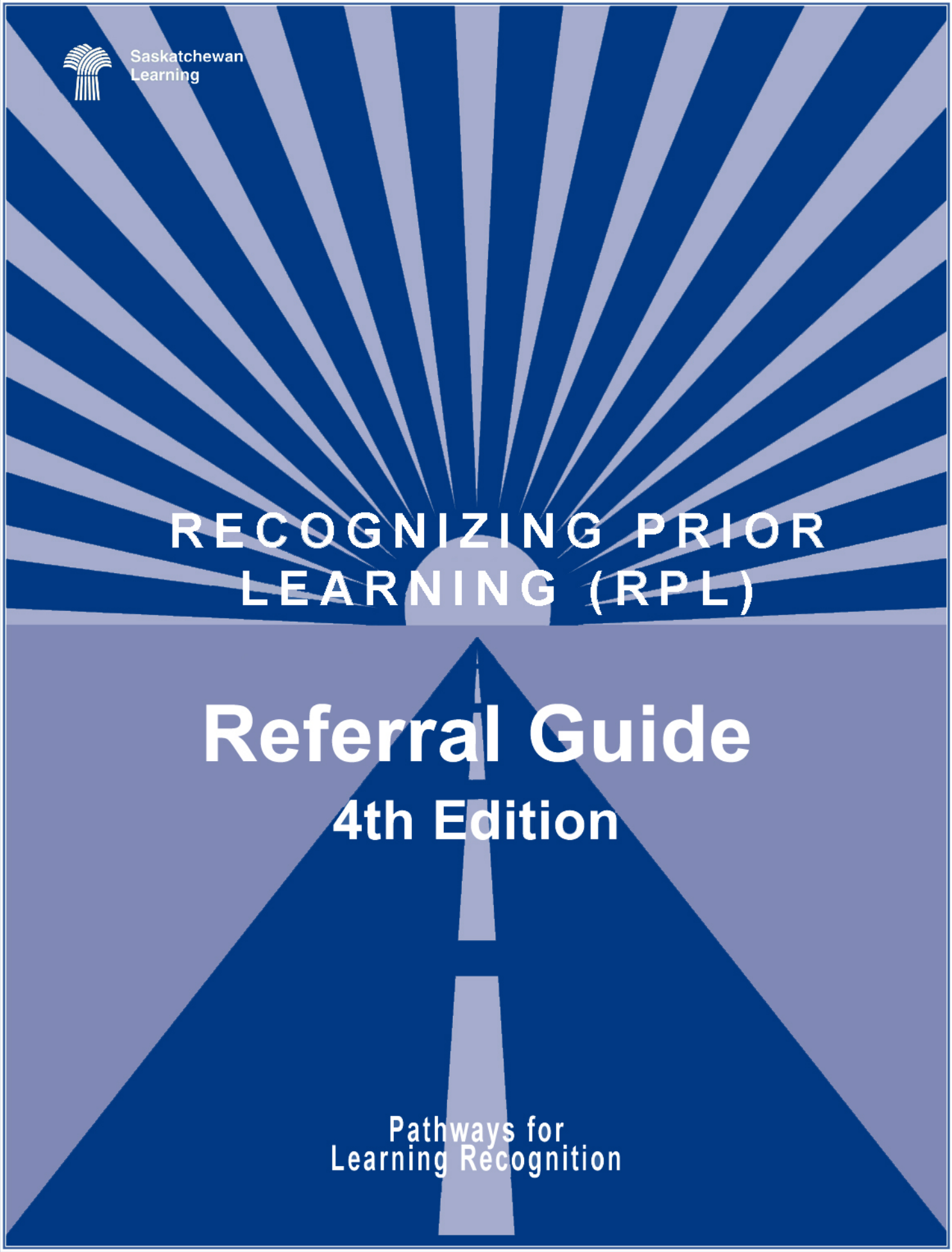
Saskatchewan
Learning
RECOGNIZING PRIOR
LEARNING (RPL)
Referral Guide
4th Edition
Pathways for
Learning Recognition

ISBN 1-897211-03-1

Saskatchewan Learning
Recognition of Prior Learning Unit
November, 2004

Saskatchewan Learning

Disclaimer

The Guide and its contents will continue to evolve as RPL practices are implemented across the learning system in the province. This edition of the Guide outlines RPL practices underway in the learning sector, as submitted by education/training providers. All attempts were made to ensure that the information included in the 5th edition of the Guide was accurate at the time of posting (2006).

For Electronic Copies of the *RPL Referral Guide*, please visit the Saskatchewan Learning web site at: www.sasklearning.gov.sk.ca under Post-Secondary and RPL.

Reproduction of this Guide or parts thereof is permitted provided appropriate acknowledgement is given.

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Saskatchewan Learning

Acknowledgements

Saskatchewan Learning gratefully acknowledges the invaluable contributions of our community partners for their support in the development of the *Recognizing Prior Learning: RPL Referral Guide*.

Academy of Learning - Computer and Business Career College
Academy of Learning - Regina
Apprenticeship and Trade Certification Commission (ATCC)
Avant-Garde College (2004)
Briercrest Bible College
Campion College
Carlton Trail Regional College
CDI College of Business Technology and Health Care
Central Pentecostal College
College of Emmanual & St. Chad
Cumberland Regional College
Cypress Hills Regional College
First Nations University of Canada
Fountain of Life School of Ministry
Luther College
McKay Career Training: McKay Massage & Hydrotherapy Program
New Media Campus
Northlands College
Northwest Regional College
Parkland Regional College
Prairie West Regional College
Provincial Examinations, Student and Teacher Services
RCMP Training Academy, Depot Division
St. Thomas More College
Saskatchewan Indian Institute of Technologies
Saskatchewan Institute of Applied Science and Technology (SIAST)
Southeast Regional College
University of Regina
University of Saskatchewan

Saskatchewan Learning

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COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC)
MINISTERIAL STATEMENT ON CREDIT TRANSFER IN CANADA

1 INTRODUCTION

This Guide has been developed to provide information on Recognition of Prior Learning (RPL) opportunities available in Post-Secondary Institutions and Kindergarten to Grade 12 (K-12) in Saskatchewan. Recognizing what people know and can do (their prior learning) can help open doors to further education and employment, as well as create new opportunities.

1.1 WHO SHOULD USE THIS GUIDE

We anticipate that the Guide will be used by:

- Student and academic advisors,
- High school guidance counsellors,
- Learners,
- Career and employment counsellors,
- Professional regulatory bodies,
- Employers,
- Immigrant settlement agencies,
- Community-based organizations, and
- Other community partners.

1.2 HOW THIS GUIDE CAN ASSIST YOU

If you counsel or advise people on pursuing further education or employment, this *RPL Referral Guide* can assist you by:

- providing information on RPL opportunities in the Saskatchewan learning system, including:
  - contact information (first and alternate points of contact) for institutions,
  - an explanation of institutional policies and practices for RPL,
  - an outline of the referral process,
  - links to relevant resources, and
  - key terms in the field of RPL.

- clarifying RPL processes, including:
  - **Qualification Recognition** or **QR** (when a person seeks recognition for a completed degree, certificate or diploma),
  - **Credit Transfer** or **CT** (when you have completed courses or programs and request credit at another educational institution), and
  - **Prior Learning Assessment and Recognition** or **PLAR** (when what you know and can do is assessed in relation to a certain goal).

2 RECOGNIZING PRIOR LEARNING (RPL) PROCESSES

> *Lifelong learning means that learning is not confined within a specific educational structure or system but occurs throughout an individual's life.*[1]

Recognizing Prior Learning (RPL) includes recognition practices undertaken in the fields of qualification recognition (QR), credit transfer (CT), and prior learning assessment and recognition (PLAR). RPL, QR, CT and PLAR are clarified in Sections 2.4, 2.5, 2.6, and 2.7.

2.1 RPL REFERRAL PATHWAYS

Access to accurate information is essential for referring client's RPL inquiries to appropriate resources. In addition to referral information, clients[2] should be provided with explanations about opportunities and challenges they may encounter. Through the process of identifying clients' levels and types of prior learning, additional opportunities may appear, that had not been previously considered by the client. A client's options for the future may broaden by exploring the various opportunities available as a result of RPL processes.

Outlining the possibilities and challenges will assist the client in setting realistic goals. Timelines and resources are key factors that can limit opportunities for clients; these should form part of the referral discussion. When expectations are properly managed, clients can be encouraged to strive for their goals and feel assured they will attain them.

The following checklist and flowchart outline the key components of a good referral. Even if a client feels that his/her goals are clearly identified, this process can help uncover additional RPL options or career opportunities for the client to consider.

Counsellors and advisors are encouraged to adapt the checklist and flowchart to suit their individual context, by adding additional detail where necessary.

Acronyms Utilized in the Checklist/Flowchart:

ATCC:	Apprenticeship and Trade Certification Commission
CT:	Credit Transfer
IQAS:	International Qualifications Assessment Service
QR:	Qualification Recognition

[1] Next Steps for Articulation Agreements in Canada: A discussion paper. (2002) Canadian Alliance for Education and Training Organizations (CAETO), p.6

[2] The term "client" in this document is intended as a generic term which may be interchanged with student, adult learner, immigrant/refugee, worker, etc., as appropriate.

2.2 CHECKLIST

1. Initial Intake
   - □ Client has clear goal
   - □ Client has unclear goal
   - □ Client has no clear goal, but knows that he/she would like a change

   Explore with client:
   What does he/she hope to achieve?
   When does she/he hope to achieve the goal?

2. Inventory types and level of learning
   - □ FORMAL

     What level of formal education has been attained?
     - □ Incomplete credential

       Level _____
     - □ Complete credential

       Level _____

     Where was the formal education obtained?
     - □ Saskatchewan □ Canada □ International

   - □ EXPERIENTIAL
     - □ Non-Formal (e.g., work-based training, not-for-credit courses, courses from non-accredited schools)
     - □ Informal (e.g., work-based experience, volunteer work, hobbies, life experiences)

3. Review types of learning and levels achieved. Work with client to identify options:
   With Formal Learning
   - □ Further education and/or employment (CT, QR)
   - □ Employment and/or education (Regulatory body, ATCC, IQAS)

   With Experiential Learning
   - □ Education and/or employment

     Based upon knowledge, skills and abilities of the client, articulate skill sets, learning outcomes or competencies (competencies especially relevant for regulatory bodies)

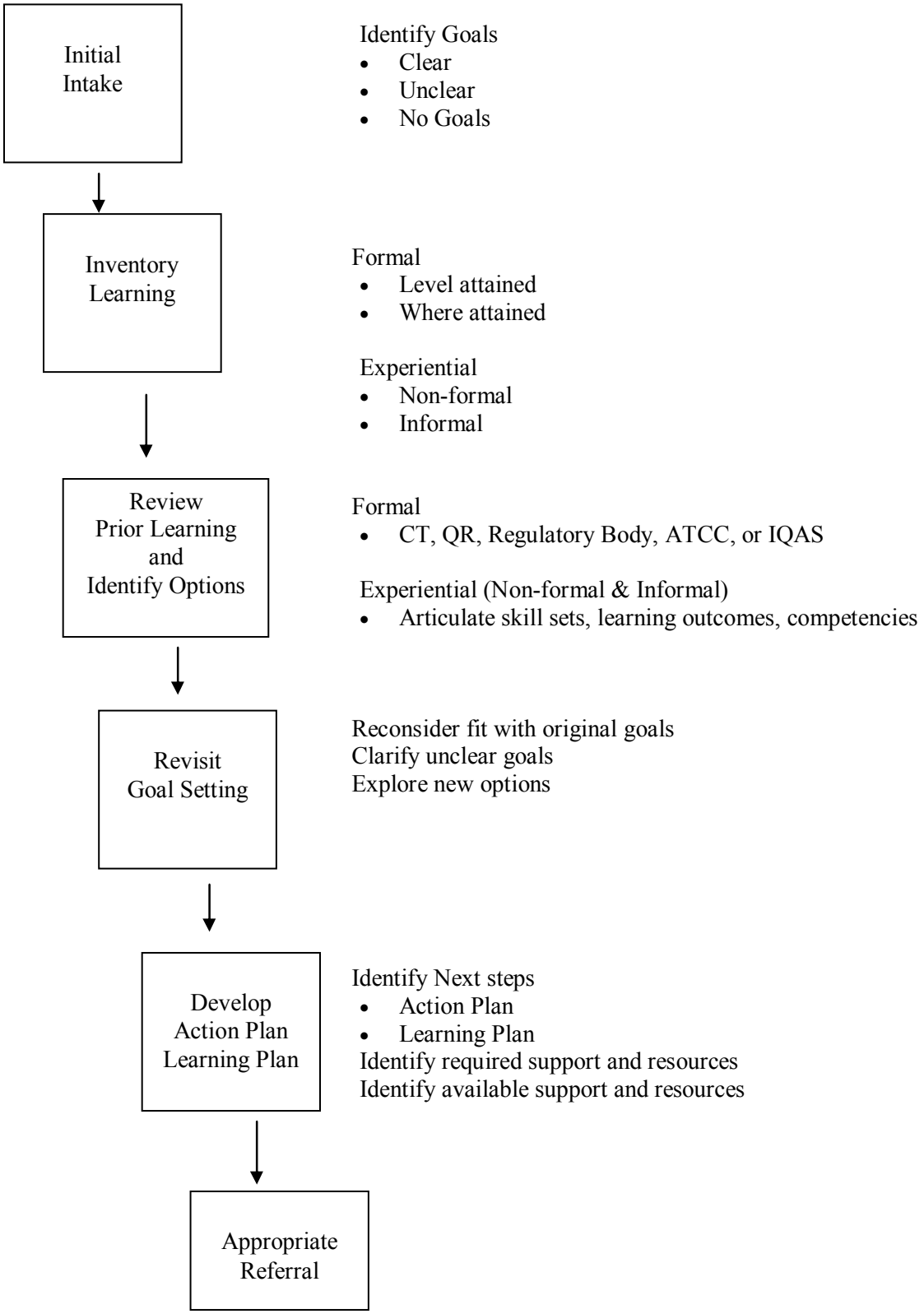
4. Revisit original goals with client
   - Examine fit between learning identified and original goals
   - Explore new options

5. Based on goals identified
   - Identify necessary steps

     Action Plan and Learning Plan
   - Identify necessary support and resources to achieve goal
   - Identify available support and resources

6. Make appropriate referrals

2.3 FLOWCHART



2.4 RECOGNITION OF PRIOR LEARNING

The Recognition of Prior Learning (RPL) is a broad "umbrella concept" that includes learning recognition practices undertaken in the fields of: **qualification recognition** (**QR**), **credit transfer** (**CT**), and **prior learning assessment and recognition** (**PLAR**). There are four commonly understood categories of prior learning, including:

- **Formal Learning** – Learning which is structured and intentional, is achieved through credit-based programs/courses at accredited educational institutions (or recognized by a regulatory body / professional organization for certification)

- **Non-Formal Learning** – Learning which is intentional, gained through participation in organized workplace-based training, non-credit courses and workshops, but does not receive formal credit (e.g., certificate of attendance or participation)

- **Informal Learning** – Learning which is the incidental learning resulting from life experience, workplace-based learning, volunteer activities, self-directed learning, hobbies, family responsibilities, etc.

