



Court Services Administrator

PLAR Candidate Guide

Prior Learning Assessment and Recognition (PLAR)

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Prior learning credit options at Saskatchewan Polytechnic

See Get Credit for What you Know for important information about all options to get credit for prior learning at Sask Polytech, including PLAR, transfer credit, Canadian Armed Forces credit, and equivalency credit.

How to navigate this document

This document contains links to other document sections or webpages. To return to where you were from another section in this document, press the *ALT* key and *left arrow* key at the same time. To return to this webpage from another webpage, close the other webpage or click back on the browser tab for this document.

Contents of this guide

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A. PLAR fees

Fees for PLAR challenges are set to cover our costs for consultation, assessment, and related administrative tasks. PLAR fees are non-refundable and non-transferrable.

The PLAR fees policy is subject to change for each new academic year. Please see the **Cost** section on the [PLAR webpage](#) for current fee information.

B. PLAR eligibility and options

To be eligible for PLAR for courses in this program, you must first apply for admission and be accepted into the program. You must also consult with the PLAR contact person and be approved for PLAR assessment.

individual course PLAR

Individual course PLAR means that each single course is assessed separately. If you have 1800 or more hours of experience in the disability support or rehabilitation field, you may apply to PLAR any course except PRAC 383 and 383. For PRAC 382 and 383, you need to also apply and be admitted to the program. See the Admissions and Special Admission sections on the program webpage

Course pre-requisites and co-requisites

Some courses have one or more other courses that must be completed first (pre-requisite) or at the same time (co-requisite). See course outlines in this guide to identify any pre- or co-requisites for each course. Discuss with your PLAR contact person how to deal with courses with co-requisites.

Block assessment

Some programs may assess a cluster of courses together in one block, which may save you time and effort. Ask the PLAR contact person whether there are any block assessment options in this program.

C. Dates when PLAR assessment is available

PLAR assessment for this program is available from Sept 1 to June 15 in each academic year.

All PLAR assessment must be completed by June 15 of each academic year.

D. Special directions for this program

1. **Review** the PLAR process and FAQs and the information in this guide.
2. **Self-rate** your learning for each course using the [Course Outlines](#) in this guide.
3. **Consult** with the [PLAR contact person](#) for PLAR approval. Be prepared to provide your resume, course self-ratings (see [section F](#)), and a partially completed [PLAR application](#). If you are approved for PLAR, the contact person will sign your PLAR application and explain next steps.
4. **Apply** for admission to the program. See directions for applying.
5. **Register** for PLAR at Registration Services once you have signed approval on your PLAR Application Form. The PLAR fee will be added to your student account.

6. **Finalize** a detailed Assessment Plan with your assigned assessor.
7. **Complete** assessment before your PLAR registration expires.

E. PLAR contact person

Contact the person below to arrange a consultation **after** you have read this guide and general [PLAR information](#) and rated yourself for each course (see next session). Consultation may be by phone, online, or in person. Be prepared to provide your resume, course self-ratings, and a partially completed [PLAR application](#). If agreement is reached to go ahead with PLAR, the contact person will sign approval on your PLAR application and explain the next steps. Admission to the program is required before you can register for PLAR.

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F. Self-rating course outlines

Clicking on a course code below opens a page where you can rate yourself on the knowledge and skills assessed for PLAR credit. For Arts & Sciences courses, clicking on the course code opens another PLAR guide. The [PLAR contact person](#) for this program will refer you to another person to discuss PLAR for courses delivered by Arts & Sciences or another program/department.

COURSE CODE	COURSE NAME	Delivered by another department/program
CLTR 100	Diversity	
CORR 100	Managing Clients in Law Enforcement Settings	
CORR 159	Extrajudicial Programs	
CORR 167	Criminal Justice System	
LAW 162	Criminal Law	
OPRL 142	Court Office Systems and Procedures	
SPSY 160	Professional Behaviour and Ethics	
WORK 168	Work Experience	

CLTR 100 - Diversity

You will examine the elements of cultural, gender and disability diversity in Canada and the processes that promote inclusion. You will explore elements of Indigenous culture with a view to understanding both historical elements and contemporary issues in Canada. Your studies will also provide opportunities to participate in various cultural practices.

