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**Prior Learning Assessment Recognition (PLAR) Policy**

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Name of Policy

May, 2007

Implementation Date

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**Educational Advisor, Financial Advisor, Program  
Coordinator, Senior Educational Administrator**

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Position(s) Responsible

September 1, 2016

Date of Last Revision

Brighton College recognizes transferability of courses from other designated institutions on a case-by-case basis along with life-and-work experiences prior to enrolling in a similar program at Brighton College.

Brighton College's PLAR policy is not intended to be used to circumvent or replace the educational standards and/or requirements of another institution. Students should refer to receiving institutions PLAR policies for information on their equivalency granting procedures. In all cases, the acceptance of transfer credits rests with the receiving institution.

A maximum of 50% of instructional hours from a recognized program may be approved as credit. The remaining 50% must be completed by taking courses in a Brighton College program.

In principle, Brighton College accepts courses taken at other institutions for credit toward its certificates and diplomas subject to:

- Applicants must meet Brighton College program admission requirements.
- External credit may not exceed one half of the total credit required for the program.
- Each course accepted for PLAR credit must satisfy at least one requirement for the credential. Assigned credit is given for a course that matches a specific Brighton College course. Unassigned credit is given for a course accepted as fulfilling a requirement but not matching a specific Brighton College course. For example, a course in Holistic Medicine which does not correspond to any equivalent course at Brighton College and consequently does not satisfy any general requirement of any current credential offered, would normally not be accepted for PLAR credit.
- PLAR credit cannot be used as a substitute for fulfilling all of the credential requirements for graduation.

It is our policy to compare our course(s) to the course(s) of an applicant's former institution(s) and to ensure course-to-course equivalencies where appropriate.

**Procedure:**

1. Students applying for PLAR credit are required to submit a completed PLAR Application.
2. Students must also submit supporting documents, which include official transcript and course description, or a personal statement if claiming a life and work experience.
3. The Educational Advisor will submit the PLAR Application to the Senior Educational Administrator.
4. The Senior Educational Administrator will work with the appropriate Program Coordinator for the course evaluation and complete the PLAR assessment.
5. Assessment of PLAR credits will not commence until all transcripts and required documents declared on the PLAR Application are received.
6. A PLAR Contract Amendment Form must be filled out and attached to the initial student enrollment contract. The Payment schedule will be adjusted accordingly.

**Official Transcripts**

Official transcripts and course descriptions/outlines from your previous post-secondary institution(s) must be submitted to the Educational Advisor. A copy will be kept in the student's file.

## **Official Course Descriptions**

If you have previously attended a post-secondary institution and are seeking PLAR credit, you must send official detailed course descriptions. Acceptable types of course descriptions include:

- A course calendar/catalogue from the university or college you attended
- A photocopy of the relevant pages from a course calendar/catalogue
- The URL from the institution's web site that contain the course descriptions (the web address must indicate the name of the institution)
- A mailed copy of the course outlines (syllabus) from the institution
- An email attachment containing the course descriptions, sent directly from the institution.

If the above does not provide sufficient detail to allow the PLAR to be completed the student maybe asked to provide additional documentation.

## **Life and Work Experience Recognition**

The College limits life-and-work experience PLAR to certain selected courses. Students wishing to claim life-and-work experience against a portion of new required courses must:

1. Write and pass the course challenge exams or provide the valid industrial certification;
2. Submit a life and work experience statement and attend an interview with the Program Coordinator for the work experience assessment. The criteria for the work experience assessment is the students must have at least five (5) years work experience in the specific care area within the last eight (8) years;
3. The exam report or copy of the industrial certification plus the interview report will be sent to the Senior Educational Administrator for final review and a decision.

Recognition of prior learning does not waive any program admission requirements.

## **Appeals**

Applications are screened carefully to ensure fairness; however, appeals against admission decisions can be sent in writing to the President of Brighton College who may at his/her discretion convene a hearing and reconsider the decision.



**Prior Learning Assessment Recognition (PLAR) Application**

---For the courses taken at other Institutions---

|                                       |            |             |
|---------------------------------------|------------|-------------|
| Applicant Name (First/Last)           |            | Student ID# |
| Program applied:                      |            |             |
| Address (City, Province, Postal Code) |            |             |
| Home Phone                            | Cell Phone | Email       |

*A maximum of 50% of the program instructional hours towards PLAR credits and should be done prior to the program start. Processing time for all documents may take up to 2 weeks.*

**PLAR Credits completed from other institutions** (attach a second sheet if needed); otherwise, submit a personal life and work experience statement and go through an interview by the Program Coordinator

| Institution Name | Course Number and Name | BRIGHTON Equivalent Course Name | Coordinator Approval |
|------------------|------------------------|---------------------------------|----------------------|
|                  |                        |                                 |                      |
|                  |                        |                                 |                      |
|                  |                        |                                 |                      |
|                  |                        |                                 |                      |

|  |      |
|--|------|
| Applicant Signature                                | Date |
| Program Coordinator's Comments, Name and Signature | Date |
| Senior Education Administrator Name and Signature  | Date |

|   |      |
|---|------|
| <b>PAYMENT</b> (\$250 per week of the transferred courses will be deducted from regular tuition fee. No deduction on any other fees.) |      |
| Amount Deducted and Database updated by FA  | Date |
| Amount Deducted Approved by Director  | Date |

## Prior Learning Assessment Recognition (PLAR) Application

----For Life and work experience---

|                                       |            |             |
|---------------------------------------|------------|-------------|
| Applicant Name (First/Last)           |            | Student ID# |
| Program applied:                      |            |             |
| Address (City, Province, Postal Code) |            |             |
| Home Phone                            | Cell Phone | Email       |

*The PLAR assessments should be done prior to the program start. Processing time for all documents may take up to 2 weeks.*

**Please Note:** Write and pass the course challenge exams (for certain courses only) or submit the valid industrial certifications.

*List the course you would like to receive PLAR credit and submit a personal life and work experience statement and go through an interview by the Program Coordinator (Grey fields for College use only). Attach a separate sheet if not enough space.*

| Brighton Course  | Evidence of Experience/Knowledge  | Coordinator Comments |
|--|---|----------------------|
|  | <input type="checkbox"/> Challenge Exam – Grade: _____<br><input type="checkbox"/> Copies of industrial Certification |                      |
|  | <input type="checkbox"/> Challenge Exam – Grade: _____<br><input type="checkbox"/> Copies of industrial Certification |                      |
| Please provide your life and work experience statement for the course mentioned above: |   |                      |

|   |      |
|---|------|
| Applicant Signature   | Date |
| Senior Education Administrator Name, Signature and Comments | Date |

|   |      |
|---|------|
| <b>PAYMENT (\$250 per week of the transferred courses will be deducted from regular tuition fee. No deduction on any other fees.)</b> |      |
| Amount Deducted and Database updated by FA  | Date |
| Amount Deducted Approved by Director  | Date |