

# RECOGNITION OF PREVIOUS LEARNING (RPL)

## TRANSFER CREDIT

## WORK EXPERIENCE/EXPERIENTIAL LEARNING

## CHALLENGE EXAMINATION



### What is Recognition of Previous Learning?

Recognition of Previous Learning (RPL) is a process by which the student can demonstrate competencies in a particular Olds College course(s) based on a review of course(s) or experiential learning/work experience that they have already completed. The student must demonstrate that they have achieved the competencies of the course through other means. Recognition of Previous Learning can be reviewed using any one or possibly a combination of the following (depending on the individual students' circumstance):

1. Transfer Credit (internal or external)
2. Work Experience/Experiential Learning
3. Challenge Examination

There is no guarantee that credit will be awarded.

### What is Transfer Credit?

Transfer Credit is a process of receiving credit for courses at Olds College from courses taken at other post secondary institutions (external transfer credit) or previously taken at Olds College (internal transfer credit). The course(s) must meet the minimum transfer credit guidelines and be applicable to the program.

### What is Work Experience/Experiential Learning?

Work Experience/Experiential Learning may be granted if applicants provide proof that they have acquired the competencies of a course by assessing the skills and knowledge they have acquired through work experience or experiential learning. This may include but is not limited to conferences, professional development and courses offered outside the regular classroom or certification.

### What is Challenge Examination?

Challenge Examination is a process of receiving credit for an Olds College course by challenging the competencies of the course. The Instructor will determine the challenge process (exam, assignment or both).

### Why Go Through This Process?

Receiving credit at Olds College may reduce both the time and the cost of your education and provide opportunities to take other courses while completing your program of study.

### Do I Need to Apply?

- Transfer Credit – no application required
- Work Experience/Experiential Learning - you should apply upon admission to Olds College. **Application must be submitted one month prior to the course start date.**
- Challenge Examination – you must contact the Instructor within the first week of classes

### What Does the Process Cost?

- Transfer Credit – no fee required
- Work Experience/Experiential Learning - upon successful application, there is a fee of \$30.00 per credit (to a maximum of \$100.00 per course)
- Challenge Examination – there is a \$50.00 fee

### What is the Process for Transfer Credit?

Any post secondary transcripts that you submit to Olds College will automatically be assessed for transfer credit and you will be notified of the results by letter.

You may be required to submit further documentation such as course outlines and/or course descriptions upon request.

Transfer credit will only be considered when the applicant demonstrates on their transcript that they have a minimum grade of either a C- (60-64 percent) or four (4) on a nine-point system or two (2) on a four-point system for the course(s) in question. The evaluation process may take up to 4 weeks.

### What is the Process for Work Experience/Experiential Learning?

- Complete the Work Experience/Experiential Learning application form and submit it with a letter outlining the rationale for why you are requesting this review.
- You will be contacted by the Associate Registrar outlining further details. You may be required to provide specific information in a portfolio format. This information may include but is not limited to: a personal resume, performance test, letters of reference, photos/videos, work assessment report or performance appraisal, non-credit certificate(s) and/or an interview.
- The Associate Registrar will work with the appropriate Program Coordinator and arrange the review setup and interview if required.
- The Associate Registrar will notify the student of the result.
- Pay the appropriate fee to the Cashier upon successful application

The evaluation process may take up to 4 weeks to complete.

### What is the Challenge Examination Process?

If a student feels they have the course competencies from previous learning, they may choose the Work Experience/Experiential Learning **or** the Challenge Examination option. Students may not use both methods of review for one course; students must choose one of the review options.

The Challenge Examination process must be discussed with the Instructor and may involve an exam and or the submission of assignments. The testing process will determine whether the competencies of that course have been met.

**RPL Notes:** It is the student's responsibility to initiate the process and must ensure that the appropriate form has been completed and that all supporting documents have been submitted for the review process. It is also the student's responsibility to understand the outcome of the review and make any necessary adjustments to their schedule of classes.

### Residency Requirements

In order to be eligible to graduate from any program offered by Olds College, you must complete no less than 25 percent of the program while enrolled in Olds College courses.

For further information, please contact Ceri Vitinov, Associate Registrar, at 1 800 661-6537 or 403 556-8286 or [cvitanov@oldscollege.ca](mailto:cvitanov@oldscollege.ca)

# RECOGNITION OF PREVIOUS LEARNING (RPL) WORK EXPERIENCE/EXPERIENTIAL LEARNING APPLICATION FORM



Office of the Registrar/Student Services  
Fax (403) 556-4711 [www.oldscollege.ca](http://www.oldscollege.ca)

## GENERAL INFORMATION

- Students must be admitted to Olds College prior to submitting an application
- Complete the Work Experience/Experiential Learning application form and submit it with a letter outlining the rationale for why you are requesting this review.
- You will be contacted by the Associate Registrar outlining further details. You may be required to provide specific information in a portfolio format. This information may include but is not limited to: a personal resume, performance test, letters of reference, photos/videos, work assessment report or performance appraisal, non-credit certificate(s) and/or an interview.
- The Associate Registrar will work with the appropriate Program Coordinator and arrange the review setup and interview if required.
- The Associate Registrar will notify the student of the result.
- Pay the appropriate fee to the Cashier upon successful application - processing fee of \$30/credit to a maximum of \$100 per course
- The evaluation process may take up to 4 weeks to complete.
- Requests must be submitted **one month prior to the course start date.**

## PERSONAL DATA (PLEASE PRINT CLEARLY)

Olds College Student Number

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Surname (legal)

First Name (legal)

Program and Major

Local Address



Phone #

Email Address

Please list the course(s) for which you are requesting a review and **attach your letter outlining the rationale for this request.**

Olds College Course \_\_\_\_\_

Course Description \_\_\_\_\_

\_\_\_\_\_

Credit Value \_\_\_\_\_

Olds College Course \_\_\_\_\_

Course Description \_\_\_\_\_

\_\_\_\_\_

Credit Value \_\_\_\_\_

Olds College Course \_\_\_\_\_

Course Description \_\_\_\_\_

\_\_\_\_\_

Credit Value \_\_\_\_\_

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. Public inquiries regarding the collection, use and disclosure of personal information provided on this form should be directed to the FOIP Coordinator of Olds College at 4500 – 50 Street, Olds, AB T4H 1R6.