



# Prior Learning Assessment Policy

## Community Wellness Foundations Certificate — Older Adult Focus

| Policy Title                     | Effective Date                   | Revision Date   |
|----------------------------------|----------------------------------|-----------------|
| Prior Learning Assessment Policy | Upon Institutional Certification | Initial Version |

*This policy is provided to every student before the program start date and is available in the Student Handbook and on the institutional Learning Management System (Tutor LMS).*

### 1. Purpose

This policy explains how Seaside Coast College treats prior learning — previous education, training, or experience — in relation to the Community Wellness Foundations Certificate — Older Adult Focus.

### 2. Scope

This policy applies to applicants and students who ask whether prior learning can be recognized toward admission to, or completion of, the program.

### 3. The Institution's Approach to Prior Learning

The program is a single, integrated, cohort-based certificate of 300 hours, delivered over ten weeks as one continuous program in which the courses build on one another. Because of this design, the institution does not grant course credit, advanced standing, transfer credit, or exemptions toward the certificate on the basis of prior learning. All admitted students complete the full program, including all courses, the required hours, and all assessments, to be eligible for the credential.

### 4. Prior Learning and Admission

Prior education and relevant experience may be considered when the institution assesses an applicant's eligibility for admission — in particular through the mature-student pathway described in the program's admission requirements. This consideration affects whether an applicant is eligible to be admitted; it does not reduce the program requirements a student must complete once admitted. The institution's admission requirements are set out in the Program Outline and the Student Enrolment Contract.

## 5. Inquiries

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An applicant or student with questions about how prior learning is considered may contact the Senior Educational Administrator at [lynth@seasidecoastcollege.com](mailto:lynth@seasidecoastcollege.com). The institution will explain how prior learning relates to admission and confirm the program-completion requirements that apply to all students.

## 6. If an Applicant or Student Disagrees

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An applicant or student who disagrees with a decision under this policy may raise the matter through the institution's Dispute Resolution Policy. Where the person who made the decision is also the person who would normally review the matter, the review is conducted by the Independent Reviewer, a qualified representative who was not involved in the original decision, to ensure impartiality.

## 7. Records

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Records related to inquiries and decisions under this policy are maintained as part of the institution's student records and are retained in accordance with the institution's Privacy and Records Policy, which provides for retention of Class A student records for at least eight years.

## 8. Related Policies

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This policy operates alongside the institution's Program Outline, Student Enrolment Contract, Privacy and Records Policy, and Dispute Resolution Policy.

## 9. Contact and Approval

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Seaside Coast College · 3514 Fairmont Road, North Vancouver, BC V7R 2W9

Email: [lynth@seasidecoastcollege.com](mailto:lynth@seasidecoastcollege.com) · Website: [seasidecoastcollege.com](http://seasidecoastcollege.com)

Approved by: Senior Educational Administrator · Review cycle: Annual