- **Experiential Learning** - Learning which is either intentional and/or incidental (encompasses the concepts of non-formal and informal learning).

2.5 QUALIFICATION RECOGNITION (QR)

QR practices involve the fair, credible, and standardized assessment of credentials to assist employers, educational institutions and professional regulatory bodies in making informed decisions. QR includes, but is not limited to, international credential recognition. The process of QR involves the assessment of credentials (official documents) obtained at a recognized institution, to determine the degree of comparability with the level of education and standards of an educational institution or professional regulatory body/association. QR processes can support, but do not necessarily include, the determination of equivalency of subject matter. The mandate to award credit transfer generally rests with an accredited educational institution and/or a professional regulatory body/association unless the QR body/agency has negotiated an agreement to expand its scope of authority on a case-by-case basis.

The steps for qualification recognition generally include:

- Conduct authenticity review
- Review document translation (if required)
- Determine status of home institution
- Describe educational program
- State comparability of program

International Qualifications Assessment Service (IQAS)

IQAS provides a valuable service to immigrants and refugees seeking an assessment of the level of their educational qualifications in comparison to Saskatchewan educational standards. Since 1995, the Government of Saskatchewan has had an inter-provincial agreement with the Government of Alberta for IQAS to conduct the assessment of international credentials for Saskatchewan residents.

> *Many professional associations and post-secondary institutions conduct their own educational assessments. Always contact the professional associations and post-secondary institutions before applying to IQAS.* ***It is your responsibility to ensure in advance that the post-secondary institution or professional association that you wish to enter will accept your IQAS assessment certificate.*** *Specific questions concerning the requirements or procedures for registration or licensure, employment or admissions should be directed to the appropriate professional association/licensing board, employer or post-secondary institution*[3].

Regarding IQAS assessments, it is critical to understand the benefits as well as limitations of IQAS assessments. IQAS verifies the documents, but not the ability (knowledge or skills) of the applicant. IQAS undertakes an involved process of authenticating the documents and then determines the degree of general comparability with related educational standards in two Canadian jurisdictions (Saskatchewan and Alberta). IQAS emphasizes that the assessments are *advisory only,* as employers, professional associations and educational institutions maintain the authority over decisions to accept and/or recognize IQAS assessment certificates.

2.6 CREDIT TRANSFER (CT)

CT is defined as the process by which credit is granted towards a credential by one institution for programs or courses previously completed at another recognized institution. The granting of credit is based on the evaluation of equivalencies of subject matter. Currently, credit transfer information is primarily available through contacting individual institutions and/or viewing specified listings in their calendars.

For additional information see *Articulation Agreements in Canada: User Guide,* developed by the Canadian Alliance of Education and Training Organizations (CAETO). This document is available online at www.caeto.ca.

2.7 PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

PLAR is a systematic process that assesses and recognizes an individual's knowledge and skills regardless of where or how the learning was acquired. Within a post-secondary learning system, a PLAR process generally involves the assessment of experiential learning for educational credit or occupational certification with reference to the standards of the credential granting body. Experiential learning can be non-formal (e.g., workplace based training, non-credit courses) or

[3] IQAS Web site: IQAS Provides a Range of Educational Assessment Services: http://www.learning.gov.ab.ca/iqas/Assessments-Offered.asp
(For additional information on IQAS refer to the IQAS Web site at http://www.learning.gov.ab.ca/iqas/iqas.asp)

informal (e.g., learning resulting from life experience, workplace-based learning, hobbies, volunteer activities, family responsibilities, etc). Over the past decade, PLAR has been increasingly acknowledged as a valuable human resource planning strategy that can be used to effectively address the challenges of skill identification and assessment in a knowledge-based economy where continuous learning is encouraged and supported.

The PLAR process generally includes four key steps. In addition to the four steps listed below, an ideal PLAR process will also provide candidates with adequate pre and post-assessment guidance, as required.

1. Identification: an individual identifies what he/she knows and can do; often an advisor will guide the individual through this process.

2. Documentation: Evidence is gathered that demonstrates the individual's knowledge and skills. There are many forms of evidence, such as letters of validation, work samples, course outlines, performance appraisals, and portfolios. Individuals can also demonstrate their knowledge, skills and abilities through role plays, interviews, completing an assignment, taking a test, preparing a case study, etc.

3. Assessment: A qualified Assessor (subject-matter expert) will review the evidence presented in the challenge process and determine if it meets the established requirements for recognition. The determination is often based on measuring an individual's learning achievements against learning outcomes, competencies or established standards of practice.

4. Recognition: Recognition may be awarded, and can take various forms, such as educational credit (s), occupational certification, employment, workplace advancement, or self-recognition.

2.8 RPL PROCESSES

> *The recognition of prior learning is fundamental to a lifelong learning culture. Within such a culture, society's formal educational institutions are only a part of the resources for the education of the individual. The home, the community, the workplace, one's social and recreational activities and other aspects of life are all settings for learning activities.*[4]

Clarification of RPL processes is required to facilitate referrals for learners in the provincial learning system. RPL processes can unfold in many different ways and the components of RPL that are adopted at one institution may differ in form and design from those adopted at other institutions. The various options that clients can pursue will depend on their specific situation and goals; for example, clients can research several institutions to decide on the path that is best for them. We refer to the variety of options a client could pursue as "referral pathways".

[4] Halifax Declaration for the Recognition of Prior Learning p. 2.

2.9 ACRONYMS

ACCC: Association of Canadian Community Colleges
AUCC Association of Universities and Colleges of Canada
CAETO: Canadian Alliance of Education and Training Organizations
CICIC: Canadian Information Centre for International Credentials
CMEC: Council of Ministers of Education, Canada
CT: Credit Transfer
IQAS: International Qualifications Assessment Service
PLAR: Prior Learning Assessment and Recognition
QR: Qualification Recognition
RPL: Recognition of Prior Learning

3 INSTITUTION CONTACT INFORMATION

This section of the Guide provides an overview of the RPL processes and procedures for those educational institutions that responded to our questionnaire. If you are not familiar with a particular school or the programs offered, you may need to undertake some initial research.

SASKNETWORK: INFORMATION ON PROGRAMS AND SCHOOLS

To obtain information on educational opportunities available in Saskatchewan, counselors and learners can visit another Saskatchewan Learning Web Site: SaskNetWork. SaskNetWork provides information on programs, areas of study, and education providers. If you are uncertain about which educational institution you should contact or if you would like to explore your options, refer to the SaskNetWork Web Site.

1. Search SaskNetWork for the schools that may provide the desired courses/programs

2. If this educational institution is included in this *RPL Referral Guide*, check under the name of the institution for information on RPL opportunities they have available and

3. Contact the appropriate individuals from these institutions for additional information.

SaskNetWork is a useful resource. There is a search capacity on the web site whereby a counselor, client, learner, or employer can obtain information on educational opportunities in Saskatchewan. To begin a search:

1. Go to the SaskNetWork Web Site at: www.sasknetwork.ca

2. Click on the Education and Training button on the top banner

3. Click on the link (blue text on the page) to "What to Study"

4. Conduct your search by typing in the appropriate box:
   - Program Name
   - Program Area (options to choose from are provided)
   - Education and Training Institute (options to choose from are provided)

To go directly to "What to Study" go to: www.sasknetwork.ca/html/Learners/educationtraining/wts.htm

3.1 ACADEMY OF LEARNING – COMPUTER AND BUSINESS CAREER COLLEGE

First Point of Contact: North Battleford

Contact	Joyce Munn, Director
Phone	(306) 445-8188
Fax	(306) 445-9133
Address	Box 1750, North Battleford, SK, S9A 3W2
Email	director@aolbattlefords.com

Alternate Point of Contact: Meadow Lake

Contact	Juanita Prosser, Director
Phone	(306) 236-5991
Fax	(306) 236-1649
Address	219 Centre Street, Meadow Lake, SK, S9X
Email	director@aolmeadowlake.com

3.1.1 Credit Transfer (CT)

There is a formal policy at the institutional level for Credit Transfer.

The directors of the schools undertake the CT assessment. Students are required to submit transcripts from the home institution.

CT applies to course credit. There are no fees associated with CT.

3.2 ACADEMY OF LEARNING – REGINA

First Point of Contact

Contact	Chris Bourassa, Director
Phone	(306) 757-8973
Fax	(306) 757-2544
Address	2721 Avonhurst Drive Regina, SK, S4R 3J3
Email	Cbourassa@aolregina.com

Alternate Point of Contact

Contact	Katrina Keller, Admissions Officer
Phone	(306) 757-8973
Fax	(306) 757-2544
Address	2721 Avonhurst Drive Regina, SK, S4R 3J3
Email	Admissions@aolregina.com

3.2.1 Qualification Recognition (QR)

No formal QR policy exists at this time. Students requesting QR for credentials obtained at another institution within or outside Canada are referred to:

- Regulatory bodies
- Apprenticeship and Trade Certification Commission

3.2.2 Credit Transfer (CT)

No formal CT policy exists at this time. CT is conducted informally, upon request of the student. The process is open to all admissions and there is no fee associated with the assessment.

The Director and the Admissions Officer conduct the CT assessment. The results of the assessment apply to course credit.

To be eligible for CT, the credits to be transferred must have been obtained within the previous 24 months from a registered post-secondary program. CT can be applied to a maximum of 20% of the course load.

Prior to undertaking CT, students are advised to:

- Obtain official transcript of courses for CT
- Review course outline

3.2.3 Prior Learning Assessment and Recognition (PLAR)

No formal PLAR policy exists at this time. PLAR is conducted on an informal basis and there are no fees associated with the assessment.

The Director of the School and the Admissions Officer conduct the assessment. The assessment consists of:

- Personal interview
- Review of transcripts
- Review of reference or testimonial letters from previous employers.

The results of the PLAR assessment can be applied to admissions or course credit, however, the prior learning must relate to the area of program training for which the student is applying.

PLAR is available to all Canadian citizens/residents.

Prior to undertaking PLAR, students are advised to contact the Academy of Learning for assistance.

3.3 APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION (ATCC)

First Point of Contact

Contact	Glenn Heisler, Assessor
Phone	(306) 787-3964
Fax	(306) 787-5105
Address	Apprenticeship and Trade Certification Commission 2140 Hamilton Street, Regina, SK, S4P 3V7
Email	Glenn.Heisler@sasked.gov.sk.ca

3.3.1 Qualification Recognition (QR)

There is no formal policy, however all credentials that are trade related may receive recognition toward work experience credits or exemptions from technical training. To obtain information on program areas where QR is available, candidates must contact ATCC for information. QR may be used toward:

- Admissions
- Advanced standing
- Course credit
- Program credit
- Eligibility to write examination

The assessor conducts assessment for both out of province and out of country credentials. To apply for QR, training and work experience must be trade related. There are no fees for Qualification Recognition. The candidate must apply to the Apprenticeship Commission for this review. However, fees are required for other services such as Apprenticeship Contracts and Examinations.

For the assessment the candidate provides:

- Official transcript
- Course information including:
  - name of institution
  - names of courses taken
  - description of course content
  - dates course was taken
  - number of hours of theory and practical instruction
  - name and qualifications of instructor
- Detailed list of work tasks performed
- Dates and time (in hours) performing the tasks

Prior to contacting ATCC, it is advisable to have all documents translated to English (if required). Candidates can contact ATCC for counselling assistance.

