



# Court Services Administrator

## PLAR Candidate Guide

Prior Learning Assessment and Recognition (PLAR)

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### Prior learning credit options at Saskatchewan Polytechnic

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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

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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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This guide contains the following specific PLAR information and tools for this program

- A. [PLAR fees](#)
- B. [PLAR eligibility and options](#)
- C. [Dates when PLAR assessment is available](#)
- D. [Special directions for this program](#)
- E. [PLAR contact person](#)
- F. [Self-rating course outlines](#)

## A. PLAR fees

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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

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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 12 months or more experience in the office administration field and 6 months or more of legal administration experience you may apply to PLAR any course within the Court Services Administrator Program.

### Course pre-requisites and co-requisites

There are no pre-requisites (one or more other courses that must be completed first), or co-requisites (one or more courses completed at the same time) for the Court Services Administrator Program.

### Block assessment

There are no block assessments for the Court Services Administrator program.

## C. Dates when PLAR assessment is available

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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

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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

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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.

**Kevin Krawec, Program Head  
Court Services Administrator**  
Saskatchewan Polytechnic, Prince Albert Campus  
Phone: 306-765-1737  
Email: [kraweck@saskpolytech.ca](mailto:kraweck@saskpolytech.ca)

## F. Self-rating course outlines

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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
<a href="#">CLTR 100</a>	Diversity	
<a href="#">CORR 100</a>	Managing Clients in Law Enforcement Settings	
<a href="#">CORR 159</a>	Extrajudicial Programs	
<a href="#">CORR 167</a>	Criminal Justice System	
<a href="#">LAW 162</a>	Criminal Law	
<a href="#">LAW 165</a>	Legal Acts, Statutes and Regulations	
<a href="#">OPRL 142</a>	Court Office Systems and Procedures	
<a href="#">SPSY 160</a>	Professional Behaviour and Ethics	
<a href="#">WORK 168</a>	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 100CE

Use a checkmark (P) to rate yourself as follows for each learning outcome	Competent	Learning	None
<b>Competent:</b> I can apply this outcome without direction or supervision. <b>Learning:</b> I am still learning skills and knowledge to apply this outcome. <b>None:</b> I have no knowledge or experience related to this outcome.			
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): CORR 100CE

Use a checkmark (P) to rate yourself as follows for each learning outcome	Competent	Learning	None
<b>Competent:</b> I can apply this outcome without direction or supervision. <b>Learning:</b> I am still learning skills and knowledge to apply this outcome. <b>None:</b> I have no knowledge or experience related to this outcome.			
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><b>Use a checkmark (P) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> 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):** CORR 167CE

<p><b>Use a checkmark (P) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> 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. Your studies will also include relevant legislation for Security Officers and Community Safety Officers. Students who complete this course are eligible to write the Saskatchewan Security Guard License Exam pursuant to Private Investigation and Security Guard Act (PISGA).

**Credit unit(s):** 4.0  
**Pre and Co Requisites:** none  
**Equivalent course(s):** LAW 162CE

<p><b>Use a checkmark (P) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> 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.			
7. Examine legislation and policy governing Community Safety Officers (CSO).			
8. Examine legislation and policies pertaining to Private Investigation and Security Guard Act (PISGA).			

## LAW 165 – Legal Acts, Statutes and Regulations

You will apply various legal acts, statutes and regulations that are common in court proceedings.

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

Use a checkmark (P) to rate yourself as follows for each learning outcome	Competent	Learning	None
<b>Competent:</b> I can apply this outcome without direction or supervision. <b>Learning:</b> I am still learning skills and knowledge to apply this outcome. <b>None:</b> I have no knowledge or experience related to this outcome.			
1. Apply federal legal acts, statutes and regulations that apply to court proceedings.			
2. Apply provincial legal acts, statutes and regulations that apply to court proceedings.			
3. Apply rules of the court.			

### 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, and apply court protocols and procedures.

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

Use a checkmark (P) to rate yourself as follows for each learning outcome	Competent	Learning	None
<b>Competent:</b> I can apply this outcome without direction or supervision. <b>Learning:</b> I am still learning skills and knowledge to apply this outcome. <b>None:</b> I have no knowledge or experience related to this outcome.			
1. Explain the process of video conferencing in the court system.			
2. Manage the daily court docket system.			
3. Apply procedures for correctly handling court appearances.			
4. Describe the purpose of various legal and court documents.			
5. Describe the operations and processes of the different courts in the Province of Saskatchewan.			
6. Examine recordings and transcripts for court proceedings.			
7. Manage various filing systems within the court office.			
8. Perform daily document checking procedures.			
9. Use offender management system.			
10. Complete daily financial reports.			
11. Balance month end accounts.			

Use a checkmark (P) to rate yourself as follows for each learning outcome	Competent	Learning	None
<b>Competent:</b> I can apply this outcome without direction or supervision. <b>Learning:</b> I am still learning skills and knowledge to apply this outcome. <b>None:</b> I have no knowledge or experience related to this outcome.			
12. 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

Use a checkmark (P) to rate yourself as follows for each learning outcome	Competent	Learning	None
<b>Competent:</b> I can apply this outcome without direction or supervision. <b>Learning:</b> I am still learning skills and knowledge to apply this outcome. <b>None:</b> I have no knowledge or experience related to this outcome.			
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><b>Use a checkmark (P) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> 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.			