



# Career Essentials - Applied Certificate

## 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 be a registered student at Sask Polytech. You must also consult with the [PLAR contact person](#) and be approved for PLAR assessment.

### Course prerequisites and corequisites

Some courses have one or more other courses that must be completed first (prerequisite) or at the same time (corequisite). 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 corequisites.

### 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

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

**All PLAR assessments 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. **Register** for PLAR at [Registration/Enrolment Services](#) once you have signed approval on your [PLAR Application Form](#). The PLAR fee will be added to your student account.
5. **Finalize** an assessment plan with your assigned assessor.
6. **Complete** assessment before your PLAR registration expires.

## E. PLAR contact person

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Contact one of the Program Heads below to arrange a consultation **after** you have read this guide and [general PLAR information](#) and rated yourself for each course (see next section). 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.

**Joleen Chun, Program Head**  
Saskatchewan Polytechnic, Regina Campus  
Phone: 306 – 775 - 7359  
Email: [chunj@saskpolytech.ca](mailto:chunj@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="#">CAPL 100</a>	Know Yourself: Exploring Skills & Interests	
<a href="#">CAPL 101</a>	Labour Market Research	
<a href="#">CAPL 102</a>	Career Action Plan	
<a href="#">COMP 108</a>	Introduction to Digital Communication	
<a href="#">COMP 170</a>	Basic Computer Operation	<a href="#">Standardized Computer Courses</a>
<a href="#">COMP 171</a>	Introduction to Microsoft Word	<a href="#">Standardized Computer Courses</a>
<a href="#">COMP 174</a>	Introduction to Microsoft Excel 1	<a href="#">Standardized Computer Courses</a>
<a href="#">CWEX 100</a>	Essential Skills Foundations	
<a href="#">CWEX 101</a>	Applying Essential Skills	
<a href="#">CWEX 102</a>	Tools and Techniques to Find a Job	
<a href="#">CWEX 103</a>	Strategies for Workplace Success	
<a href="#">WORK 128</a>	Work Experience	

**CAPL 100 - Know Yourself: Exploring Skills & Interests**

You will use a variety of tools and activities to identify your personal career interests, preferences, and values. The tools will include the Strong Interest Inventory and the Myers-Briggs Type Indicator. You will also identify your transferable skills and begin to explore career options.

**Credit unit(s):** 1.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) 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>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Identify your interests, values, and personal style.			
2. Describe your skills.			
3. Set initial career goals.			

### CAPL 101 - Labour Market Research

You will use a variety of resources to locate information on occupations and employers of interest. You will also gather and interpret current labour market information relevant to your career and employment goals. You will use the information you have gathered to revise and refine your career goals.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b>  <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.	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Use search tools.			
2. Identify labour market trends.			
3. Examine job opportunities.			
4. Conduct informational interviews.			
5. Revise career goals.			

## CAPL 102 - Career Action Plan

You will organize and analyze the information you have gathered in previous courses to find and choose the work placement that best meets your needs. You will be responsible for researching and selecting your own work placement, with assistance and support from your instructors. You will identify barriers to your career and employment success and discuss strategies for overcoming them. You will also set short term and long term career and employment goals.

**Credit unit(s):** 1.0  
**Prerequisites:** CAPL 101  
**Corequisites:** none  
**Equivalent course(s):** none

Use a checkmark (✓) 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.	Evaluate career and labour market information.			
2.	Recognize employment challenges.			
3.	Research and select a work placement.			
4.	Produce a career action plan.			

**COMP 108 - Introduction to Digital Communication**

You will receive instruction and practice in correct ergonomic and touch typing techniques to enhance your ability to communicate in a digital format. You will also use Microsoft Outlook and Lotus Notes to create emails and use features such as calendar, contacts, and tasks.

**Credit unit(s):** 1.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) 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>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Recognize ergonomics.			
2. Demonstrate touch typing technique.			
3. Create an email.			
4. Use Microsoft Outlook and Lotus Notes Calendar, Contacts and Tasks.			