3.3.2 Credit Transfer (CT)

There is a formal policy related to CT, available upon request of the student. To obtain information on the policy, candidates must contact ATCC.

All courses that are trade related may receive credit toward apprenticeship, and could be either credit toward work experience requirements and/or exemptions from technical training. CT may be used for:

- Admissions
- Advanced standing
- Course credit
- Program credit

The assessor will undertake the assessment. There are no fees or restrictions for eligibility for Credit Transfer. The candidate must apply to the Apprenticeship Commission for this review. However, fees are required for other services such as Apprenticeship Contracts and Examinations.

For the assessment the candidate provides:

- Official transcript
- Course information including:
  - name of institution
  - names of courses taken
  - description of course content
  - dates course was taken
  - number of hours of theory and practical instruction
  - name and qualifications of instructor

Candidates can contact ATCC for counselling assistance.

3.3.3 Prior Learning Assessment and Recognition (PLAR)

There is a formal policy related to PLAR, available upon request from the student. To obtain information on the policy, candidates must contact ATCC.

All courses that are trade related may receive credit toward apprenticeship, and could be either credit toward work experience requirements and/or exemptions from technical training. PLAR may be used for:

- Admissions
- Advanced standing
- Course credit
- Program credit
- Eligibility to write journeyperson examination

The assessor conducts assessment for both out of province and out of country experience. To apply for PLAR, training and work experience must be trade related. If documents are in a language other than English, they should be translated to English prior to contacting ATCC. There are no fees for PLAR. The candidate must apply to the Apprenticeship Commission for this review. However, fees are required for other services such as Apprenticeship Contracts and Examinations.

For the assessment the candidate provides:

- Detailed list of work tasks performed
- Dates and time (in hours) performing the tasks
- Official transcript
- Course information including:
  - name of institution
  - names of courses taken
  - description of course content
  - dates course was taken
  - number of hours of theory and practical instruction
  - name and qualifications of instructor

Candidates can contact ATCC for counselling assistance.

3.4 AVANT-GARDE COLLEGE (2004)

First Point of Contact

Contact	**Lorrie Pawson**, Principal
Phone	(306) 522-5900
Fax	(306) 522-3233
Address	1033-8th Avenue Regina, SK, S4R 1E1
Email	**Cpawson@sasktel.net**

Alternate Point of Contact - Ehrlo Community Services

Contact	**Malcolm Neill**, Vice-Principal
Phone	(306) 781-1800
Fax	(306) 522-3233
Address	1033-8th Avenue Regina, SK, S4R 1E1
Email	avantgarde@accesscomm.ca

3.4.1 Prior Learning Assessment and Recognition (PLAR)

There is no formal policy in place for PLAR. There are no fees for the assessment, but students must meet regular admission requirements prior to being eligible for PLAR.

The Principal undertakes the assessment with the student. The student provides:

- All relevant documents
- Transcripts from high school
- Transcripts from other post-secondary institutions, etc.

The materials are reviewed on an individual basis and credit may be granted based on results of the assessment. As a result of the assessment, students may receive credit in terms of hours of attendance.

3.5 BRIERCREST COLLEGE

First Point of Contact for QR

Contact Grant McMillan, Registrar/Director of Enrolment
Phone (306) 756-3351
Fax (306) 756-5502
Address 510 College Drive
Caronport, SK, S0H 0S0
Email gmcmillan@briercrest.ca

Alternate Point of Contact for QR

Contact Chris Vetter, Dean of Distance Learning
Phone (306) 756-3249
Fax (306) 756-5503
Address 510 College Drive
Caronport, SK, S0H 0S0
Email cvetter@briercrest.ca

3.5.1 Qualification Recognition (QR)

No formal policy exists at this time, however options for QR are available.

The QR assessment may provide credit toward:

- Admissions
- Advanced Standing
- Course Credit

Candidates are encouraged to send documents to Enrolment Services. There are no fees for this service and no restrictions for eligibility. The Registrar will review the documents. The Registrar researches the necessary credentials, and if necessary may ask the student to provide verification of documents/qualifications.

For out of province credentials, students are referred to appropriate regulatory bodies. For out of country credentials, students are referred to International Qualifications Assessment Service.

3.5.2 Credit Transfer (CT)

First Point of Contact for CT

Contact	Grant McMillan, Registrar/Director of Enrolment
Phone	(306) 756-3351
Fax	(306) 756-5502
Address	510 College Drive Caronport, SK, S0H 0S0
Email	gmcmillan@briercrest.ca

There is a formal policy for CT. CT is available on a formal basis, upon request of student only, and is applied to course credit.

To be eligible for CT, student must have paid the application fee to the College. To be considered for CT, the student must have achieved 65% in the course.

To conduct the CT assessment:

- The student submits their transcripts to Enrolment Services
- Enrolment Services passes the transcripts on to the Registrar
- The Registrar researches the school and the courses
- Credit is granted based on the results of the research

3.5.3 Prior Learning Assessment and Recognition (PLAR)

First Point of Contact for PLAR

Contact	Chris Vetter, Dean of Briercrest Distance Learning
Phone	(306) 756-3249
Fax	(306) 756-3366
Address	510 College Drive Caronport, SK, S0H 0S0
Email	cvetter@briercrest.ca

There is a formal PLAR policy, at an institutional level.

Prior to applying for PLAR, candidates must register and complete the course entitled Prior Learning and Ministry Assessment before attempting to request credit via PLAR.

The PLAR assessment process involves the following individuals from the institution:

- Dean of Briercrest Distance Learning
- Director of Program Development, Briercrest Distance Learning
- Registrar/Director of Enrolment
- Relevant Faculty Member(s)

For the assessment, the student pays a $150.00 assessment fee, plus $10.00 for each credit hour granted. The student then prepares a portfolio and presents the portfolio to the assessment committee. The committee determines the eligibility of the student for PLAR credit.

The results of the assessment may be applied toward advanced standing.

3.6 CAMPION COLLEGE

Campion College is a Federated College at the University of Regina. Campion College is academically integrated; however, it is legally and financially distinct from the University. It does not offer its own degrees but prepares students for degrees awarded by the University of Regina.

For first points of contact for CT, QR and PLAR, please refer to the University of Regina section(s) of the guide for information on RPL policies and procedures.

3.7 CARLTON TRAIL REGIONAL COLLEGE

First Point of Contact

Contact	**Jeff Grant**, Director of Administration
Phone	(306) 682-6865
Fax	(306) 682-3101
Address	P.O. Box 720 Humboldt, SK, S0K 2A0
Email	grantj@ctrc.sk.ca

Alternate Point of Contact

Contact	Rob Barber
Phone	(306) 682-6851
Fax	(306) 682-3101
Address	P.O. Box 720 Humboldt, SK, S0K 2A0
Email	barberr@ctrc.sk.ca

3.7.1 Qualification Recognition (QR)

There is no formal policy for QR at this time. To conduct QR for out of province credentials, students are referred to:

- Regulatory bodies
- Apprenticeship and Trade Certification Commission
- Brokering institution

Prior to becoming involved in the QR process, students are encouraged to obtain a transcript of completion certificate and course syllabi.

3.7.2 Credit Transfer (CT)

There is no formal policy for CT at this time. For credit transfer, students are referred to the brokering institution, such as SIAST, Universities, or other credit granting institutions.

Prior to contacting the institution for CT, students are encouraged to

- undertake preliminary data collection
- review program-specific literature and brokering institution's calendar

Then the student is referred to the brokering institution.

3.7.3 Prior Learning Assessment and Recognition (PLAR)

There is no formal process for PLAR at this time. For PLAR, students are referred to the brokering institution, such as SIAST.

Prior to contacting the institution for CT, students are encouraged to

- undertake preliminary data collection
- review program-specific literature and brokering institution's calendar

Then student is referred to the brokering institution.

3.8 CDI COLLEGE OF BUSINESS TECHNOLOGY AND HEALTHCARE

First Point of Contact

Contact	Lorraine Macdonald, Admissions Representative
Phone	(306) 244-8585
Fax	(306) 244-0788
Address	107 4th Aveneue South Saskatoon, SK, S7K 5X2
Email	lorraine.macdonald@cdi.ca

Alternate Point of Contact

Contact	Randy Macdonald
Phone	(306) 244-8585
Fax	(306) 244-0788
Address	107 4th Aveneue South Saskatoon, SK, S7K 5X2
Email	randy.macdonald@cdi.ca

3.8.1 Credit Transfer (CT)

Formal policy exists at the institutional level with CT available upon request of the student, prior to registration only.

Involved in the assessment are:

- Admissions Representatives
- Instructors
- Campus Director

The CT assessment results can be applied to:

- Advanced Standing
- Course Credit

Prior to applying for CT, students will be required to provide transcripts for applicable courses successfully completed.

Should the student choose to undertake the CT process, the fees are as follows:

- $50.00 for each examination challenged

A student cannot receive more than 50% of the program in Advanced Standing Credit.

3.9 CENTRAL PENTECOSTAL COLLEGE

First Point of Contact

Contact	Judy Heyer, Assistant Registrar
Phone	(306) 374-6655
Fax	(306) 373-6968
Address	1303 Jackson Avenue Saskatoon, SK, S7H 2M9
Email	Admissions@cpc-paoc.edu

Alternate Point of Contact

Contact	David Munk, Academic Dean
Phone	(306) 374-6655
Fax	(306) 373-6968
Address	1303 Jackson Avenue Saskatoon, SK, S7H 2M9
Email	rkennedy@cpc-paoc.edu

Central Pentecostal College Website: http://www.cpc-paoc.edu

3.9.1 Qualification Recognition (QR)

Although there is no formal policy on QR, it is available on an informal basis. An Admissions Committee (including the Academic Dean and Registrar) conducts assessment of credentials from other recognized institutions. All government recognized Canadian, American and 4 year High School graduates are treated on par with Saskatchewan students. For students with other backgrounds, counsel is sought from University of Saskatchewan personnel.

QR assessments may be applied to:

- Admissions
- Advanced Standing
- Course Credit

There are no restrictions in applying for QR, and there are no fees attached to the assessment.

For the assessment students will be required to provide transcripts from their home institution.

3.9.2 Credit Transfer (CT)

Although there is no formal CT policy in place, CT is conducted on an informal basis. The process is only conducted upon request of the student, and there is no fee associated with the assessment.

CT may be applied to

- Admissions
- Advanced Standing
- Course Credit

The Academic Dean will undertake the CT assessment. For individuals who have previous formal education from accredited institutions, there are no restrictions. For those who have courses from non-accredited institutions, their transcripts will be examined on a case-by-case basis.

To apply for CT, students must provide the transcripts from their previous education. These transcripts will be compared to Central Pentecostal College course requirements to determine CT.

3.9.3 Prior Learning Assessment and Recognition (PLAR)

There is no PLAR policy at this time and PLAR is not available.

3.10 COLLEGE OF EMMANUEL & ST. CHAD

First Point of Contact

Contact	Colleen Walker, Registrar Assistant
Phone	(306) 975-1558
Fax	(306) 934-2683
Address	114 Seminary Crescent Saskatoon, SK, S7N 0X3
Email	colleen.walker@usask.ca

Alternate Point of Contact

Contact	William Richards, Registrar
Phone	(306) 975-1556
Fax	(306) 934-2683
Address	114 Seminary Crescent Saskatoon, SK, S7N 0X3
Email	wrichards@sk.sympatico.ca

3.10.1 Qualification Recognition (QR)

Formal QR policy exists for the programme for ordination in the Anglican Church of Canada.

For undertaking QR for credentials from out of province, the faculty and the principal jointly interview all students, on an individual basis, every year during their studies. The principal then writes a letter of recommendation to the sponsoring bishop. A similar process is available for international credentials.

QR can be applied for program credit, and there are no fees attached to this assessment.

To be eligible for QR, candidates must be candidates for priesthood in the Anglican community. They must have graduated from the College of Emmanuel and St. Chad, with at least ½ of their credits gained at this college.

Prior to applying for QR, students are advised to:

- Obtain transcripts from previous educational institution
- Compose personal autobiography on admission
- Complete annual questionnaire on growth in study and faith development.

3.10.2 Credit Transfer (CT)

No formal policy currently exists at this time. CT is available, however, on an informal basis upon request of student only.

The assessment of previous education for CT is conducted by the Registrar, occasionally in consultation with the faculty member normally responsible for instruction in that particular area. CT assessment involves review of transcripts from home institution and course descriptions (when requested).

CT may be applied to:

- Admissions
- Advanced Standing
- Course Credit
- Program Credit

All students who have completed an application for admission and have paid the $50.00 admission fee are eligible for CT.

Prior to contacting the Registrar for CT, students are advised to:

- Acquire transcripts
- Review course descriptions from our college
- Make own comparison with course descriptions for courses already taken
- Include relevant course descriptions when applying for CT

3.10.3 Prior Learning Assessment and Recognition (PLAR)

Although no formal policy exists at this time, PLAR is available on an informal basis.

The PLAR assessment is conducted by the Registrar in conjunction with faculty (joint meeting). The results of the assessment may be applied to admissions.

As for all applicants to the college, at the time of admission, students are required to submit:

- An autobiography
- any diplomas or certificates received
- letters from 3 referees, with specific reference to readiness for study

Once the student has paid the $50.00 application for admission fee, there are no additional fees associated with the PLAR assessment.

