

## APPENDIX XI

### Awarding Credit for External Courses

#### What is an External Course?

An external course is a department-approved course developed and/or offered outside the Newfoundland and Labrador school system which can be used to obtain high school credits. These courses are of a senior high school standard, may have learning outcomes other than those of a department authorized/approved senior secondary courses but contribute to the essential graduation leanings. Learning resources for external courses will be the responsibility of the student or the national organization.

#### Procedures/Guidelines

The external credit process recognizes documented prior learning. A student is entitled to a review of documented learning that has taken place outside the regular school system.

External credit may be awarded in one of two ways:

- If the outcomes of the external course match those of a department authorized course, a direct transfer credit is awarded; or,
- If the outcomes of the external course do not directly match those of a department authorized course, general credit is awarded in a related subject area.

Excluding AP and college-level courses, a student may be awarded a maximum of four external high school credits towards their graduation requirements. Each external credit must be based on a minimum of 55 instructional hours.

Course credits awarded through the external credit process are reported on the high school transcript along with the corresponding code of (x) in the "Note" field.

Course credits awarded through the external credit process are awarded credit, but no numerical grade is included on the transcript. Verification of documentation is carried out by officials of the Department of Education.

**Students wishing to obtain credits through the external credit process for equivalency should be advised of possible implications of their decision, (e.g., post-secondary acceptance may be complicated by the absence of course marks for external credits on the high school transcript).**

An organization that wishes to have its credentials accepted for high school equivalency must submit a request supported by the appropriate documentation to the Division of Program Development at the Department of Education, including, but not limited to the following:

- number of hours of instruction;
- program/course objectives and depth of treatment;
- teaching and learning activities;
- evaluation criteria used to award the credential; and,
- contribution to the essential graduation learnings.

The policy on awarding credit for external courses will be subject to periodic review to ensure that it continues to meet students' needs.

### **Procedure for Obtaining External Credit**

- I. A student can get a copy of the request for external credit application from the school or the Department of Education and Early Childhood Development's website.
- II. The application is sent to the Department of Education and Early Childhood Development by fax 709-729-0611.

Any supporting documents must be sent directly from accrediting body to the Department of Education and Early Childhood Development before credit can be awarded.

The following is a list of cadet courses and music courses that are eligible for external credits. **A student can only be awarded a maximum of 4 external credits.**

## External Credits, Equivalent Courses

### Sea Cadets

Specialty Courses (Must be Group III (TG-III) courses)

Boatswain's Mate	2 Credits in Leadership
Drill and Ceremonial	2 Credits in Leadership
Shipwright	2 Credits in Guidance **
Marine Engineer	2 Credits in Guidance **
Intermediate Sail	2 Credits in Guidance **
Sail Coach	1 Credit in Leadership
	1 Credit in Guidance **
Ship Boat Operator	2 Credits in Guidance **
Air Rifle Marksmanship Instructor	2 Credits in Guidance**

### Air Cadets

Specialty Courses (Must be Group III (TG-III) courses)

Leadership and Ceremonial Instructor	2 Credits in Guidance **
Glider Pilot Scholarship	2 Credits in Technical Education
Advanced Aviation Technology-Airport Operations	2 Credits in Technical Education
Advanced Aviation Technology-Aircraft Maintenance	2 Credits in Technical Education
Pipe Band - Advanced Musician	2 Credits in Music
Military Band - Advanced Musician	2 Credits in Music
Powered Pilot Scholarship	2 Credits in Technical Education
Advanced Aerospace	2 Credits in Technical Education
Air Rifle Marksmanship Instructor	2 Credits in Guidance**

### Army Cadets

Specialty Courses (Must be Group III (TG-III) courses)

Military Band Intermediate	2 Credits in Music
Drill and Ceremonial	2 Credits in General Education
Leadership and Challenge	1 Credit in Guidance **
Full Bore Marksman Phase 1	2 Credits in Guidance **
Full Bore Marksman Phase 2	2 Credits in Guidance **
Pipe Band Intermediate	2 Credits in Music
Army Cadet Expedition Instructor	1 Credit in Guidance **
Air Rifle Marksmanship Instructor	2 Credits in Guidance**

\*\*Does not fulfill graduation requirements for Career Development.

