

Recognition of Prior Learning (RPL) Challenge Process and/or Portfolio Assessment

Students complete this RPL application for Challenge Process and/or Portfolio Assessment. Challenge Processes may include examinations, projects, assignments, product assessments, interviews, evidence collections, skill demonstrations and practical examinations. Students submitting this application must be enrolled in or accepted to the RRC program identified below.

RRC Policy A14 - Recognition of Prior Learning

RPL processes follow RRC Policy A14 - Recognition of Prior Learning, A5 Course Outline, A20 Requirements for Graduation, S1 Student Code of Rights and Responsibilities, and S3 Student Appeals. (rrc.ca/legal)

RPL FEES

The RPL Fee Range guidelines are based on the services performed and not the amount of credit awarded. RPL fees are non-transferable and non-refundable. If additional proof of learning is required, extra RPL fees may be charged. (rrc.ca/RPLservices)

Student - RPL Application Procedures

Please check (✓) the following steps:

- Access RPL information/advising/policies to determine readiness to proceed with RPL assessment process. (rrc.ca/rpl)
- Register in RRC program.
- Complete SECTION A of this application, sign and date the form.
- Submit application form to RPL Advisor.
- Receive notification of Section Number and RPL fees and submit payment. (Payment options: rrc.ca/fees)
- Show payment receipt to Program Chair/Manager/Designate.
- Participate in RPL Assessment.
- Receive notification and view assessment results through your HUB account.

Note: Students should continue to participate in the course identified below until notified of a successful RPL assessment result.

| Section A - To be completed by student | | |
|---|------------------|-----------------------------------|
| Last name: | First name: | |
| Student #: | Name of program: | |
| Phone #: | Email: | |
| I am requesting RPL for the following course: | | |
| RRC Course Code | RRC Course Name | Office Use Only Section Number |
| | | |

I certify that all of the information/documents provided to support this request are authentic, accurate and true. I agree that my application for credit may be denied if I have falsified any information in any way. I authorize the use of all documentation by the faculty assessors for the purposes of assessing credit. I authorize the Records Officer to withdraw me from the registered course(s) related to any awarded RPL.

Student signature

Date (dd/mm/yy)

Recognition of Prior Learning (RPL) Challenge Process and/or Portfolio Assessment

Program Chair/Manager/Designate - RPL Application Procedures

Please check (✓) the following steps:

- Receive RPL Application from RPL Advisor.
- Complete SECTION B of this application, sign and date the form.
- Send completed form to the RPL Advisor. (RPLadvisor@rrc.ca)
- Receive verification of RPL payment from student after RPL Advisor has processed the form.
- Provide information/resources, if applicable, to the student.
- Administer assessment.
- Complete RPL Results of Challenge Process and/or Portfolio Assessment form. (rrc.ca/RPLservices)
- Send RPL Results form to RPL Advisor.
- Notify student of results.

Section B - To be completed by Program Chair/Manager/Designate

1. Challenge Process Assessments

Challenge Process (i.e., assignment, written/oral examination, interview, project, product, evidence collection or combination) to be completed for the following course:

| RRC Course Code | RRC Course Name | Type of Challenge (see examples above) | RPL Fee* |
|-----------------|-----------------|---|----------|
| | | | |
| | | | Total: |

Skill Demonstration/Practical Examination to be completed for the following course:

| RRC Course Code | RRC Course Name | Type of Assessment | Hours/ Assessment | Consumable Cost | RPL Fee* |
|-----------------|-----------------|--------------------|-------------------|-----------------|----------|
| | | | | | |
| | | | | | Total: |

2. Portfolio Assessment - Portfolio Assessment to be completed for the following course:

| RRC Course Code | RRC Course Name | RPL Fee* |
|-----------------|-----------------|----------|
| | | |
| | | Total: |

*See RPL Fees Range Guidelines (rrc.ca/RPLservices)

Program Chair/Manager/Designate signature

Date (dd/mm/yy)