complexity.
- 2.6. Students must have passed their courses whose credits they wish to transfer within the minimum academic standards of the program they wish to apply those credits to. At OIHI this is most often 60%.
- 2.7. Credits are available for transfer from accredited post-secondary institutions.

3. Credit Transfer from International Institutions

- 3.1. Transfer credit application from international institutions from foreign countries must be accompanied by a course-by-course report from an educational credential assessment agency like World Education Services (WES).

1.1.4. Advanced Academic Standing

- 1.1.5. The student will be granted an Advanced Academic Standing status and may start the program at a higher level if their PLAR and/or Credit Transfer request(s) are approved by Ontario Institute for Health and Innovation.

- 1.1.6. Grades from courses whose credits are applied to a student's record at OIHI are omitted from the calculation of cumulative grade averages but will remain on student's transcript.

4. Limits on credits granted through PLAR or transfer

- 4.1. The maximum credit that can be granted through PLAR and credit transfer for any program is one third, 1/3, of the total program credits consistent with our Academic Residence Policy.
- 4.2. Specific limits may apply to different programs, particularly where external accreditation bodies have set guidelines for PLAR and credit transfer.

5. Timeline for submitting a PLAR or Transfer Credit application

- 1.1.7. Students cannot request credits for prior learning or transfer credits earned 10 years old.
- 1.1.8. Students cannot request credits for prior learning or transfer credits halfway through their program.
- 1.1.9. Students can expect to receive a response from the academic team two weeks after submitting their request with all supporting documentation.

6. Articulation Agreements

- 1.1.10. The college may establish articulation agreements with other institutions or between programs at OIHI to facilitate the transfer of credits and recognition of prior learning.
- 1.1.11. These agreements will be reviewed regularly to ensure they remain current and beneficial to students.

7. Fees

- 7.1. A non-refundable fee will be charged for each PLAR application. The amount will be published in the college website.
- 7.2. There is no fee for the evaluation of credit transfers, but students are responsible for any costs associated with obtaining and submitting the required documentation.

Related Legislation

- Ontario Career Colleges Act, 2005
- Post-secondary Education Choice and Excellence Act, 2000
- Ontario Qualifications Framework (OQF)
- Freedom of Information and Protection of Privacy Act (FIPPA)

Related Policies

Policy Name	Policy Number
Admissions Policy	4-400
Academic Residence Policy	2-221

Annex A

Prior Learning Assessment and Recognition for The NACC PSW Program

Policy ID: 2-226a

Approved by: Vice President Academic

Executive(s) Responsible: Vice President Academic

Administrator(s) Responsible: Program Lead; Student Success; Registrar

Revision Date: August 28th, 2024

Effective Date: October 1st, 2024

Next Review Date: October 2025

Background and Scope

At The Ontario Institute for Health and Innovation (OIHI), the Personal Support Worker program has specific requirements which differ from other programs offered at OIHI. Delivering the PSW curriculum from the National Association of Career Colleges (NACC), OIHI adheres to their standards, limits and procedures of recognizing prior learning for the purpose of issuing credits for advanced academic standing on admission.

This policy applies to all administrators involved in program delivery and student record maintenance at OIHI.

Definitions

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Advanced Academic Standing: The status of a student who has been granted credit through PLAR or credit transfer, allowing them to begin their program with credits already earned for certain modules or courses.

Recognized Institution: An educational institution that is accredited or recognized by a relevant authority or governing body.

Articulation Agreement: An arrangement between two or more institutions which outline the equivalency of their courses or programs of study for the purpose of transferring credit or recognition of prior learning.

Purpose of the Policy

The purpose of this policy is to articulate the requirements of and limits to recognizing prior learning for the purpose of advanced academic standing on admission to the NACC PSW program at OIHI.

Policy Statements

1. In order to be assessed for advanced standing credit issuance for prior learning, students must meet all admission requirements for their program of study.
2. Credits issued through PLAR for Theory or Practical courses relate to subjects 1 to 12 in the curriculum.
 - 2.1. The maximum credit that can be granted for Theory/Practical (Labs) courses is 1/3 (130 out of 400 hours) of the total in-class theory and practical hours.
 - 2.2. To be assessed for advanced standing credit issuance for prior learning in practical or theory courses, a student must complete the following:
 - 2.2.1. Have successfully completed previous related courses, AND must challenge the applicable Module test, AND any applicable Performance Demonstration (Lab), AND achieve a minimum passing score of 75% on each.
 - 2.2.2. Complete the Request for Prior Learning Assessment Recognition form and submit to OIHI with the required documentation (Refer to PSW PLAR Form).
 - 2.2.3. Attend a personal interview with the Program Lead, which will include a review of the student's transcript of grades for previous courses completed.
 - 2.3. The Program Lead will determine, on an individual basis, the amount of credit that will be granted.
3. Credit granted for prior clinical placement hours are subject to different requirements and limits.
 - 3.1. The maximum credit that can be granted for Clinical Placement hours is 100 hours, for precepted Clinical Placement ONLY.
 - 3.2. To be assessed for advanced standing credit issuance for prior clinical placement hours, a student must complete the following:
 - 3.2.1. provide a letter from her or his employer(s), indicating the length of employment, duties performed, and a general evaluation of the student's abilities as a caregiver; and
 - 3.2.2. attend a personal interview with the Program Lead, which will include a review of the employer(s) letter(s).
 - 3.3. The Program Lead will determine, on an individual basis, the number of hours that may be granted credit for.

4. Credit from NACC Home Support Worker Program

- 4.1. If a student has successfully completed the NACC Home Support Worker (HSW) program within 2 years of enrolling in the PSW Program, all modules will be accepted as credit toward the PSW Program, including Community Placement hours.
- 4.2. If a student has completed the NACC HSW Program more than two (2) years and less than five (5) years prior to enrolling in the PSW Program, they must:
 - 4.2.1. Meet with the PSW Program Lead to review student's transcripts.
 - 4.2.2. Challenge the Module tests and performance demonstrations for modules already completed and receive a minimum passing score of 75%.
 - 4.2.3. Have their readmission determined on an individual basis by the PSW Program Lead or once the above conditions have been met.
- 4.3. If a student completed the NACC HSW Program more than five (5) years prior to enrolling in the PSW Program, the student must enroll as a new student and complete all modules.

Related Policies

Policy Name	Policy Number
Academic Standing and Progression	2-203
Prior Learning Assessment and Recognition and Credit Transfer Policy	2-205