

## RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) encompasses two broad areas of applying for JIBC credit.

Credit Equivalency is recognition of equivalent education earned at another post-secondary institution or training organization.

Prior Learning Assessment and Recognition (PLAR) is a process for granting JIBC credit, based upon what you know and what you can do, no matter where or how you gained your knowledge and skills. It is used to assess an individual's knowledge and skills in relation to specific criteria. The PLAR process is an active partnership between the JIBC and the learner, and involves documenting your prior learning in such a way that we can assess it for credit.

**Learners can apply for JIBC credit under the following three categories:**

### **CATEGORY 1: Credit Equivalency – courses articulated**

**Request for JIBC credit based on comparable education that appears on the Centre for Leadership Course Equivalency List.**

The Centre for Leadership has negotiated equivalency agreements with other post-secondary institutions, and training organizations to facilitate the transfer credit process. If your previous training appears on our equivalency list, you should follow the process outlined in Category 1. There is a processing fee of \$50 per application for this category of RPL.

#### **Process:**

1. Complete the application form.
2. Provide proof that you completed the course.
3. Submit the application, \$50 fee and documentation to contact below. Processing time is approximately two weeks.

### **CATEGORY 2: Credit Equivalency – courses not articulated**

**Request for credit based on comparable training that *does not* appear on the Centre's Course Equivalency list.**

If you have taken a course in conflict resolution, negotiation, or mediation, and the course does not appear on our equivalency list, you may still be able to receive credit for it. To qualify, 75% of the course content and experiential learning must be comparable to one or more of our courses. The course may

have been offered by a post-secondary institution, other training organization, via professional development workshop through your employer, or a community learning resource.

**Process:**

1. Complete the application form, including the name of the course(s) you took.
2. Proof that you completed the course(s), including dates and duration (days/hours).
3. Organization providing the course and the location you attended.
4. Enclose course outline(s) including learning outcomes or objectives, showing what course content and experiential exercises were covered each day, including the extent of role-play participation.
5. Name and brief biographical information on the course instructor.
6. Any other information to assist us in determining that at least 75% of the course content and experiential learning was comparable to one or more of our courses.
7. Fee: \$50 per each 1.0 credit requested.
8. Submit application, applicable fee and all documentation. Processing time is approximately 2-3 weeks.

### **CATEGORY 3: Prior Learning Assessment and Recognition**

#### **Application for credit based on work and life experience**

We may be able to grant credit for knowledge and skills you already have. First we evaluate your knowledge and skills against the learning outcomes and objectives of the courses you wish to challenge. Learning outcomes and objectives for our courses are available upon request.

For examples of the kind of evidence you may wish to include, please contact [Jennifer Jasper](#) Program Manager at (604) 528-5633.

**Process:**

Application for PLAR based on work and life experience – fees and documentation required:

1. Complete the application form.
2. Gather your evidence and documentation and submit with fee and application.
3. Processing time: you will be contacted within 2-3 weeks if the evidence you've supplied needs clarification. The complete process may take as long as 3-4 months for a complex application.
4. Fee: \$100 per each 1.0 credit requested.

Email to: [cgushue@jibc.ca](mailto:cgushue@jibc.ca), or fax to (604) 528-5640 or mail to: JIBC/Centre for Leadership 715 McBride Blvd / New Westminster, BC V3L 5T4 FOR MORE INFORMATION: Phone: Jennifer Jasper at 604-528-5633 or Email: [jjasper@jibc.ca](mailto:jjasper@jibc.ca)