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**Prior Learning Assessment Policy**

Name of Policy

**September 01, 2021**

Implementation Date

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**Chief Executive Officer**

Position(s) Responsible

**September 01, 2021**

Date of Last Revision

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ARV Canada College offers prospective students the opportunity to be credited with prior learning for a course or courses within a program of study, subject to the ability of the prospective student to provide sufficient evidence of their competency level in the course area in which they are applying for prior learning credits.

**Procedure:**

1. All requests for prior learning consideration must be made in writing by email to the Senior Education Administrator (John Jun Wu) at (john.wu@arvcollege.ca) prior to enrolment into the program.
2. Any Student applying for a prior learning credit must attend an interview with the Senior Education Administrator prior to enrolling in a program of study. During that interview, the student must provide the Senior Education Administrator with:
  - a. a copy of a transcript of marks which demonstrates the student has achieved no less than 60% in a course equivalent to the one being assessed for prior learning credits; **OR**
  - b. provide a portfolio demonstrating that the skills and knowledge required in a specific course has been attained by the student. Students may also be asked to demonstrate a particular skill in order for the Senior Education Administrator to confirm portfolio information and to determine the student's level of competency.
3. Upon completion of the student's interview, the Senior Education Administrator will provide the student with his/her determination as to whether or not a prior learning credit will be given.
4. Students may not apply for, or receive, prior learning credits for more than 50% of the content of the program of study.
5. Tuition costs may be adjusted by the Senior Education Administrator to reflect prior learning credits.