To be eligible for PLAR students are normally:

- Mature students applying for the first degree programme (Bachelor of Theology)
- This degree requires one year of post-secondary studies prior to admission, and PLAR attempts to recognize a variety of ways this year may have been obtained

3.11 CUMBERLAND REGIONAL COLLEGE

First Point of Contact

Contact Julie Bedel, Manager Learner Services
Phone (306) 862-9846
Fax (306) 862-4940
Address Box 2225
Nipawin, SK, S0E 1E0
Email jbedel@cumberlandcollege.sk.ca

Alternate Point of Contact

Contact Corinne LamMa, Counsellor
Phone (306) 873-3845
Fax (306) 873-4450
Address Box 967
Tisdale, SK, S0E 1T0
Email clamma@cumberlandcollege.sk.ca

3.11.1 Qualification Recognition (QR)

No formal QR policy exists at this time. The college does not conduct QR for credentials obtained at other institutions within or outside Canada. Students are referred to:

- Regulatory Bodies
- Apprenticeship and Trade Certification Commission
- International Qualifications Assessment Service – IQAS (for credentials from outside Canada)

Prior to undertaking QR, counsellors would advise the learner to get documentation in order to present to the appropriate regulatory body, ATCC or IQAS.

3.11.2 Credit Transfer (CT)

No formal CT policy exists at this time. Students requesting CT are referred to the appropriate credit granting institution.

A counsellor will work with the student to help the student engage in the process.

3.11.3 Prior Learning Assessment and Recognition (PLAR)

Prior to undertaking PLAR, as part of our student counselling services, we work with learners to identify the knowledge, skills and abilities (KSAs) that they have already developed through their previous life/work and school experience. Our process supports learners in developing their individual action/learning/transition plan that helps set direction for their education and training. This is achieved through formal and informal processes that identify, document, assess, and recognize the learning that has taken place (i.e., portfolio development process) and comparing the KSAs that relate to their life/work goals and opportunities. The learner would then be referred to the credit granting institution.

3.12 CYPRESS HILLS REGIONAL COLLEGE

3.12.1 Qualification Recognition (QR)

First Point of Contact for QR

Contact	Sharon Fehr, Career Counsellor/Post-Secondary Admissions Counsellor
Phone	(306) 778-5471
Fax	(306) 773-2384
Address	Box 5000, 129 – 2nd Avenue N.E. Swift Current, SK, S9H 4G3
Email	sharonf@cypresshillscollege.sk.ca

Alternate Point of Contact for QR

Contact	Teresa Doucette, University Coordinator
Phone	(306) 778-5488
Fax	(306) 773-2384
Address	Box 5000, 129 – 2nd Avenue N.E. Swift Current, SK, S9H 4G3
Email	teresad@cypresshillscollege.sk.ca

There is no formal policy on QR, however, students with credentials from another institution within Canada will be referred to appropriate regulatory bodies or to ATCC. For students with international credentials, they are referred to appropriate regulatory bodies, ATCC, or IQAS.

To undertake the referral, the Student Services Counsellor will assist the learner to collect/provide all necessary information. To ensure effective referrals, the counsellor will undertake a client needs assessment in order to determine appropriate referral. There are no additional fees attached to this service.

The results of the QR assessment can apply to advanced standing or program credit. Prior applying for QR, learners are encouraged to collect all relevant documentation.

3.12.2 Credit Transfer (CT)

First Point of Contact for CT

Contact	Sharon Fehr, Career Counsellor/Post-Secondary Admissions
Phone	(306) 778-5471
Fax	(306) 773-2384
Address	Box 5000, 129 – 2nd Avenue N.E. Swift Current, SK, S9H 4G3
Email	sharonf@cypresshillscollege.sk.ca

Alternate Point of Contact for CT

Contact	**Teresa Doucette, University Coordinator**
Phone	(306) 778-5488
Fax	(306) 773-2384
Address	Box 5000, 129 – 2nd Avenue N.E. Swift Current, SK, S9H 4G3
Email	teresad@cypresshillscollege.sk.ca

No formal CT policy exists at this time, although students who request CT will be referred to appropriate institutions. Prior to contacting appropriate institutions, students are advised to gather all necessary documentation (i.e., transcripts, etc). The learner then provides the documentation to the relevant institution.

Students who are interested in CT will receive support from counsellors, and there is no fee attached to providing this support. The counsellors collect information, then advise and guide the student. CT may be used for:

- Admission
- Advanced Standing
- Course Credit
- Program Credit

Information on policies and programs is available at www.cypresshillscollege.sk.ca.

3.12.3 Prior Learning Assessment and Recognition (PLAR)

First Point of Contact for PLAR

Contact	Sharon Fehr, Career Counsellor
Phone	(306) 778-5471
Fax	(306) 773-2384
Address	Box 5000, 129 – 2nd Avenue N.E. Swift Current, SK, S9H 4G3
Email	sharonf@cypresshillscollege.sk.ca

Alternate Point of Contact for PLAR

Contact	Teresa Doucette, University Coordinator
Phone	(306) 778-5488
Fax	(306) 773-2384
Address	Box 5000, 129 – 2nd Avenue N.E. Swift Current, SK, S9H 4G3
Email	teresad@cypresshillscollege.sk.ca

There is formal policy on PLAR for Basic Education Program, Level 30 electives. For students applying for PLAR from SIAST or Universities, they are provided information on the processes of that respective institution. Learners are then referred to the appropriate personnel. For students applying for PLA in the Level 30 elective, learners are required to prepare material and submit it to the Senior Academic Officer. There are no additional fees attached to the program.

The Senior Counsellor, Student Services and the Senior Academic Officer/Director of Programs undertake the PLAR assessment. The process involves:

- Student submits documentation to Student Services
- Student Services guides student in preparation of documentation
- Student Services submits documentation to Senior Academic Officer
- Senior Academic Officer makes recommendation to Saskatchewan Learning Provincial Registrar.

The PLAR process could result in course credit for one Level 30 elective in the Adult 12 Program. To be eligible for PLAR, the student must possess work experience, previous non-credit education or training, or journeyperson certification.

To prepare for PLAR students are advised to collect relevant data required for the application process and to complete all required forms.

3.13 FIRST NATIONS UNIVERSITY OF CANADA SASKATCHEWAN INDIAN FEDERATED COLLEGE (SIFC)

www.firstnationsuniversity.ca

3.13.1 Credit Transfer (CT)

First Point of Contact

Contact	Roberta Blind, Assistant Registrar
Phone	(306) 790-5950 ext. 3109
Fax	(306) 790-5996
Address	1 First Nations Way Regina, SK, S4S 7K2
Email	rblind@firstnationsuniversity.ca

Alternate Point of Contact

Contact	Lianda Tanner, Assistant Registrar
Phone	(306) 790-5950 ext. 3106
Fax	(306) 790-5996
Address	1 First Nations Way Regina, SK, S4S 7K2
Email	ltanner@firstnationsuniversity.ca

Formal CT policy exists at an institutional level, and CT is available in most program areas. There is a formal process for CT, which is available only upon request of students. To undertake CT, the learner will discuss their previous education with the Registrar.

Results of the CT assessment could apply to course credit for the student.

3.13.2 Prior Learning Assessment and Recognition (PLAR)

First Point of Contact

Contact	Yvonne Howse, Director of Indian Social Work Program
Phone	(306) 931-1845
Fax	(306) 665-0175
Address	710 Duke Street Saskatoon, SK, S7K 0P8
Email	yhowse@firstnationsuniversity.ca

No formal policy for PLAR exists at this time.

3.14 FOUNTAIN OF LIFE SCHOOL OF MINISTRY (FOLSOM)

First Point of Contact

Contact	James Regehr, President
Phone	(306) 763-4353
Fax	(306) 764-2450
Address	717 MacArthur Drive Prince Albert, SK, S6V 5X6
Email	office@foundationoflifecolleges.com

3.14.1 Qualification Recognition (QR)

No formal QR policy is in place at this time. Students requesting QR are evaluated on a case by case basis.

3.14.2 Credit Transfer (CT)

There is no formal CT policy at this time. CT is conducted on a case by case basis.

3.14.3 Prior Learning Assessment and Recognition (PLAR)

PLAR is conducted on a case by case basis.

All mature students are eligible for PLAR and there are no additional fees associated with the process.

3.16 LUTHER COLLEGE

Luther College is a Federated College at the University of Regina. Luther College is academically integrated; however, it is legally and financially distinct from the University. It does not offer its own degrees but prepares students for degrees awarded by the University of Regina.

For first points of contact for CT, QR and PLAR, please refer to the University of Regina section (s) of the guide for information on RPL policies and procedures.

3.17 MCKAY CAREER TRAINING: MCKAY MASSAGE & HYDROTHERAPY PROGRAM

www.careercampus.ca

First Point of Contact

Contact	Donna Denowski, Registrar
Phone	(306) 652-7878
Fax	(306) 653-1808
Email	registrar.ccampus@shaw.ca
Address	226 20th Street E. Saskatoon, SK, S7K 0A6

Alternate Point of Contact

Contact	Jill Andrews, Registrar
Phone	(306) 652-7878
Fax	(306) 653-1808
Email	registrar.ccampus@shaw.ca
Address	226 20th Street E. Saskatoon, SK, S7K 0A6

3.17.1 Prior Learning Assessment and Recognition (PLAR)

Formal PLAR policy exists at the program level for McKay Massage: Hydrotherapy Program.

Involved in the assessment are:

- Front Office Registrars
- Program Director / PLAR Advisor
- Intake Assessor

The results of the PLAR can be applied to:

- Admissions
- Advanced Standing
- Course Credit.

Prior to applying for PLAR, students are advised to investigate the other schools in the province prior to initiating the PLAR process.

Should the student undertake the PLAR, the fees are as follows:

- $30.00 PLAR application fee
- $75.00 for challenge exams (generally)
- $100.00 for oral/practical exams

When possible, attempts are made to combine two or more subject areas in one exam, such as anatomy, pathology, and physiology in a written exam. Oral practical exams incorporate all aspects of the massage practitioners' knowledge base, including client assessment, interviewing, clinical reasoning, treatment plans, massage techniques, muscles, landmarks, wrap up and home/self care.

Regular programming requirements are applied to challenge exams, in which a passing grade for academic subjects (anatomy, physiology, pathology, etc) is 65% and the passing grade for all practical subjects (massage, remedial exercise, assessments, etc.) is 75%. Achieving a passing grade on the challenge exams will earn transfer credits for entry into the program, less than passing marks will determine at what level the prospective student would enter the program to continue their studies.

3.18 NEW MEDIA CAMPUS

www.newmediacampus.com

First Point of Contact for CT, QR and PLAR

Contact	Evan Danyliuk, Director of Student Services
Phone	(306) 955-4412
Fax	(306) 955-5337
Address	1223 Idylwyld Drive Saskatoon, Saskatchewan, S7L 6M6
Email	evan@newmedia.com

Alternate Point of Contact for CT, QR and PLAR

Contact	Tara Kucher, Office Manager
Phone	(306) 955-4412
Fax	(306) 955-5337
Address	1223 Idylwyld Drive Saskatoon, Saskatchewan, S7L 6M6
Email	tara@newmedia.com

3.18.1 Credit Transfer (CT)

There is a formal policy for CT at an institutional level, with CT available in most program areas. CT is conducted through an informal process, upon request of the student only. The Instructors, School Administrator, and Campus Director conduct the assessment with the student. The parties evaluate previous credits, and if applicable to the student's program of choice, credit is granted. CT can be applied to course and program credit.

Any student who is eligible to register in one of the school's programs is eligible for CT. Students in grades 11 and 12 may be eligible for credit in the New Media Campus CPT Multimedia Resource Program. This applies to high schools offering CPT programs.

There are no fees associated with the assessment.

To apply for CT, the student is advised to review the course components in detail, meet with the School Administrator, and obtain written transcripts and credits from the originating institution.

3.18.2 Qualification Recognition (QR)

There is a formal QR policy at an institutional level, with QR available in most program areas. The QR is conducted through an informal process, involving the student, Instructors, School Administrator and Campus Director. The student obtains or requests documentation and presents this documentation. The documents are then assessed. The materials are reviewed on

an individual basis and credit may be granted on the result of the assessment. QR can be used for course or program credit.

Any student wishing to enter the programs at the school can apply for QR. For credentials from another institution within or outside Canada, an informal process is followed.

There are no fees associated with the assessment.

To apply for QR, the student is advised to review the course components in detail, meet with the School Administrator, and obtain written transcripts and credits from the originating institution. For documents in a language other than English, certified translations are required.

3.18.3 Prior Learning Assessment and Recognition (PLAR)

Formal policy for PLAR exists at an institutional level, with PLAR available in most program areas. PLAR is conducted through an informal process, involving the student, Instructors, School Administrator and Campus Director.

The student should obtain written transcripts and credits from originating institutions (with certified translation if required). The materials are reviewed on an individual basis and credit may be granted based on results of the assessment. As a result of the assessment, students may receive credit in terms of hours of attendance. PLAR applies to course and program credit.

PLAR is open to any student wishing to enter any of the school's programs. To undertake PLAR, the student is advised to review the course components in detail, obtain written documentation of prior learning, including transcripts and credits (with certified translation if required).

There are no fees associated with the PLAR assessment.