Credit unit(s): 3.0
Pre and Co Requisites: none
Equivalent course(s): CLTR 180, YCW 189

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Examine the diverse Canadian identity.			
2. Describe diversity and social inequality in Canadian society.			
3. Examine the impact of colonization and treaties on Indigenous peoples.			
4. Examine contemporary realities and resilience of Indigenous people in Canada.			
5. Explore cultural events.			
6. Promote inclusion.			

CORR 100 – Managing Clients in Law Enforcement Settings

You will develop specific skills for interacting with diverse groups of individuals in various law enforcement situations and settings. Content will include strategies for dealing with clients in high stress situations and strategies to defuse hostile situations.

Credit unit(s): 3.0
Pre and Co Requisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Examine the communication climate in law enforcement settings.			
2. Describe client behavior in high stress situations.			
3. Recognize dangerous non-verbal communication.			
4. Respond to diverse groups of clients in high stress situations.			
5. Examine elements of conflict.			
6. Apply conflict de-escalation strategies.			

CORR 159 – Extrajudicial Programs

You will examine the various community agencies and alternative measures programs that are part of the court system.

Credit unit(s): 2.0
Pre and Co Requisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Discuss the Truth and Reconciliation Commission Calls to Action.			
2. Examine the concept of alternative measures programs.			
3. Explain protocols and procedures for utilizing alternative measures programs.			
4. Describe community agencies involved with court services.			

CORR 167 – Criminal Justice System

You will examine the components of the criminal justice system. You will examine how the components work together to respond to crime and crime control.

Credit unit(s): 3.0
Pre and Co Requisites: none
Equivalent course(s): YCW 187

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the components of the criminal justice system.			
2. Identify the socio-political elements of crime control.			
3. Examine the relationship between Indigenous peoples and the justice system.			
4. Discuss the role of the police.			
5. Describe the role of the courts.			
6. Describe the role of correctional institutions and community release options.			

LAW 162 – Criminal Law

You will examine the Criminal Code and its relationship to selected criminal offenses and cases. You will also examine elements of a crime, pre-trial criminal procedures and the significance of the Charter of Rights and Freedoms and their impact on criminal law.

Credit unit(s): 3.0
Pre and Co Requisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the evolution and development of law in Canada.			
2. Discuss sources of legal rules and interpretations.			
3. Describe the determinants of criminal liability.			
4. Explain pre-trial procedures.			
5. Examine criminal code offences.			
6. Identify provincial statutes.			

OPRL 142 – Court Office Systems and Procedures

You will examine the various court office systems and procedures. You will manage court documents, and use the daily docket system, file systems, apply court protocols and procedures, and review offender management systems. You will identify components of a safe working environment.

Credit unit(s): 4.0
Pre and Co Requisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Manage the daily court docket system.			
2. Describe the purpose of various legal and court documents.			
3. Describe the operations and processes of the different courts in the Province of Saskatchewan.			
4. Review offender management systems.			
5. Identify components of a safe working environment.			

SPSY 160 – Professional Behaviour and Ethics

You will learn the concepts of professional behaviour as they apply to the field of court services.

Credit unit(s): 3.0
Pre and Co Requisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Understand court protocols and procedures related to the Judiciary.			
2. Demonstrate effective organizational skills.			
3. Display professional behaviour, presentation, and deportment.			
4. Examine the concepts of integrity and self-discipline.			
5. Manage stress.			
6. Develop resume and cover letter.			
7. Practice job interview skills.			

WORK 168 – Work Experience

You will perform court service administrator functions in a court services setting.

Credit unit(s): 0.0
Pre and Co Requisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Demonstrate work readiness skills.			
2. Demonstrate accuracy in document preparation, data entry and information sharing.			
3. Demonstrate client service skills.			
4. Demonstrate respectful intercultural communication skills.			
5. Perform assigned agency tasks.			