



# **Optical Sciences Program**

Recognition of Prior Learning  
for  
Admission Pathway



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## Section 1: RPL for Admission Quick Reference Guide

<b>What is Recognition of Prior Learning (RPL)?</b>	Recognition of Prior Learning (RPL) evaluates the knowledge and experience that people have acquired throughout their lives by way of formal and/or informal learning.
<b>What is an RPL for Admission pathway?</b>	An RPL for Admission pathway is an alternative way for students to successfully meet the competitive entrance requirements, or have their previous experience assessed for admission into a credit program.
<b>What is PLAR, and how does it support an RPL for Admission pathway?</b>	Prior Learning Assessment Recognition (PLAR) is an assessment completed by a qualified specialist(s). It examines the knowledge and skills that have been learned through formal and/or informal learning (i.e., non-credit courses, on-the-job training, or work experience) to determine if a student can satisfy the competitive entrance requirements set by the program.
<b>How do I know if I'm a candidate?</b>	If you have formal and/or informal learning and can provide evidence of your skills and knowledge required by the program, as outlined within this document, you may be eligible.
<b>How do I start the RPL for Admission process?</b>	You must first apply to NAIT's Optical Sciences Program and receive a response from Admission determining that you meet the minimum entrance requirements.
<b>Do all programs have an RPL for Admission pathway?</b>	Not all programs have a formalized process in place. For a list of Optical programs that have an RPL for Admission pathway, please visit <a href="https://www.nait.ca/optical">https://www.nait.ca/optical</a> .
<b>How much will it cost?</b>	There is currently no fee administered for the RPL for Admission pathway.
<b>How do I get started?</b>	Please contact the Optical Sciences Program by emailing <a href="mailto:optical@nait.ca">optical@nait.ca</a> or calling 780-378-2800 (toll-free 1-888-491-3130).



## Section 2: RPL for Admission Candidate Guide

### Copyright

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### Acknowledgements

Some sections of the document have been adapted from NAIT's PLAR Guides/Templates and informed with permission from documents provided by SIAST (Saskatchewan Institute of Applied Sciences and Technology).

NAIT is dedicated to removing barriers and broadening program access to students. We recognize that learners gain knowledge and skills through a variety of processes, including life and work experiences that may align closely with our courses and programs. We are committed to supporting a community in which learners will receive appropriate credit or recognition for prior learning.

### Why consider an assessment to support an RPL for Admission pathway?

Recognition of Prior Learning (RPL) refers to the combination of flexible ways for evaluating an applicant's lifelong learning, both formal and informal, against a set of established standards. The Program recognizes prior learning to support both competitive entrance and other requirements. We recognize:

- Previous formal learning from a recognized post-secondary institution, dependent on the course competencies, completion date, or credential recognition and GPA.
- Previous non-formal and informal learning through a comprehensive prior learning assessment and recognition process (PLAR).

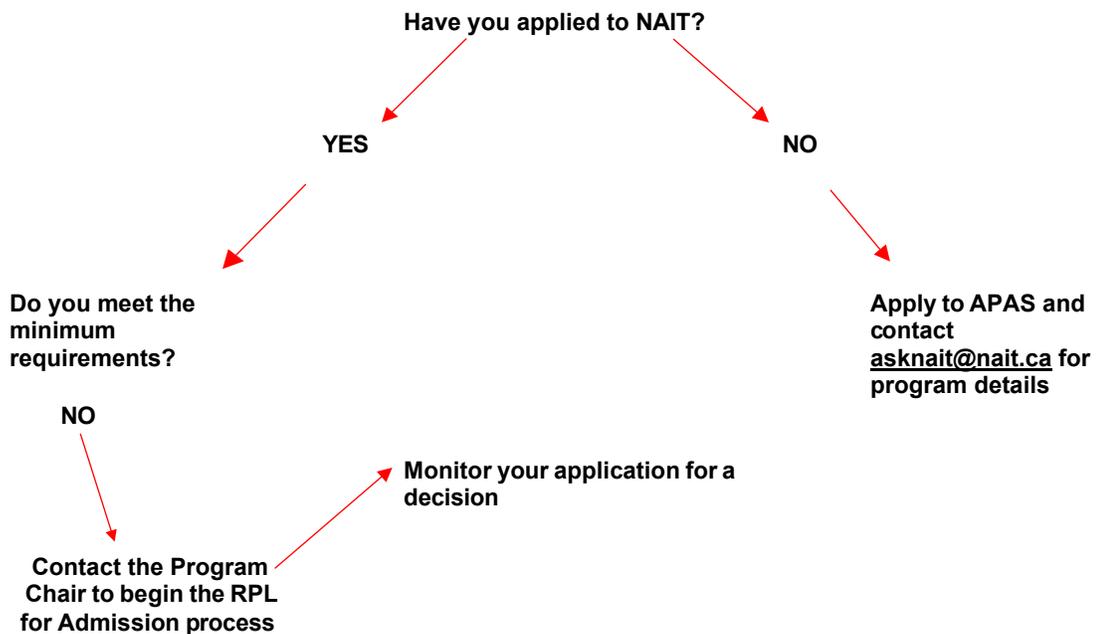
### Method of assessing for prior learning