3.19 NORTHLANDS COLLEGE

First Point of Contact

Career Counsellor / Student Advisor
Buffalo Narrows Phone: (306) 235-1765
La Ronge Phone: (306) 425-4353
Creighton Phone: (306) 688-8838

Toll Free: 1-888-311-1185

Web site: www.northlandscollege.sk.ca

3.19.1 Credit Transfer (CT)

There is no CT policy in place at this time. Students are referred to accrediting institutions.

3.19.2 Prior Learning Assessment and Recognition (PLAR)

There is no formal PLAR policy in place at this time; however, PLAR is conducted on an informal basis.

Counsellors and coordinators act as advisors for students. There are no costs associated with the PLAR assessment.

3.20 NORTHWEST REGIONAL COLLEGE

Web site: www.nwrc.sk.ca

Career Centre – Battlefords Campus
First Point of Contact

Phone	(306) 937-5102
Fax	(306) 445-1575
Address	10702 Diefenbaker Drive North Battleford, SK, S9A 4A8
Email	inquiry@nwrc.sk.ca

Career Centre – Meadow Lake; North West Postsecondary Centre
First Point of Contact

Phone	(306) 234-7620
Fax	(306) 236-7630
Address	720 – 5th Street West Meadow Lake, SK
Email	inquiry-nwpsc@nwrc.sk.ca

3.21 PARKLAND REGIONAL COLLEGE

First Point of Contact
Yorkton Career Counsellor
Phone (306) 786-2597
Email g.gorchynski@parklandcollege.sk.ca

Melville Career Counsellor
Phone: (306) 728-4471
Email r.glowa@parklandcollege.sk.ca

Toll Free: 1-866-783-6766

Alternate Point of Contact

Yorkton Susan Lyons – Career and Student Support Services Coordinator
Phone (306) 786-2590
Email s.lyons@parklandcollege.sk.ca

3.21.1 Qualification Recognition (QR)

No formal policy exists at this time. Students with credentials from other educational institutions within Canada are referred to ATCC. Students with international credentials are referred to appropriate regulatory bodies, ATCC, or IQAS.

3.21.2 Credit Transfer (CT)

No formal policy exists at this time. Students are referred to appropriate credit granting institutions: SIAST, Universities, Technical Institutions, SIIT, etc, from which classes are brokered.

The counsellors will assist students with referral and advocate on behalf of student. If required, some top-up training may be provided.

3.21.3 Prior Learning Assessment and Recognition (PLAR)

No formal policy exists at this time, but PLAR is conducted on an informal basis.

Student Support Services provide services for PLAR. "A maximum of one prior learning credit may be used as part of the seven credits required for completion of the adult 12 program as outlined by Saskatchewan Learning."

3.22 PRAIRIE WEST REGIONAL COLLEGE

First Point of Contact

Contact Michelle Legare, Program Coordinator
Phone (306) 242-5377
Fax (306) 242-8662
Address Box 1001
Warman, SK, S0K 4S0
Email mlegare@pwrc.sk.ca

Alternate Point of Contact

Contact Jay Box, Program Director
Phone (306) 948-3363
Fax (306) 948-2094
Address Box 700
Biggar SK, S0K 0M0
Email jbox@pwrc.sk.ca

3.22.1 Qualification Recognition (QR)

Students with credentials from another institution within Canada are referred to appropriate bodies or to ATCC. Students with international credentials are referred to appropriate regulatory bodies, ATCC or IQAS.

Prairie West Counsellors will be an advocate for the student and will assist the learner through the QR process. A needs assessment may be necessary to ensure that the appropriate referral occurs. Students are advised to collect all relevant documentation necessary for QR assessment. There are no fees for this service.

The results of the QR may apply to advanced standing or program credit.

3.22.2 Credit Transfer (CT)

Students are referred to the appropriate institution. Students are provided information on the CT process respective to that institution. Prairie West Counsellors will be an advocate for the student and will assist the learner through the CT process. A needs assessment may be necessary to ensure that the appropriate referral occurs. Students are advised to collect all relevant documentation to submit to the appropriate institution. There are no fees for this service.

CT may be used for:

- Admission
- Advanced Standing
- Course Credit
- Program Credit

3.22.3 Prior Learning Assessment and Recognition (PLAR)

Students are referred to the appropriate institution. Students are provided information on the PLAR process respective to that institution.

As part of our student counselling services, counsellors work with learners to identify the knowledge, skills and abilities (KSAs) that they have already developed through their previous life/work and school experience. The process supports learners in developing their individual action/learning/transition plan that helps set direction for their education and training. This is achieved through formal and informal processes that identify, document, assess, and recognize the learning that has taken place (i.e., portfolio development process) and comparing the KSA's that relate to their life/work goals and opportunities. There are no fees for this service.

A prior learning credit may be granted to PWRC students returning to pursue an Adult 12. A maximum of one prior learning credit may be used as part of the seven credits required for completion of an Adult 12. To be eligible for a prior learning credit, students must possess work experience, previous non-credit education or training, or journey person certification. The student will submit documentation to the Basic Education Coordinator, who will make the recommendation to Saskatchewan Learning.

PLAR may be used for:

- Admission
- Advanced Standing
- Course Credit
- Program Credit
- 1 Adult 12 Credit

3.23 PROVINCIAL EXAMINATIONS STUDENT AND TEACHER SERVICES SASKATCHEWAN LEARNING

http://www.sasklearning.gov.sk.ca/branches/aar/index.shtml

First Point of Contact

Contact	Joan Nielsen, Registrar
Phone	(306) 787-6086
Fax	(306) 787-0035
Address	4635 Wascana Parkway Regina, SK S4P 3A3
Email	Joan.nielsen@sasked.gov.sk.ca

Alternate Point of Contact

Contact	Kris Storle, Counsellor
Phone	(306) 787-6086
Fax	(306) 787-0035
Address	4635 Wascana Parkway Regina, SK S4P 3A3
Email	Kris.Storle@sasked.gov.sk.ca

3.23.1 Qualification Recognition (QR)

Refer to Prior Learning Assessment 4.22.3.

3.23.2 Credit Transfer (CT)

Saskatchewan Learning, through the Office of the Registrar, provides services to schools and school divisions whereby students entering the Saskatchewan school system at the secondary level from outside the province have their secondary level student records (Grades 10 to 12) evaluated against Saskatchewan course requirements.

Mature students who wish to complete a Saskatchewan secondary education (Grades 10 to 12) or an Adult secondary level standing (Grade 12) must submit their academic records at the high school level to the Office of the Registrar for an equivalency evaluation.

ABE and GED records cannot be equated to Saskatchewan secondary level standing. Only secondary school achievement may be evaluated towards Saskatchewan secondary level course equivalencies. There is no fee for a credit equivalency evaluation at the secondary level. Adults seeking recognition for secondary level credits received outside of Canada and who are not entering a Saskatchewan secondary level program (i. e, for employment purposes) are

referred to the International Qualifications Assessment Service (IQAS), Edmonton, a service of Alberta Learning and Saskatchewan Learning.

Following is a clarification of the evaluation process for the transfer of credits. This excerpt is from the Saskatchewan Secondary Schools Credit Transfer Guide found in the ***Registrar's Handbook (2004-05)*** and available online at: http://www.sasklearning.gov.sk.ca/branches/aar/index.shtml.

"In Canada, each province determines credit requirements for completion at the secondary level. It is the practice in Saskatchewan, as in other provinces, to equate grade for grade at the elementary and middle level, with subject for subject also being considered at the secondary level.

For an out of country transfer it is standard practice to request that the institution issuing a record must be recognized by the Ministry of Education in the country or state in which it is located.

When courses offered outside Saskatchewan are being evaluated, they are equated to similar courses offered in Saskatchewan. Equivalency credit recognition can be given only for courses in which a final pass mark has been received.

In the event that a similar course is not available or that the prerequisite requirement is not met, the principal may contact the Office of the Registrar for assistance. Schools have the authority to review curriculum content the student has taken in another jurisdiction, and evaluate the student's knowledge and skills based on Saskatchewan learning objectives. This may result in registering the student in a particular Saskatchewan course and assigning a mark. This is sometimes referred to as fast-tracking the student through the course."

3.23.3 Prior Learning Assessment and Recognition (PLAR)

The ***Registrar's Handbook*** **(2004-05)** outlines the policy for awarding credits for assessing prior learning in the K-12 system. The *Registrar's Handbook* is available online at**:**
http://www.sasklearning.gov.sk.ca/branches/aar/prov_exams/student_services/handbook.shtml

The following excerpts from the *Registrar's Handbook* outline policies for granting credit in three areas including:

- **Special Project Credit – Regular Program**
  Sample initiatives which have been used for Special Program Credit include: Cadet Training, Dance, 4-H activities, Hockey, Beekeeping.
- **Prior Learning – Adult 12 Program**
  Sample initiatives for which Prior learning 30 credit have been considered include: rigorous non-credit courses, full-time employment, Saskatchewan and/or Interprovincial Journeyperson Certificate.
- **Course Challenge Process**

Please note: There is no charge for Prior Learning Assessment conducted for completion under the Adult 12 policy.

Special Project Credit - Regular Program (*Registrar's Handbook* Section 2.1.3)

To meet credit requirements for secondary level completion, Saskatchewan Learning will recognize one Special Project credit per student for out-of-school initiatives, on the basis of work proposed and completed by an individual student. The Special Project credit shall be named Special Project 10, Special Project 20, or Special Project 30 and may be used to fulfill an elective requirement for graduation. Students must complete the credit during Grades 10-12, but may claim it at any grade level. Refer to the policy document *Core Curriculum: Principles, Time Allocation and Credit Policy, September 2000, p. 18-19.* **Note:** The project proposal must be in place and approved prior to the student beginning the project.

Special Project credits can be submitted to the Office of the Registrar in the same manner as all other subjects (i.e., a registration in the course and a mark is required upon completion).

Prior Learning Credit - Adult 12 Program (*Registrar's Handbook* Section 2.1.4)

The prior learning credit is intended to acknowledge those adults returning to pursue an Adult 12 who bring sufficient learning experience to be recognized for a high school credit. A maximum of one prior learning credit may be used as part of the seven credits required for completion of an Adult 12. Adults obtaining credit for Prior Learning 30 must ensure that they obtain the appropriate prerequisites for the post-secondary program of their choice since some programs require seven academic subjects for admission. Please note that a Prior Learning credit is intended for adult learners and may only be used for completion under the Adult 12 policy.

Contact the Office of the Registrar at one of the SIAST campuses or a Regional College if a Prior Learning assessment is required.

Course Challenge Process (*Registrar's Handbook* Section 2.1.5)

The Course Challenge Process policy recognizes that some students are able to demonstrate a high level of achievement of the learning objectives of a particular course without spending the required hours enrolled in the course. The intention is to allow students to challenge a course and to demonstrate the course requirements through a rigorous and comprehensive challenge process, in order to move on to further learning. To accommodate this, Saskatchewan Learning has developed a process for challenging courses for credit. Using this process a maximum of two course challenge credits may be attained at the 10 or 20 levels. A mark of 80 or higher is required to receive credit recognition.

This option is available to students enrolled in a Saskatchewan secondary level school and completing a high school standing under the 24 credit policy (e.g., not available under the 7 credit Adult 12 Policy).

For additional information, refer to the document *Course Challenge Process: Policy and Procedures, October 1998.*

3.25 RCMP TRAINING ACADEMY, DEPOT DIVISION

First Point of Contact

Contact	Ken Martin
Phone	(306) 780-3828
Fax	(306) 780-3473
Address	RCMP Training Academy, Depot Division Box 6500 Regina, SK, S4P 3J7
Email	jasmine.breton@rcmp-grc.gc.ca

Alternate Point of Contact

Contact	Christine Hudy, Instructional Designer
Phone	(306) 780-8854
Fax	(306) 780-3473
Address	RCMP Training Academy, Depot Division Box 6500 Regina, SK, S4P 3J7
Email	christine.hudy@rcmp-grc.gc.ca

3.25.1 Qualification Recognition (QR)

Formal QR policy exists at an institutional level, with a clearly documented process. The National Recruiting Office of the RCMP is involved in QR assessments. Each province identifies candidates; these candidates must qualify against specified criteria. National Recruiting makes the final decision on the qualifications of potential candidates to qualify as a Lateral Entry member. Students must contact their divisional recruiting offices directly.

QR may be used for:

- Admissions
- Advanced Standing
- Course Credit

There are no fees associated with the assessment, however, to be eligible:

- Applicants must have graduated from a recognized, provincially licensed police training institution
- Applicants must successfully meet all entrance requirements, including RCMP Police Aptitude test, Physical Ability Requirement Evaluation (PARE), Regular Member Selection Interview, and a background investigation
- Applicants must have positive reference checks and/or performance appraisals
- Applicants must complete prerequisite training modules
- Applicants must successfully pass an oral board and a written test
- Applicants are required to successfully complete the firearms qualification

3.25.2 Credit Transfer (CT)

No formal policy exists at this time.

3.25.3 Prior Learning Assessment and Recognition (PLAR)

No formal policy exists at this time and PLAR is not available.

3.26 ST. THOMAS MORE COLLEGE

St. Thomas More College is a Federated College at the University of Saskatchewan. St. Thomas More is academically integrated; however, it is legally and financially distinct from the University. It does not offer its own degrees but prepares students for degrees awarded by the University of Saskatchewan.

