

## Prior Learning Portfolio

### Prior Learning Portfolio

Palm Beach Community College has developed a portfolio-based system of demonstrating that a student has achieved the course objectives for AS and PSAV courses. This process involves a written portfolio which is prepared under the guidance of a program instructor or faculty member.

The **Prior Learning Portfolio** is the process that involves the identification, documentation and assessment of learning acquired through formal and informal study. The learning may include work and life experience, independent study, volunteering, non-credit courses or workshops. The Prior Learning Portfolio process allows students to verify that they already possess the skills and/or knowledge required in some college level courses.

The process is outlined as follows:

**Initiator:** Student

**PBCC Office(s) Responsible for Processing:** Faculty Member/Program Manager/Program Instructor, Associate Dean, Dean, Registrar

**Fees:** Based on the credits/hours of the course:

- 1 credit - \$50.00, 2 credits \$75.00, 3 credits and above \$100.00
- 10-50 clock hours - \$50.00, 51-150 clock hours -\$75.00, 151 clock hours and above - \$100.00

### Information for Students

The Prior Learning Portfolio at Palm Beach Community College is an academic process where college credit or clock hours can be granted in career-type courses that are AS degree and PSAV clock hour courses. AA transfer courses are not eligible for this process.

This is a formal process that is based on the review of relevant materials produced by the student. These materials are presented in a portfolio format for faculty and/or staff review. In some courses, a skill assessment is also required for meeting the course competency requirements.

The steps below will help you determine if a Prior Learning Portfolio is right for you and will outline the process and its requirements.

## **Prior Learning Assessment**

- PLA Guidelines - [Click Here](#)
- Information Form - [Click Here](#)
- Sample Course Competency Grid - [Click Here](#)

### **Student Requirements for a Prior Learning Portfolio**

1. Student must be award-seeking and be admitted to the program of study (degree, certificate or diploma).
2. Credits will be held in escrow until the student has completed at least 25% of his/her program credits at PBCC.

### **Step 1 - Is a Prior Learning Portfolio right for you?**

As you look at the skills and competencies you need for your AS/AAS degree or certificate, you might see career-level courses in which you already have significant experience or knowledge. Please note that any AA transfer-level courses required in your program such as English, mathematics, humanities, social science or science cannot be earned through a Prior Learning Portfolio, as governed by the college's accrediting organization.

If you determine that an AS or PSAV course exists in your program in which you would like to apply for Prior Learning Portfolio credit, please follow the steps below.

### **Step 2 - Learn more details about the course in which you would like to apply for credit/clock hours**

All PBCC courses have detailed course outlines available through the Internet at <http://www.pbcc.edu/x4247.xml>. This course outline will serve as the basis of your portfolio. The portfolio demonstrates how prior learning (formal and informal) helped you master the course objectives listed in the outline.

### **Step 3 - Fill-out Prior Learning Portfolio Information Form**

To proceed with the process, fill out the Prior Learning Portfolio Information Form - the form can be downloaded by [clicking here](#). Bring this form to an associate dean at your campus. This conveys to the associate dean and the faculty member your intent to pursue Prior Learning Assessment. If the form is approved, you may proceed with the next step of the process.

### **Step 4 - Payment and Portfolio Preparation**

If the Prior Learning Portfolio Information Form has been approved, pay the appropriate fees as listed on the form at the Cashier's Office. Submit the Portfolio Information Form, a copy of the paid receipt along with the completed portfolio. The guidelines for preparing the portfolio can be accessed by [clicking here](#). Please remember that payment does not guarantee that the credit or clock hours will be granted.

### **Step 5 - Review by Faculty/Staff**

The faculty or staff member will review your portfolio and assess the level at which you have demonstrated mastery of the course competencies. In addition, you may be required to demonstrate any needed skills to satisfy course requirements.

You will have one opportunity to make corrections or show additional evidence of learning as required by the faculty or staff member. If the portfolio is approved by the faculty member, he/she sends it to the dean/associate dean for final approval. The associate dean will then forward a copy of the approved form to the Registrar's Office for posting to your transcript.

If the portfolio is approved, a passing grade will be issued, not a letter grade. A passing grade does not generate quality points; therefore this grade has no effect on your grade point average. Please allow 10 days for the course to appear on your transcript. You may access your transcript online through the [www.facts.org](http://www.facts.org) system.

### **Questions?**

If you have any questions on the Prior Learning Portfolio process, please email Dr. Ginger Pedersen at [pederseg@pbcc.edu](mailto:pederseg@pbcc.edu)