A Letter of Recommendation providing evidence of learning from work experience is the most commonly used evidence file, but other forms of assessment may be considered.



Optical Sciences  
Prior Learning Assessment and Recognition (PLAR)

RPL for Admission Process Map



Please visit [www.nait.ca/optical](http://www.nait.ca/optical) and review the specific requirements outlined within the process map regarding the RPL for Admission pathway. If you have any questions, please contact the Optical Sciences Program by emailing [optical@nait.ca](mailto:optical@nait.ca) or calling 780-378-2800 (toll-free 1-888-491-3130).

**Do I have to travel to the NAIT Main Campus to complete a PLAR assessment to support the RPL for Admission pathway?**

You may need to meet with the Program Chair virtually.

**What services or resources can I access if I have a disability?**

Identify any possible needs related to your disability during your meeting or discussion with the Program Chair. If you have a disability and want to know more about what services or resources you may be able to access for your PLAR assessment, please contact NAIT Learning Services.

**How long will it take to review the assessment and determine if entrance requirements are met?**

You will receive a response within 60 days of submitting your Letter of Recommendation. After the Program Chair has reviewed your Letter of Recommendation, the Admission team within the Office of the Registrar will process your application accordingly. Please monitor your MyNAIT Portal for updates to your application.

All documents that are submitted to NAIT, including your Letter of Recommendation, will be sent to the Admission Team and uploaded to your Student Documents found in your MyNAIT Portal.



### Section 3: RPL for Admission – Specific Program Requirements

Applicants to the Optical Sciences Eyeglasses Program must have a Canadian high school diploma. If an applicant is unable to submit proof of a Canadian high school diploma but has work experience in the related field, they can submit a Letter of Recommendation from their employer or preceptor. This letter provides a statement of verification of employment and experience in a setting relevant to support admission into the Optical Sciences Program. To have a PLAR assessment completed to support your RPL for Admission pathway, the Letter of Recommendation, should outline the following:

- 1) **Work Experience** – Outlining dates and details regarding experience in work-related field, such as experience in optical dispensary, lab, or doctor's office at your current and previous employment.
- 2) **Analytical Skills** – Details regarding frame and lens selection as well as troubleshooting. Possible candidates are required to assess a situation, identify what is required to be done, and complete it successfully.
- 3) **Customer Service Skills** – Details regarding demeanor when working with colleagues and customers. Details are required on performance.
- 4) **Communication Skills** – Possible candidates are required to communicate well, both verbally and in written form. Details are required.
- 5) **Computer Skills** – Possible candidates are required to learn different computer-related programs. Details can include prior computer experience.

Ensure that the Letter of Recommendation addresses all five areas of prior learning skills and experience for your submission to the Optical Sciences Program Chair, so that your RPL for Admission application is assessed appropriately.



## RPL for Admission Pathway

Student Name: \_\_\_\_\_

NAIT Student ID: \_\_\_\_\_

### Validation and Communication with Admission – Office of the Registrar

**Important:**

**THIS SECTION MUST BE COMPLETED & SIGNED BY THE PROGRAM LEADER:**

Once completed and signed, please e-mail Candidate Guide and Letter of Recommendation to [admissions@nait.ca](mailto:admissions@nait.ca) for an application decision to be processed.

The student will be notified through their MyNAIT Portal.

**Assessor Directions:** Please indicate below if the candidate has successfully met the RPL for Admission pathway.

Requirements:	Based on Letter of Recommendation, RPL for Admission Requirements are met	
	YES	NO
Student has submitted a Letter of Recommendation and is approved to be admitted into the Program		

**Additional Comments, if required:**

Date completed: \_\_\_\_\_

NAIT Program Leader Signature: \_\_\_\_\_

Date e-mailed to Admissions: \_\_\_\_\_