For first points of contact for CT, QR and PLAR, please refer to the University of Saskatchewan section (s) of the guide for information on RPL policies and procedures.

3.27 SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES (SIIT)

3.27.1 Qualification Recognition (QR)

First Point of Contact for QR

Contact Darlene Arcand, Director of Admissions
Phone (306) 244-4444
Fax (306) 244-1391
Address 118 – 335 Packham Avenue
Saskatoon, SK, S7N 4S1
Email arcandd@siit.sk.ca

Alternate Point of Contact for QR

Contact Paul Ledoux, Registrar
Phone (306) 244-4444
Fax (306) 244-1391
Address 118 – 335 Packham Avenue
Saskatoon, SK, S7N 4S1
Email ledouxp@siit.sk.ca

There is no formal policy in place regarding QR, however QR does occur on an informal basis.

The Director of Admissions and the Director/Coordinator of the program are involved in the assessment. There are no additional fees associated with the assessment.

For QR, students with completed credentials from other educational institutions within Canada are requested to:

- Provide a resume
- Provide a transcript, as well as a course description
- Meet with the director of the program and admissions departments

The results of QR may apply to admissions or course credit.

Prior to contacting the institution, students are advised to:

- Obtain certificates, diplomas and degrees
- Obtain complete course descriptions
- Obtain transcripts

3.27.2 Credit Transfer (CT)

First Point of Contact for CT

Contact	Jim Russell, Director of Management Studies / IT
Phone	(306) 477-9210
Fax	(306) 244-0078
Address	118 – 335 Packham Avenue Saskatoon, SK, S7N 4S1
Email	russelj@siit.sk.ca

Alternate Point of Contact for CT

Contact	Paul Ledoux, Registrar
Phone	(306) 244-4444
Fax	(306) 244-1391
Address	118 – 335 Packham Avenue Saskatoon, SK, S7N 4S1
Email	ledouxp@siit.sk.ca

SIIT conducts CT, although there is no formal policy in place at this time. CT is conducted upon request of student only.

The Director of Management Studies / IT, the Coordinator of the program, and the Director of the specific program are involved in the CT assessment. The Director undertakes the evaluation of the courses, based on a program transfer guide.

Results of CT may be applied to:

- Course credit
- Program credit

There are no fees associated with the CT assessment and there are no limits on eligibility.

Prior to beginning the CT process, students are advised to:

- Review course outlines at both institutions
- Order transcripts
- Review the program calendar
- Meet with the Director

3.27.3 Prior Learning Assessment and Recognition (PLAR)

First Point of Contact for PLAR

Contact	Darlene Arcand, Director of Admissions
Phone	(306) 244-4444
Fax	(306) 244-1391
Address	118 – 335 Packham Avenue Saskatoon, SK, S7N 4S1
Email	arcandd@siit.sk.ca

Alternate Point of Contact for PLAR

Contact	Paul Ledoux, Registrar
Phone	(306) 244-4444
Fax	(306) 244-1391
Address	118 – 335 Packham Avenue Saskatoon, SK, S7N 4S1
Email	ledouxp@siit.sk.ca

There is no formal PLAR policy in place, however PLAR is conducted on an informal basis. The Director of Admissions and the Director/Coordinator of the program are involved in the assessment.

The assessment involves evaluation of:

- Documents of experience provided by the student's employer
- A resume
- Any transcripts

The results of the PLAR process can be applied to

- Admissions
- Advanced standing
- Course credit
- Program credit

There are no fees associated with the PLAR assessment

Prior to contacting the institution, students are encouraged to review course outlines. They are also advised to obtain documents outlining their experience, including:

- Documents from past employers
- Evaluations
- References
- Resume

3.28 SASKATCHEWAN INSTITUTE OF APPLIED SCIENCE AND TECHNOLOGY (SIAST)

Web Site: www.siast.sk.ca or www.goSIAST.com
Toll Free Phone: 1-866-goSIAST (1-866-467-4278)

First Point of Contact for QR and CT

Registration Services, Toll Free 1-866-goSIAST
or
Kelsey Campus, Saskatoon (306) 933-5555
Palliser Campus, Moose Jaw (306) 694-3261
Wascana Campus, Regina (306) 798-4314
Woodland Campus, Prince Albert (306) 953-7010

4.27.1 Qualification Recognition (QR)

SIAST does not have any one specific policy for QR, although SIAST's *Admissions Policy*, *Credit Transfer Policy* and *PLAR Policy* address many aspects of qualification recognition. These policies can be found at www.siast.sk.ca

Usually, students with credentials from other educational institutions within Canada are referred to appropriate regulatory bodies or ATCC for comparison. Students with international credentials are referred to appropriate regulatory bodies, ATCC, or IQAS. SIAST undertakes it own QR in some situations, through the Registrar's Office, using standardized assessment methods.

QR results can be used to help support an applicant's admission to a SIAST program, and may also help to support the credit transfer and/or PLAR process for students seeking credit. QR is not conducted at SIAST for employment purposes.

Credit will generally be limited to education completed within the previous five years although this may vary depending on the extent to which program content may change.
Students should contact Registration Services for current fees.

Students who desire QR and are uncertain about program/career choices are advised to obtain SIAST career counselling to identify career interests, and related SIAST programs. Career Counselling contacts at each campus are:

Kelsey (306) 933-6445
Palliser (306) 694-3266
Wascana (306) 798-1267
Woodland (306) 953-7132

4.27.2 Credit Transfer (CT)

SIAST has a formal policy on Credit Transfer (academic policy #304). It is available at: www.siast.sk.ca/siast/admissions/academicregulations.htm#Transfer/Equivalency

CT is available upon request of the student only. Credit may be granted only for transcripts from an institute recognized by the Canadian post-secondary system (AUCC) and for coursework which applies to the programs at SIAST. Formal agreements may exist between SIAST and other Post-Secondary Institutions, Saskatchewan Learning (Secondary Schools), or Regulatory Bodies across Canada. In such instances, courses/certification may be eligible at the individual course level or for a block of courses.

To be eligible for CT, students must be accepted to SIAST, on the waitlist, or be registered in a program. The original course must be from an accredited educational institute, a licensing body or part of a formal CT agreement.

Applicants who request transfer credit must follow these steps:

1. Complete and submit a *Transfer Credit/Equivalent Credit Request Form* within timelines established by SIAST policy. Forms are available from Registration Services at each SIAST Campus.
2. The student must request the original, issuing institution to send an official transcript directly to SIAST Registration. A photocopy is not acceptable. Student may attach any supporting documentation to the request (ie. course descriptions, textbook titles)
3. The Program Head/Content Expert conducts the CT assessment and sends the decision/recommendation to Registration Services for final processing. Evaluation criteria include the following factors:
    - SIAST course pre-requisites are met
    - Completion date of original course
    - Correlation of original course learning outcomes to learning outcomes of SIAST course
    - Length or duration of original course
    - Texts, reading list and other resource material
    - Testing or evaluation method used in original course
    - Grading system and
    - Accreditation standards
4. Registration Services will communicate the official results of the assessment to the candidate and the SIAST Program.
5. The grades of the courses used for transfer credit will not be used in calculating weighted averages. Transcripts will indicate “TC” for courses that have received transfer credit.
6. If SIAST is unable to approve the transfer credit, the applicant may apply for Prior Learning Assessment to determine equivalency for credit to a SIAST course(s). See PLAR information in 4.27.3 below.

There is currently a fee charged per course request. A schedule of fees is listed in the SIAST calendar. They are also available at:
www.siast.sk.ca/siast/admissions/feesfinancial.htm#Miscellaneous

Students who desire CT and are uncertain about program/career choices are advised to obtain SIAST career counselling to identify career interests, related SIAST program and possible courses eligible for CT. There is a minimal fee associated with career counselling. Please ask for fees when making an appointment at a specific campus.

Kelsey (306) 933-6445
Palliser (306) 694-3266
Wascana (306) 798-1267
Woodland (306) 953-7132

Program Bridging Initiatives

- SIAST has several program bridging (credit transfer) initiatives underway with the University of Regina. These bridging initiatives will allow for improved accessibility and increased mobility between degree and non-degree programs. A Memorandum of Understanding (MOU) was signed between SIAST and the University of Regina December 15th, 1999, which sets a precedent in this province for new and improved academic co-operation. Both institutions are working collaboratively on the formalization of bridging programs between the two institutions. The bridging initiative is designed to better meet the needs of Saskatchewan's learners in ways that are both innovative and flexible.
- There are several block transfer credit agreements between a variety of SIAST programs and the university. Please speak to a Program Head for further information.
- Agreements effective at 2004 which may allow advanced entry into the 3rd year of a university degree program exist between:

SIAST Chemical Technology Diploma	&	U of R Chemical Technology Degree
SIAST Integrated Resource Management	&	U of R Environmental Biology Degree
SIAST Resource and Environmental Law	&	First Nations University & U of R Resource Environmental Studies Degree
SIAST Computer Information Systems	&	U of R Computer Science Degree

4.27.3 Prior Learning Assessment and Recognition (PLAR)

First Point of Contact for PLAR

Students Services, Educational Counselling, at these locations:

Kelsey Campus	(306) 933-6445
Palliser Campus	(306) 694-3266
Wascana Campus	(306) 798-1267
Woodland Campus	(306) 953-7132

Alternate Point of Contact for PLAR

Contact	Kim Orynik, Coordinator
Phone	(306) 953-7175
Fax	(306) 953-7001
Address	PLAR, SIAST Woodland Campus 1100 – 15 Street East Box 3003 Prince Albert SK S6V 6G1

SIAST has a formal Prior Learning Assessment and Recognition (PLAR) policy #316. This policy can be found at www.siast.sk.ca/policies/316.pdf

Students interested in an opportunity for PLAR, are advised to first apply for any potential transfer credits and then proceed with the following:
(Note: Candidates with international qualifications, should have these evaluated through IQAS before applying for PLAR at SIAST. For more information refer to 4.27.1 Qualification Recognition above.)

1. Consult with PLAR Designated Contact at the respective campus (see first point contacts listed above)
2. Apply for PLAR
3. PLAR audit meeting with the Program Head/Content Expert
4. Develop an action plan in collaboration with Program Expert
5. Pay application fee and course assessment fees
6. Prepare for Prior Learning Assessment
7. Assessor facilitates the challenge
8. Assessor evaluates the challenge
9. Grade code is submitted to Registration Services
10. Candidate is notified of results

To be eligible for PLAR, students must be accepted to SIAST, on the waitlist, or be registered in a program. The candidate's prior learning must relate to the learning outcomes of the targeted SIAST course or program, and must meet all prerequisites. Each program providing PLAR has

created specific candidate information packages to guide the process. PLAR can apply to course credit or program credit as determined by the program.

Courses that are PLAR-ready are documented in the PLAR Inventory Database, which identifies the course code/title, fee, and assessment method. Contact the PLAR counsellor contacts for more information on program details.

There is a one-time application fee covering the student's enrolment period, plus a separate course assessment fee for each course(s) challenged. PLAR fees guidelines are posted on the website at: www.siast.sk.ca/siast/admissions/plar.htm#Fees

Students who desire PLAR and are uncertain about program/career choices are advised to obtain SIAST career counselling to identify career interests, related SIAST program and possible courses eligible for PLAR. Career Counselling contacts at each campus are:

Kelsey (306) 933-6445
Palliser (306) 694-3266
Wascana (306) 798-1267
Woodland (306) 953-7132

3.29 SOUTHEAST REGIONAL COLLEGE

First Point of Contact

Contact	Heather Dorcas, Career Counsellor/Project Manager
Phone	(306) 634-5421
Fax	(306) 634-8060
Address	Box 5000 – 130 Estevan, Saskatchewan, S4A 2V6
Email	hdorcas@southeastcollege.org

Alternate Point of Contact

Contact	Judi Jones, Dean of Academics
Phone	(306) 848-2515
Fax	(306) 848 - 2517
Address	Box 2003 Weyburn, Saskatchewan, S4H 2Z9
Email	jjones@southeastcollege.org

3.29.1 Qualification Recognition (QR)

No formal QR policy exists at this time.

Students with out of province credentials are normally referred to Regulatory Bodies or the Apprenticeship and Trade Certification Commission.

Students with international credentials are normally referred to regulatory bodies, the Apprenticeship and Trade Certification Commission, or the International Qualifications Assessment Service.

Prior to undertaking the QR process, students are encouraged to obtain the appropriate documentation, including transcript (s), completion certificate, course syllabi, etc.

3.29.2 Credit Transfer (CT)

There is no formal credit transfer policy at this time.

Students are referred to a credit granting institution. Prior to contacting the appropriate credit granting institution for CT, students are encouraged to:

- Undertake preliminary collection of data including transcript (s), course syllabi, etc.
- Review the program-specific literature and the calendar of the degree granting institution

3.29.3 Prior Learning Assessment and Recognition (PLAR)

No formal policy exists at this time.

Students with prior learning are referred to the brokering or credit-granting institution. Prior to contacting the appropriate credit granting institution, students are encouraged to undertake preliminary data collection, review program-specific literature and the calendar of the brokering or credit-granting institution. Upon completion of these steps, the student is referred to the brokering or credit-granting institution.

3.30 UNIVERSITY OF REGINA (U OF R)

The information below also applies to Campion College, Luther College, and to those programs of First Nations University of Canada that are offered through the University of Regina.