## COMP 170 - Basic Computer Operation

You will be introduced to the basics of computer concepts. Topics you will study include computer components, hardware and software, working in a graphical user interface, file management, word processing and the Internet. The general skills you learn in this course will prepare you for further courses such as word processing, spreadsheets and presentation graphics.

**Credit unit(s):** 1.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b>  <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.	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Work in a windows environment.			
2. Explain the basic operation of a computer.			
3. Perform file management.			
4. Use basic features of a word processor.			
5. Use the Internet to communicate and locate information.			



**COMP 171 - Introduction to Microsoft Word**

Your studies will introduce you to basic word processing skills such as creating, editing, and formatting documents, building tables, using templates and applying styles.

**Credit unit(s):** 1.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) 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>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Create documents.			
2. Edit documents.			
3. Format documents.			
4. Use other word processing features.			

### COMP 174 - Introduction to Microsoft Excel 1

You will study the basic features of Excel. You will learn to create workbooks, format spreadsheet elements, manipulate multiple worksheets, create simple charts, and use simple formulas and functions.

**Credit unit(s):** 1.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b>  <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.	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Create a spreadsheet.			
2. Use basic functions and productivity tools.			
3. Work with multiple worksheets.			
4. Create basic charts.			

**CWEX 100 - Essential Skills Foundations**

You will learn about the importance of Essential Skills for Canadian employers, and verify your current level of Essential Skills using both formal and informal assessments. You will also compare your Essential Skills to the requirements of Canadian employers and set personal goals for improvement. Your studies will include an introduction to key strategies for building Essential Skills.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) 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>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Explain the importance of Essential Skills.			
2. Define Essential Skills complexity levels.			
3. Interpret Essential Skills profiles and assessments.			
4. Set goals to improve Essential Skills.			
5. Recognize Essential Skills strategies.			

### CWEX 101 - Applying Essential Skills

You will use a variety of learning resources and tools to practice and build the Essential Skills most important for your career. You will use the strategies you have learned to help conduct your job search and to improve your understanding of your preferred occupation.

**Credit unit(s):** 2.0  
**Prerequisites:** CWEZ 100  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) 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>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Practice Essential Skills strategies.			
2. Implement Essential Skills learning plan.			
3. Apply Essential Skills strategies to job search.			
4. Apply Essential Skills strategies to an occupation.			
5. Demonstrate Essential Skills.			

## CWEX 102 - Tools and Techniques to Find a Job

You will develop the knowledge, skills and tools required to conduct a successful job search, including a customized resume, cover letter, online job application and employment portfolio. You will also practice professional interviewing techniques and review current human resource strategies for job seekers. You will recognize the impact of social media on your career and job search.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) 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. Prepare a resume.			
2. Prepare a cover letter for a targeted Job.			
3. Demonstrate job interview skills.			
4. Complete a job application.			
5. Produce an employment portfolio.			
6. Recognize how social media can enhance your job search.			
7. Describe best job search practices.			

### CWEX 103 - Strategies for Workplace Success

You will review and practice a variety of employability skills valued by Canadian employers. You will improve your oral communication skills and demonstrate your ability to work as an effective team member. You will identify important service excellence behaviors and develop the knowledge, skills and attitudes needed to work well with people from indigenous and a variety of world cultures. You will also review Saskatchewan employment laws and practice sending effective business messages.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) 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>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
8. Practice techniques for managing stress and change.			
9. Demonstrate a positive attitude.			
10. Describe Canadian workplace culture.			
11. Develop your indigenous and world cultural competence.			
12. Demonstrate effective teamwork.			
13. Identify service excellence attitudes and behaviors.			
14. Discuss Saskatchewan employment laws that impact your role in the workplace.			
15. Prepare effective business messages.			

## WORK 128 - Work Experience

You will apply the knowledge and skills you have gained during your classroom based courses in a real world setting. Your role in the work place will be determined by your interests and occupational goals, as well as the needs of your employer. Your work placement will give you the opportunity to show an employer what you can do and how you fit into their organization.

**Credit unit(s):** 0.0  
**Prerequisites:** CAPL 102  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) 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. Participate in a work placement.			
2. Demonstrate the knowledge, skills and attitudes required for the job.			
3. Document your work experience.			