



Barbados Institute of Management and Productivity

Prior Learning Assessment and Recognition

PLAR POLICY

2023~~17~~

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Date Established: November 2017

Revised: [August 2023-](#)

Approved By: [Draft Policy. To be a](#) Approved by the Board of Trustees and the Advisory Council

Date Approved: [-September 2023](#)

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DEFINITIONS

PLAR	Prior Learning Assessment and Recognition (PLAR) refers to the assessment and recognition of a student's learning, including knowledge and skills, gained from previous academic, work and life experiences. It enables the student to receive credit towards courses offered within the programmes offered at the Institute.
Life Experience	Engagement in activities such as paid employment, voluntary work, travel, self-directed study and any other activities associated with learning, resulting in knowledge or skills.
Experiential Learning	The knowledge and skills gained through life experiences.
Informal Education	Deliberate or intentional learning that does not take place in a formal setting or institution, and may include learning activities in the workplace, community and daily life.
Non-Formal Education	Knowledge, skills and abilities gained through structured learning activities delivered by non-academic training organisations and may or may not be initiated by the learner.
Formal Education	Knowledge, skills and abilities gained through structured learning activities delivered by academic training organisations and initiated by the learner.

1.0 Purpose

The Barbados Institute of Management and Productivity has as its core values fairness, integrity and respect and is committed to providing a fair and non-discriminatory environment for admission to its programme. Consequently, having recognized that students possess learning gained through life experiences, the Institute is dedicated to recognising such learning.

This policy has been defined to outline the procedures and responsibilities of the Institute and the student in the PLAR process.

2.0 Scope

At the Barbados Institute of Management and Productivity, PLAR is available to all prospective students who, through work and life experiences have acquired learning that fulfills the requirements for entry into programmes or that fulfills the learning outcomes for courses.

3.0 Policy

The Barbados Institute of Management and Productivity acknowledges that adults may acquire knowledge and skills from work, life experiences, training, formal and non-formal education. The Institute will grant credit for this learning which has been assessed by valid and reliable means and deemed equivalent in relation to programme entry requirements or course learning outcomes.

PLAR procedures and processes implemented by the Institute will be aligned with the proposed standards of the Barbados Qualifications and Credit Framework (BQCF).

3.1 ELIGIBILITY

PLAR is available to persons who have acquired learning, relevant to the programme entry requirements or course learning outcomes, and are interested in pursuing a course or programme of study.

3.2 AGE REQUIREMENT

In order to be eligible to pursue PLAR, candidates must be 18 years of age or older.

3.3 EXPERIENTIAL LEARNING

PLAR must be distinguished from academic credit transfer as PLAR focuses on the assessment of experiential learning. Academic credit transfer is the determination of equivalency of formal education from courses and/or programmes.

- 3.3.1 The general requirements for proving experiential learning in lieu of taking a course, using PLAR, are determined by the course learning outcomes.
- 3.3.2 Course outlines with learning outcomes will be made available to PLAR candidates.

3.4 APPLICATION

In order to pursue PLAR, a formal application must be submitted to the Institute along with the programme or course application. Candidates will be responsible for the PLAR processing and assessment fees.

3.5 RESIDENCY REQUIREMENTS

Candidates wishing to pursue PLAR for courses within a programme will be allowed to challenge no more than two (2) foundation or core courses. Candidates may be assessed for entry required for the programmes, however, individual BIMAP certificates will not be issued for the PLAR.

3.6 FEES

- 3.6.1 The fee schedule for PLAR services is determined by the Board of Trustees of the Institute and will be documented and made available to all stakeholders in handbooks, catalogues and other publications.
- 3.6.2 PLAR fees are separate and distinct from tuition or course fees. PLAR fees are non-refundable in the event of an unsuccessful application.

3.7 ASSESSMENT OF PLAR

- 3.7.1 Candidates who have been authorised to pursue PLAR will be assessed by trained PLAR Assessors and/or academic staff who are subject matter experts in the area of focus.
- 3.7.2 PLAR assessment requirements must be fulfilled no later than three (3) months from the date of authorization of an application.
- 3.7.3 PLAR assessments may include written or oral tests, assessment of performance, or work products such as reports, letters etc.
- 3.7.4 Completed PLAR assessment documents will be retained by the Institute.

3.8 FAILURE OF A PLAR CHALLENGE

Students who have failed a PLAR challenge within the last 12 months will not be permitted to pursue another PLAR challenge unless written permission is granted by Head, Office Academic Development Services, the Academic Advisor or designate.

3.9 APPEALS

- 3.9.1 Candidates have the right to appeal decisions made during the assessment process. An appeal may be made no later than ten (10) working days after the student has been informed of the decision.
- 3.9.2 The candidate must submit a written appeal addressed to Head, Academic Development Services including all relevant information pertaining to the assessment.
- 3.9.3 Appeals will be reviewed by the Academic Review Sub-committee. The Head of the Academic and Ethics Committee will make the final decision.