Web site: www.uregina.ca

First Point of Contact

Contact	Susan Husum, Assistant Registrar (Admissions)
Phone	(306) 585-5166
Fax	(306) 337-2525
Address	Admissions Office, University of Regina
Email	susan.husum@uregina.ca

Alternate Point of Contact

Contact	Registrar
Phone	(306) 585-5380
Fax	(306) 585-5521
Address	Registrar's Office, University of Regina
Email	TBA

3.30.1 Qualification Recognition (QR)

There is a formal policy for QR at the program level, including the Bachelor of Social Work and the Bachelor of Education.

QR applies to admissions. Students applying for admission to the Bachelor of Social Work and the Bachelor of Education must supply professional references indicating evidence of their potential ability as professionals in those fields of study and work. Students are advised to plan ahead, as the deadlines for submission of this documentation are months in advance of normal admission deadlines. Plan ahead.

Students are required to pay the usual $60.00 admission fee, and there is no additional fee for QR.

3.30.2 Credit Transfer (CT)

There is a formal CT policy in place at the U of R, available upon request of student only. The policy and list of applicable programs is available at:

www.uregina.ca

The U of R follows the AUCC Transfer Credit agreement.

The Faculty or College Records office undertakes the process. The process involves:

- Upon request of the student, official transcripts are forwarded to the Admissions Office by the institution with potential CT
- The official transcripts are forwarded to the student's Faculty or College Records Office for evaluation
- The Faculty or College submits the results to the Admissions Office for entry on the student's official record with the University of Regina
- The CT is then applied to the degree program of choice as appropriate

The results of the CT can be applied to:

- Admissions
- Course credit
- Program credit

CT is granted where the institution is recognized by the Canadian post-secondary system, and the course work applies to the degree programs at the U of R. There are no additional fees attached to CT.

The U of R advises that students should:

- Request that a copy of their Official Transcripts be sent to the U of R Admissions Office
- Should the transcript be in a language other than English or French, arrange for official translation of the document and submit supporting documentation as appropriate.
- As appropriate, discuss the results of the U of R evaluation with the Faculty or College Records Office, ensuring the best possible fit with their degree program
- Recognize that different degree programs will evaluate transfer credit differently. Students may be able to attain more credit in one degree than another, dependent on the course and the professional requirements of the degree.

Program Bridging Initiatives

The University of Regina has several program bridging (credit transfer) initiatives underway with SIAST. These bridging initiatives will allow for improved accessibility and increased mobility between degree and non-degree programs. A Memorandum of Understanding (MOU) was signed between University of Regina and SIAST December 15th, 1999, which sets a precedent in this province for new and improved academic co-operation. Both institutions are working collaboratively on the formalization of bridging programs between the two institutions. The bridging initiative is designed to better meet the needs of Saskatchewan's learners in ways that are both innovative and flexible.

3.30.3 Prior Learning Assessment and Recognition (PLAR)

The University offers credit challenge examinations in selected disciplines. Other forms of PLAR are in very limited use. The Adult Education and Human Resource Development program in the Faculty of Education uses PLAR for advanced standing in the Bachelor of Adult Education and Training degree. For information on other PLAR services, the Faculty or College Records Office can be contacted.

3.31 UNIVERSITY OF SASKATCHEWAN (U OF S)

Web site: www.usask.ca

First Point of Contact

Contact	Recruitment and Admissions, Student and Enrolment Services Division
Phone	(306) 966-5788 (306) 966-6718
Fax	(306) 966-2115
Address	105 Administration Place University of Saskatchewan Saskatoon, SK, S7N 5A2
Email	admissions@usask.ca

3.31.1 Qualification Recognition (QR)

There is a formal policy for QR at the U of S, and QR is part of the admission and placement process for all applicants.

The U of S has International Credential Evaluators in the Admissions Office. They are specially trained and operate using North American Standards. QR is completed as part of the admission, CT and placement process. The results of QR can be applied to:

- Admission
- Advanced standing
- Course credit
- Program credit

To be eligible for QR, students must be applicants to one of the programs at the U of S. Credentialing is not conducted for employment purposes. Following initial steps of validating and assessing the levels of previous credentials, the U of S then proceeds with the CT process.

3.31.2 Credit Transfer (CT)

There is a formal policy on CT, with CT available in all subject areas that fall within taught disciplines. Further information on the policy can be found at:
http://explore.usask.ca//admission/transfer

CT is conducted automatically upon application or when current students submit additional transcripts. The Recruitment and Admissions office, with the Student and Enrolment Services Division is responsible for setting and administering policy and procedures, and for undertaking assessments. Faculty who are experts in content areas undertake content assessment when required.

The results of the CT can be applied to:

- Admissions
- Advanced standing
- Course credit
- Program credit

For applicants and alumni of the U of S, there is no cost. For non-applicants and those who have never attended the U of S a $75.00 evaluation fee is required. Should the individual decide to submit an application for the next intake, the $75.00 would be applied to the required application fee.

For more information please refer to the Credit Transfer Section at:
www.usask.ca/students/admission/transfer.shtml

3.31.3 Prior Learning Assessment and Recognition (PLAR)

There is a formal PLAR (Challenge for Credit) at the U of S, and PLAR may be available in select disciplines only. For further information on the policy, please refer to:
www.usask.ca/university_council/acad_prog/reports/04-21-02.shtml

PLAR policy and procedures are administered through Recruitment and Admission, Student and Enrolment Services Division. Assessments are conducted by Faculty who are experts in the subject content.

Assessment of prior learning mirrors normal practice of student evaluation in the course to be challenged. University learning is normally assessed via one or more methods including:

- Written examinations
- Essays
- Research papers
- Oral presentations
- Demonstrations and
- Performances
- Portfolio assessment may also be available for some courses.

The results of the PLAR may be applied to course credit.

Only U of S students are eligible to access PLAR. PLAR is not available for courses students have completed, or attempted and failed, through formal university credit study.

There is a $75.00 PLAR application fee and the PLAR assessment fee is ½ the tuition of the course.

Students are advised to contact Recruitment and Admissions, Student and Enrolment Services Division for up to date information. The U of S has developed an administrative process to handle PLAR inquiries. For information please refer to:
explore.usask.ca/admission/transfer/plar/

4 RELATED INFORMATION AND RESOURCES

4.1 INTERNATIONAL QUALIFICATIONS ASSESSMENT SERVICE (IQAS)

The IQAS assessment process provides useful comparisons with related provincial credentials and educational standards in Alberta and Saskatchewan. For additional information, see the IQAS web site at: www.learning.gov.ab.ca/iqas

4.2 REGULATORY BODIES AND PROFESSIONAL ASSOCIATIONS

4.2.1 Saskatchewan Professional Associations Address List

Saskatchewan Institute of Agrologists
29 1501 8th Street East
Saskatoon, SK S7J 5J6

Tel: (306) 242-2606
Fax: (306) 955-5561
E-mail: info@sia.sk.ca
Website: www.sia.sk.ca

Saskatchewan Association of Architects
642 Broadway Avenue, Suite 200
Saskatoon, SK S7N 1A9

Tel: (306) 242-0733
Fax: (306) 664-2598
E-mail: mtopping@sasktel.net

Website: www.saskarchitects.com

The Institute of Chartered Accountants of Saskatchewan
830 - 1801 Hamilton Street
Regina, SK S4P 4B4

Tel: (306) 359-1010
Fax: (306) 569-8288
E-mail: inst.ca@icas.sk.ca
Website: www.icas.sk.ca

The Certified General Accountants Association of Saskatchewan
4-2345 Avenue C North
Saskatoon, SK S7L 5Z5

Tel: (306) 955-4622 or (800) 667-4754
Fax: (306) 373-9219
E-mail: general@cga-saskatchewan.org
Website: www.cma-online.org/sk

Certified Management Accountants of Saskatchewan or CMA Canada (Saskatchewan)
202 – 1900 Albert Street
Regina, SK S4P 4K8

Tel: (306) 359-6461
Fax: (306) 347-8580
E-mail: sask@cma-canada.org
Website: www.cma-online.org

Saskatchewan Association of Chiropodists
100 – 2nd Avenue, N.E.
Moose Jaw, SK S6H 1B8

Tel: (306) 691-6405
Fax: (306) 691-3608
Email: asta@fhhr.ca

The Chiropractors' Association of Saskatchewan
3420A Hill Avenue
Regina, SK S4S 0W9

Tel: (306) 585-1411
Fax: (306) 585-0685
Email: cas@saskdc.org
Website: www.saskdc.org

College of Dental Surgeons of Saskatchewan
202 – 728 Spadina Crescent East
Saskatoon, SK S7K 4H7

Tel: (306) 244-5072
Fax: (306) 244-2476
Email: cdss@saskdentists.com
Website: www.saskdentists.com

Saskatchewan Dental Assistants' Association
P.O. Box 294
Kenaston, SK S0G 2N0

Tel: (306) 252-2769
Fax: (306) 252-2089
E-mail: sdaa@sasktel.net
Website: www.sdaa.sk.ca

Dental Technicians Association of Saskatchewan
P.O. Box 8035
Saskatoon, SK S7K 4R7

Tel: (306) 764-5520

Saskatchewan Dental Hygienists' Association
P.O. Box 32039 RPO Victoria Square
Regina, SK S4N 7L2
E-mail: sdha@sasktel.net

Denturist Society of Saskatchewan
Dan Stinner, Registrar

Tel.: (306) 757-5500
Website: www.saskdenturists.ca

The Saskatchewan Dieticians Association
#17 2010 7th Avenue
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Saskatchewan Registered Nurses Association
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Registrar, Saskatchewan Association of Medical Radiation Technologists
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Saskatchewan Real Estate Commission
231 Robin Crescent
Saskatoon, SK S7L 6M8

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Fax: (306) 373-5377
E-mail: info@srec.sk.ca
Web site: www.srec.sk.ca

Teacher Services
Saskatchewan Learning
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Regina, SK S4P 3V7

Tel: (306)787-6085
Fax: (306) 787-1003

Saskatchewan Land Surveyors' Association
408 Broad Street, #230
Regina, SK S4R 1X3

Tel: (306) 352-8999
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E-mail: slsa@sasktel.net
Website: www.slsa.sk.ca

The Funeral and Cremation Services Council of Saskatchewan
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Regina, SK S4S 3R4

Tel.: (306) 584-1575
Fax: (306) 584-1576
E-mail: sask.funeral@sasktel.net

Paramedics, Registrar
Saskatchewan Health
Acute and Emergency Services Branch
3475 Albert Street
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Tel: (306) 787-3179
Fax: (306 787-6113
Website: www.health.gov.sk.ca/ph_br_acute_emergency.html

Saskatchewan Association of Speech Language Pathologists and Audiologists
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E-mail: svma@svma.sk.ca
Website: www.svma.sk.ca

4.2.2 The Canadian Information Centre for International Credentials (CICIC)

CICIC was established following ratification of the UNESCO Convention on the Recognition of Studies, Diplomas and Degrees concerning Higher Education in the States belonging to the European Union. Canada ratified the UNESCO Convention in 1990, and CICIC aims to support Canada's fulfilment of the conditions of this agreement.

CICIC compiles information on "recognizing academic and occupational credentials in different Canadian jurisdictions." (www.cicic.ca/about.en.stm) Information covering more than 800 professional organizations is stored in the CICIC database. "***CICIC does not itself grant equivalencies or assess credentials, nor does it intervene on behalf of applicants or participate in appeals"*** (ibid). For additional information, see the CICIC web site at: www.cicic.ca/

4.3 INTERNET RESOURCES

Aboriginal Employment Development Program
http://www.fnmr.gov.sk.ca/html/relations/aedp_intro.htm

Academic Credentials Assessment Service (Winnipeg)
http://www.gov.mb.ca/labour/immigrate/english/newcomerservices/7a.html

Academic Credentials Evaluation Service (Toronto)
http://www.yorku.ca/admissio/aces.asp

Alberta Council on Admissions and Transfer
http://www.acat.gov.ab.ca

Alliance of Credential Evaluation Services of Canada
http://www.canalliance.org/indexe.stm

The Alliance of Sector Councils
http://www.councils.org

Association of Canadian Community Colleges
http://www.accc.ca

Association of Registrars of Universities and Colleges of Canada
http://www.arucc.ryerson.ca/

British Columbia Council on Admissions and Transfer
http://bccat.bc.ca

Campus Saskatchewan
http://www.campussaskatchewan.ca/

Canadian Alliance of Education and Training Organizations
http://www.caeto.ca

Canadian Association of Prior Learning Assessment
http://www.capla.ca

Canadian Information Centre for International Credentials
http://www.cicic.ca

Canadian Labour and Business Centre
http://www.clbc.ca

Canadian Steel Trade and Employment Congress
http://www.cstec.ca/

Canadian Virtual University
http://www.cvu-uvc.ca/english.html

Centre for Education and Work
http://www.cewca.org

Citizenship and Immigration Canada
http://www.cic.gc.ca/english/

Comparative Education Service (Toronto)
http://www.adm.utoronto.ca/ces/

Conference Board of Canada
http://www.conferenceboard.ca

Conseil interprofessionnel du Quebec
http://www.professions-quebec.org/

Council for the Advancement of Native Development Officers
http://www.edo.ca

Council of Ministers of Education, Canada
http://www.cmec.ca
http://www.educationcanada.cmec.ca

European Credit Transfer System (ECTS)
http://www.ects.muh.ru/eng/index.htm

Government of the Northwest Territories - Education, Culture and Employment
http://www.ece.gov.nt.ca/

Government of Nunavut – Department of Education
http://www.gov.nu.ca/education/eng/

Halifax Prior Learning Assessment Centre
http://www.placentre.ns.ca

Human Resources and SOcial Development
http://www.sdc.gc.ca/en/home.shtml
http://www.innovationstrategy.gc.ca

International Credential Assessment Service of Canada (Guelph)
http://www.icascanada.ca/

International Credential Evaluation Service (Burnaby)
http://www.bcit.ca/ices/

International Qualifications Assessment Service (Edmonton)[5]
http://www.learning.gov.ab.ca/iqas

Maritime Provinces Higher Education Commission
http://www.mphec.ca

Maytree Foundation
http://www.maytree.com/

National Association of Career Colleges
http://www.nacc.ca/

New Approaches to Lifelong Learning
http://www.nall.ca

New Brunswick's Guide to Transfer of Credits
http://www.gov.nb.ca/education/credits

Newfoundland Council on Higher Education
http://www.edu.gov.nf.ca/council

Ontario College – University Transfer Guide
http://www.ocutg.on.ca

Paths to Equal Opportunity
http://www.equalopportunity.on.ca/

PLAR at the University of Saskatchewan
http://www.usask.ca/university_council/acad_prog/reports/04-21-02.shtml

PLAR in Manitoba
http://www.plarinmanitoba.ca
http://www.wplar.ca

PLAR Values Statements: First Nations Technical Institute
http://www.fnti.net/prior/prior.shtml

[5] * Since 1995, the Government of Saskatchewan has established an inter-provincial agreement with the Government of Alberta to provide international credential assessment services for Saskatchewan residents.

