

## Recognition of Prior Learning Assessment

### ADDITIONAL RESOURCES AND GUIDES



THE MOUNT embraces flexible learning opportunities, services and supports through such initiatives known as Recognition of Prior Learning (RPL).

RECOGNITION OF PRIOR LEARNING (RPL) is the assessment and evaluation of learning through work/life experiences. The basic principle of RPL is that any learning that can be identified described and demonstrated – whether it was acquired through formal education, work and/or volunteer experience, personal study and any other life activities – is important and valid. It is important to remember that credit is not awarded for experience, but for your ability to demonstrate that your experiences, knowledge and/or skills have met the learning outcomes of the course(s) for which you are seeking credit.

RPL at the Mount can be undertaken through a number of methods: transfer credit, challenge for credit and portfolio assessment. **This brochure outlines the process of seeking credit through portfolio assessment.**

A **portfolio** documents and describes the learning you have acquired through your intellectual and professional growth. It normally includes learning narratives and a chronological record of your experiences. The portfolio development process will help you build permanent skills and learning resources that you can continue to develop, revise and use. This can help you plan and achieve your university program objectives as well as your employment, professional and personal goals. The learner may be required to provide additional proof of learning and/or participate in an interview as part of the portfolio assessment process.



Photo by Mount student: Lea Lecouty

#### CONTACT INFORMATION

Deans' Office  
Academic Advisor  
Seton Academic Centre, Room 302  
Phone: (902) 457-6400  
Fax: (902) 457-8211  
Email: [advising@msvu.ca](mailto:advising@msvu.ca)

Registrar's Office  
Assistant Registrar, Records  
Evaristus Hall, Room 215  
Phone: (902) 457-6373  
Fax: (902) 457-6498  
email: [registrar@msvu.ca](mailto:registrar@msvu.ca)

#### BUILDING YOUR PORTFOLIO

Your portfolio may include materials and information not related to the course(s) you will request for credit. You may wish to remove these materials from the copy you present to the Registrar's Office. When preparing your portfolio, we recommend that you make a minimum of two copies.



Photo by: Mount students Matt Sullivan & Meaghan Murphy

## Recognition of Prior Learning (RPL) and Credit through Portfolio Assessment

Mount Saint Vincent University  
166 Bedford Highway  
902-457-6117  
[msvu.ca](http://msvu.ca)

# Portfolio Assessment

## THE PROCESS

1. If you are interested in the portfolio assessment, make an appointment with an on-campus portfolio advisor in the Deans' Office (Seton 302) or the Assistant Registrar-Records (Evaristus Hall, Room 215).
2. When you begin the portfolio process, you may not know which course(s) you will request for credit. If this is the case, it will be important that you understand the portfolio development process to ensure that as you prepare your portfolio, you focus the development toward areas/courses for which you will request credit. The RPL Advisor will be able to direct you to the appropriate academic department to discuss particular course areas and interests.
3. If you know the course(s) or discipline areas which focus on your background, make an appointment with the Department Chair of the area involved to discuss whether the portfolio is a viable option to pursue credit.
4. When you identify courses which focus on your background, request appropriate course outlines from the Deans' Office to review and reference during the development of your portfolio.
5. Register your request for portfolio assessment credit with the Registrar's Office. You will need to submit a copy of your portfolio and the Application for Recognition of Prior Learning.
6. The Registrar's Office will review your portfolio to ensure completion and forward it, along with your formal request, to the appropriate department(s) for assessment.
7. Following these reviews, the department(s) will forward the appropriate recommendations to the Registrar's Office. If credit is recommended and approved, the specific course(s) and credit value will be recorded on your Mount transcript, and a letter outlining the credits awarded will be emailed to you.



Photos by Mount students (clockwise): Suzanna Bartlett & Kudzi Marufu, Elizabeth Cross & Mary Beth Thompson, Leanne Leblanc & Allison Sparling

## RECOGNITION OF PRIOR LEARNING

The Mount recognizes learning that applicants have acquired through institutes, corporate and/or on-the-job training programs and educational settings not normally eligible for transfer credit. Although policies exist currently in the areas of transfer and challenge for credit, no more than 75 percent of any credential can be accredited at the Mount through a compilation of the following:

- *Transfer credit* – up to 50 percent of any undergraduate credential
- *Challenge for credit* – up to five units in an undergraduate degree, up to three units in a certificate; up to four units in a diploma
- *Portfolio assessment* – up to 50 percent of any undergraduate credential

## FREQUENTLY ASKED QUESTIONS

- Q: *I have completed credits at another university. Do I need to go through Portfolio Assessment to receive transfer credits at the Mount?*
- A: No. Your credit assessment will automatically be completed in Admissions once you have been officially accepted.
- Q: *Is there a limit to the number of courses I can receive credit for through portfolio assessment?*
- A: Yes. You can receive credit for a maximum of 5.00 units of credit toward an undergraduate degree. Please refer to the section on RPL in the *University Academic Calendar*.
- Q: *Can all courses offered at the Mount be requested for credit through portfolio assessment?*
- A: No. This will depend on the course(s) and the individual department(s).
- Q: *Is there an appeal process?*
- A: An appeal for RPL is handled through the Registrar's Office.
- Q: *Is there a fee for the portfolio-based assessment process?*
- A: Yes. The fee is one-fourth of the cost of a 0.50 unit (non-refundable) for each course you request through portfolio assessment.
- Q: *How many credits can I be awarded through RPL?*
- A: Students can be awarded up to 50 percent of any undergraduate credential or up to 75 percent of any combination of transfer credit, challenge credit or portfolio assessment.



Photo by Mount students: Leanne Leblanc & Allison Sparling