## **Music Courses**

### **Royal Conservatory of Music**

Grade 6 Practical and Grade 1 Theory\*  
Grade 8 Practical and Grade 2 Theory\*

Applied Music 2296  
Applied Music 3296

\*Applicable for all instruments and voice.

### **Conservatory Canada**

Grade 7 Practical and Grade 3 Theory\*  
Grade 8 Practical and Grade 4 Theory\*

Applied Music 2296  
Applied Music 3296

\*Applicable for all instruments and voice.



## High School Certification

### REQUEST FOR EXTERNAL CREDIT (Royal Life Saving Society)

#### Student Information

Student Name: \_\_\_\_\_ MCP #: \_\_\_\_\_  
School Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

The following courses/programs must be completed to be eligible for the designated credit. Please indicate successful completion of these courses/programs.

<input type="checkbox"/>	Bronze Medallion
<input type="checkbox"/>	Bronze Cross
<input type="checkbox"/>	National Lifeguard
<input type="checkbox"/>	Aquatic Emergency Care (or
<input type="checkbox"/>	Lifesaving Standard First Aid)
Credit Awarded: Physical Education 1299	

Please send or fax this form as well as a copy of the appropriate certification for each course/program.

**Note: The copy of the transcript of certification must be received by the Department of Education directly from the Royal Life Saving Society.**



## High School Certification

### REQUEST FOR EXTERNAL CREDIT (Duke of Edinburgh's Award)

#### Student Information

Student Name:	_____	MCP #:	_____
School Name:	_____	Date of Birth	_____

Please indicate which external course credit is being requested.

<input type="checkbox"/> Silver Award	<input type="checkbox"/> Gold Award
Credits      General Education Awarded:    2199 Physical Education 2199	Credits      General Education Awarded:    3199 Physical Education 3199

Please send or fax this form as well as a copy of the completed "*Award Application Form*".

#### Note:

- **Confirmation of the award received must come directly from the Duke of Edinburgh's provincial awards office.**
- **To receive four credits the student must complete both Silver and Gold. Completing Gold, without Silver, will result in the awarding of General Education 3199 and Physical Education 3199 only.**



**High School Certification  
Request for External Credit**

Royal Conservatory of Music / Conservatory Canada

**Student Information**

**Student Name**

\_\_\_\_\_

**MCP**

\_\_\_\_\_

**School Name**

\_\_\_\_\_

**Date of Birth**

\_\_\_\_\_

Please indicate which external course credit is being requested.

**Royal Conservatory of Music**

<input type="checkbox"/>	Grade 6 Practical and Grade 1 Theory	Applied Music 2296
<input type="checkbox"/>	Grade 8 Practical and Grade 2 Theory	Applied Music 3296

**Conservatory Canada**

<input type="checkbox"/>	Grade 7 Practical and Grade 3 Theory	Applied Music 2296
<input type="checkbox"/>	Grade 8 Practical and Grade 4 Theory	Applied Music 3296

**Note: The copy of the transcript of certification must be received by the Department of Education and Early Childhood Development directly from the Royal Conservatory of Music or the Conservatory Canada.**



**High School Certification  
Request for External Credit**

Air, Army, Sea Cadets

**Student Information**

**Student Name**

\_\_\_\_\_

**MCP**

\_\_\_\_\_

**School Name**

\_\_\_\_\_

**Date of Birth**

\_\_\_\_\_

Please indicate which external course credit is being requested.

**Course Completed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: The copy of the transcript of certification must be received by the Department of Education directly from the particular cadet element where the course is completed.**