Recognition for Learning: an online community of practice
http://www.RecognitionForLearning.ca

Saskatchewan Apprenticeship and Trade Certification Commission
http://www.saskapprenticeship.ca/index.php

Saskatchewan Chamber of Commerce
http://www.saskchamber.com

Saskatchewan Council for Human Resource Associations
http://www.schra.ca/about.htm

Saskatchewan Federation of Labour
http://www.sfl.sk.ca

Saskatchewan Immigration Programs and Initiatives
http://www.aee.gov.sk.ca/immigration/sinp/

Saskatchewan Institute of Applied Science and Technology
http://www.siast.sk.ca/siast/admissions/plar.htm
http://www.siast.sk.ca/policies/316.pdf

Saskatchewan Labour Force Development Board
http://www.slfdb.com/recognition_of_prior_learning

Saskatchewan Learning
http://www.sasklearning.gov.sk.ca

SaskNetwork
http://www.sasknetwork.ca/

Saskatchewan Universities PLAR Project
http://www.extension.usask.ca/ExtensionDivision/resources/PLAR/index.html

Service des évaluations comparative (Quebec)
http://www.immigration-quebec.gouv.qc.ca/anglais/education/educational-report.html

Test of Workplace Essential Skills
http://www.towes.com

Western Association of Registrars of the Universities and Colleges of Canada
http://www.warucc.ca

Centre for Policy Studies in Higher Education and Training
http://chet.educ.ubc.ca/research.html

Advanced Education and Employment
http://www.aee.gov.sk.ca/

Workplace Education Prince Edward Island
http://www.nald.ca/wepei.htm

World Education Services – Canada (Toronto)
http://www.wes.org/ca/

Yukon Department of Education
http://www.education.gov.yk.ca/

5 OVERVIEW AND BACKGROUND

Saskatchewan Learning undertook the compilation of information on Recognition of Prior Learning (RPL) opportunities available in the K – 12 and post-secondary institutions, as a key action designed to enhance the learning recognition system in the province. It is anticipated that clearly delineated information streams on RPL opportunities in Saskatchewan will facilitate the advising/referral process for advisors and learners, thereby providing greater access to further education, training and employment opportunities. The *RPL Referral Guide* aims to increase clarity in the pathways for RPL and outline the information streams for RPL.

Saskatchewan is continuing to advance RPL by adopting a collaborative approach for the system-wide coordination and delivery of RPL services. It is also important to note that the *RPL Referral Guide* will support many of the key actions listed in the *Recognizing Prior Learning in Saskatchewan: Provincial Policy Framework*[6].

> *Learning recognition improves employment fit, which enhances business performance and yields personal rewards, in turn creating additional demand for accreditation. More accreditation encourages more people to undertake higher education, which stimulates further development of the education and training systems that build workplace capacity for innovation and productivity*[7].

5.1 BACKGROUND

> *The major conclusion from this [New Approaches to Lifelong Learning] survey is that our organized systems of schooling and continuing education and training are like big ships floating in a sea of informal learning. If these education and training ships do not pay increasing attention to the massive amount of outside informal learning, many of them are likely to sink into Titanic irrelevancy.*[8]

In recent years, there have been numerous advancements in the field of Recognition of Prior Learning (RPL) in Saskatchewan. An increasing number of institutions are in the process of developing or have implemented formal RPL policies and processes. Many other institutions conduct RPL assessments on an informal basis. RPL consists of three sub-categories of learning recognition, namely qualification recognition (QR), credit transfer (CT) and prior learning assessment and recognition (PLAR). To facilitate information sharing on the various opportunities for RPL in the province, Saskatchewan Learning has initiated the development of a comprehensive *RPL Referral Guide*.

In the current climate of change and growth, enhanced pathways for learning recognition are invaluable to ensure continued student and worker mobility. "The combined forces of

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[6] Available online at: http://www.sasklearning.gov.sk.ca. under *Post-Secondary* and *Recognition of Prior Learning*
[7] The Brain Gain: The economic benefits of recognizing learning and learning credentials in Canada. 323-01 Member's Briefing. (2001a). Conference Board of Canada. p.3
[8] Livingstone, 2001, New Approaches to Lifelong Learning, p. 1 (available online at: http://www.oise.utoronto.ca/depts/sese/csew/nall/sur_res.htm)

globalization, technological change and market liberalization are creating a more and more competitive economic environment and changing the nature of work and work organization"[9]. Individuals experience many changes during their careers due to the ever-changing world of work. Lifelong learning is the foundation that facilitates transitions from one learning or work environment to another. Recognizing prior learning is prerequisite in fostering a culture of lifelong learning, by establishing transparent parameters for identifying and validating transferable skills and knowledge.

The Conference Board of Canada has identified learning recognition as a priority for our current knowledge-based society. Improved learning recognition has the potential for creating substantial economic gains. Many Canadians have prior learning, through which they developed valuable knowledge, skills and attributes. These knowledge, skills and attributes can be undervalued and under-utilized if they do not receive formal recognition. Bloom and Grant[10] state that "eliminating the gap between the amount of their learning that *is* recognized, credentialed, accepted and rewarded through work and the amount that *could be* recognized and rewarded" could result in an additional annual income of $4.1 billion–$5.9 billion. Formal recognition of learning not only enables skills to be more fully utilized, but also enables individuals increased access to further educational opportunities.

A key development in the area of RPL in Saskatchewan was the establishment of the Prior Learning Assessment and Recognition (PLAR) Services Project. "The PLAR Services Project is a Project of the Saskatchewan Labour Force Development Board (SLFDB), as a result of the leadership provided by the Racialized Canadians Reference Group and the direction of the post-secondary institutions. Funded by Human Resources Development Canada (HRDC), Post-Secondary Education and Skills Training (PSEST)[11], and the partners of the Forestry Training Subcommittee of the Northern Saskatchewan Labour Market Committee, the Project was launched in October 2000, and completed on March 31, 2002."[12]. This project was spearheaded by the identification of a need by the Forum of Racialized Canadians (a Reference Group of the SLFDB) for the recognition of international credentials, education and training. In addition, post-secondary institutions in Saskatchewan have also made impressive advancements in the field of RPL, including a broad array of PLAR Pilot Projects[13]. Coinciding with these advancements, has been increased awareness of the role that RPL opportunities can play in the provincial learning system

The impetus for developing this Guide was the need expressed by various stakeholders throughout the post-secondary learning system for centralized information on RPL opportunities. As an increasing number of students approach post-secondary institutions with relevant prior learning, there are increasing demands on academic advisors to provide information on RPL

[9] CAETO, 2002, p.5
[10] The Brain Gain: The economic benefits of recognizing learning and learning credentials in Canada. 323-01, Detailed Findings (2001b). Conference Board of Canada. p.1
[11] The Department of Post-Secondary Education and Skills Training (PSEST) was amalgamated into a new department called Saskatchewan Learning effective, April 1, 2002.
[12] PLAR Project Final Report, 2002, Trimension Group (available online at: http://www.slfdb.com/plar/plar-report.pdf)
[13] For additional information on these initiatives refer to: Saskatchewan Learning Prior Learning Assessment and Recognition Enhancement Funding Initiative: A Progress Report and Final Report, and Wong (2000)

opportunities. In addition, the volume of information on RPL opportunities throughout the post-secondary learning system is expanding.

A centralized, co-ordinated source of accurate information will increase efficiencies in the process of advising and referring clients. Duplication of efforts to collect necessary information will be greatly reduced by creating an accessible, comprehensive and transparent information source on RPL referral pathways in the province. Efficiencies will be improved by establishing a community of practice in RPL, where many groups will share a common understanding of concepts, processes and procedures.

5.1.1 Submission Process

Saskatchewan Learning facilitated the collection of information on RPL opportunities by inviting institutions to complete questionnaires requesting contact information as well as descriptions of RPL opportunities and/or processes (QR, CT and/or PLAR). The contributions of the various institutional representatives included in the Guide comprise one of the cornerstones for delivering high-quality, accessible and relevant RPL services in Saskatchewan (Goal #2 in *Recognizing Prior Learning in Saskatchewan: Provincial Policy Framework*). The *RPL Referral Guide* is an important foundation for creating an improved learning recognition system in our province.

> *Ultimately, inter-institutional articulation agreements are only one of the many tools that can be used to promote transferability of learning and the mobility of workers and learners in Canada and abroad. An efficient and cost-effective system must include initiatives to validate learning gained in the workplace and through international credentials. Barriers to the recognition of knowledge and skills must be removed in order to ensure Canada has equitable and multiple paths for success.* [14]

[14] CAETO, 2002, p. 28

6 APPENDIX I

Council of Ministers of Education, Canada

Council of Ministers of Education, Canada
Conseil des ministres de l'Éducation (Canada)

Ministerial Statement on Credit Transfer in Canada

Winnipeg, Manitoba, October 9, 2002

Preamble

The primary purpose for establishing credit transfer agreements among institutions of higher education is to increase opportunities for students to access post-secondary education by facilitating student mobility between institutions and sectors.

Students need reasonable assurance that they will be able to continue their studies at other post-secondary institutions to complete their educational plans and be able to obtain appropriate transfer credit for work previously completed.

In addition, by ensuring that learners receive appropriate recognition for learning already achieved, efficiencies in both time and money can be gained by students, institutions, and governments. The ability for learners at all stages of their lives and careers to easily move into, between, and out of, post-secondary education is a key component in building a posts-secondary education system that makes lifelong learning a reality.

Transfer credit agreements will vary between provinces and territories and may include a variety of approaches to recognizing previous academic achievement including, but not limited to, establishing course-by-course equivalencies, granting unassigned credit, agreeing to grant specified blocks of transfer credit for completed credentials, or the development of prior learning assessment processes.

Credit transfer can occur between public colleges and universities and between those institutions and private post-secondary institutions. This statement may also be applied in situations where a province or territory chooses to facilitate transfer between public and private institutions.

PRINCIPLES

1. Ministers recognize that all credit transfer agreements should be consistent with the academic integrity of programs and the right of post-secondary institutions to determine program design and delivery, to determine academic prerequisites, and to establish admission criteria and certification requirements of academic achievement. Ministers also recognize that the academic integrity and governance autonomy of the individual institutions and programs must be protected and preserved.

2. Post-secondary institutions within each province/territory should be committed to working with other post-secondary institutions, transfer agencies, and governments, as appropriate, to enhance and maintain credit transfer opportunities. Negotiations between institutions regarding equivalency of credit should recognize that the substance of learning experiences may be equivalent in terms of content and rigour, although the learning has occurred in a variety of ways.

3. Transfer students should be made aware that program-specific criteria and other factors, in addition to academic performance, may be used as admission criteria. That is, while possession of academic prerequisites makes an applicant **eligible** for admission, it does **not guarantee** admission to a particular program.

4. The effectiveness of transfer agreements in optimizing student mobility requires that students, prior to beginning their studies at another institution, have knowledge of and current information about available credit transfer opportunities and limitations. Institutions should be committed to providing, in a routine manner, current and reliable information about transfer of credit policies and the procedures to be followed to obtain transfer credit.

5. Students and institutions should be satisfied that transfer decisions are considered in a consistent manner. Post-secondary institutions should develop and maintain clearly stated policies and procedures for consideration of transfer of credit. Students should be able to obtain an institution's rationale for a refusal, and institutions should have clear procedures for students to appeal such decisions.

6. Neither transfer students nor direct-entry students should be advantaged or disadvantaged as a result of the credit transfer process.