

## OPERATIONAL PROCEDURE

<b>DATE:</b>	February 25, 2002	<b>PR.547 SCH: Prior Learning Equivalent Credits</b>
<b>REFERENCE DOCUMENTS:</b>		
Ontario Secondary Schools, Grades 9 to 12, 1999 Policy/Program Memorandum No. 129 The Ontario Student Transcript (OST) Manual, 2003 World Education Services, <a href="http://www.wes.org/ca">www.wes.org/ca</a>		

**Purpose:** To outline the process related to the granting of prior learning equivalent credits that is consistent with provincial policy

As stated in Ministry of Education Policy/Program Memorandum No.129, Boards must develop and implement policies and procedures related to the granting of prior learning equivalent credits that are consistent with provincial policy (OSS, sections 6.6 and 8.2). Students who are eligible for equivalency credits are those who transfer to Ontario secondary schools from non-inspected private schools or schools outside Ontario. The granting of prior learning equivalent credits should be guided by student needs and educational goals. The process should be equitable and consistent for students in all Toronto District School Board secondary schools.

Placement in a school program is based on initial assessment done at a Newcomer Reception Centre or at the local school. The provisional nature of this placement must be made clear to the learner, parent/guardian, and teachers involved. The learner's progress must be closely monitored in the classroom, and through ongoing educational planning activities such as the Teacher Adviser Program and the completion of the Annual Education Plan. As the learner makes the transition to a new school environment, there may be a need to alter the grade level, type of program, or destination planning.

- The granting of prior learning equivalent credits is the responsibility of the school.
- Schools may choose to identify an individual within the school who will be responsible for the management of this procedure.
- Students are granted prior learning equivalent credits only after they have completed a full semester (or year in a term school). However, senior students, if their first semester (year) is their graduating year, may be granted prior learning equivalent credits prior to the end of term when there is sufficient evidence that they will be eligible for an OSSD.
- The following factors will be considered when granting prior learning equivalent credits:
  - past educational experience
  - number of years in school (see OSS, Appendix 8)
  - demonstrated performance in specific academic areas
  - past academic documentation if available
  - age

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- future goals
  - other relevant factors as identified by school staff
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- OSS, Appendix 8, identifies compulsory credit requirements for the OSSD for students from out of province or from a non-inspected private school.
  - The Grade 10 Ontario Secondary School Literacy Test is required for all students admitted under OSS.
  - OSS, Appendix 8, indicates the number of community involvement hours required for the OSSD. A general guideline that principals may wish to consider is ten hours per school year.
  - It is strongly recommended that all students must successfully complete a grade 12 English as a requirement for the OSSD.
  - It is recommended that a student who is granted less than the equivalent of 11 years education complete at least one Canadian content course, i.e. Canadian Geography, Canadian History, Civics.
  - The Assessment of Prior Learning Equivalent Credits form, will be filed in the OSR. This is required for record keeping, and appropriate management and support of the process of granting prior learning equivalent credits.
  - Additional information about education systems outside of Canada is available at the World Education Services Web site at [www.wes.org/ca/wedb](http://www.wes.org/ca/wedb)

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