

Food and Nutrition

PLAR Candidate Guide

Prior Learning Assessment and
Recognition (PLAR)



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Saskatchewan Polytechnic

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The Food and Nutrition Management program is dedicated to removing barriers and broadening the access to programs at Saskatchewan Polytechnic. We believe that adults acquire knowledge and skills through life and work experience that may align with courses within our programs.

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Why consider a PLAR assessment?

PLAR refers to the combination of flexible ways of evaluating people's lifelong learning, both formal and informal, against a set of established standards. You can receive academic credit for your relevant lifelong learning. The Food and Nutrition Management program recognizes prior learning in a number of ways.

We recognize:

- Previous formal learning from an accredited training institution through transfer of credit.
- Previous informal learning or experiential learning through a comprehensive prior learning and recognition process.

What are the PLAR options?

To be eligible for PLAR, an applicant must first register or already be registered as a Saskatchewan Polytechnic student.

Option A: Individual course challenge

If you have 3 or more years of successful experience in the Food and Nutrition Management field, and have learned the skills and knowledge for **one or more** of the Food and Nutrition Management courses, you may apply to be assessed for each applicable course.

Fees:

There will be a charge for each individual course assessment.

For a listing of the specific PLAR fees, check the [PLAR database](#) or call Saskatchewan Polytechnic and ask to speak to the PLAR advisor/counsellor assigned to the Food and Nutrition Management program at 1-866-467-4278.

How many courses can be challenged through PLAR in the Food and Nutrition Management program?

Currently we have 7 out of 46 courses with PLAR challenges available. There is no limit. You may challenge as many of these courses as you are able to prove prior skills and knowledge through assessment.

Which courses are PLAR ready?

Food and Nutrition Program Profile			
COURSE CODE	COURSE NAME	PLAR Challenge(s) available through program	PLAR Challenge(s) not available
COM 101	Written and Oral Communication*	*see note below*	
COMM 291	Interpersonal Communications*	✓	
COMP 171	Introduction to Microsoft Word*	✓	
COMP 174	Intro to Microsoft Excel 1*	✓	
COMP 179	Introduction to PowerPoint*	✓	
FIN 281	Financial Management*	✓	
NUTR 194	Introduction to Computrition Software	✓	

Note: Some courses common to multiple programs at Saskatchewan Polytechnic (i.e. computers, communications, math, and sciences) are managed by associated studies faculty. To see if these shared courses in your program are PLAR-ready, visit the [PLAR homepage](#) for links to Candidate Guides for Associated Studies/Communications and for Standardized Computers.

For assistance call Saskatchewan Polytechnic and ask to speak to the PLAR advisor/[counsellor](#) assigned to the Food and Nutrition Management program at: 1-866-467-4278.

Is PLAR available at any time of the year?

PLAR challenges are currently being offered in the fall of each Academic Year.

Is it *easier* to challenge a course through PLAR or take the course?

Neither is easier. By using PLAR you may reduce the repetition of studying information that you already know. The PLAR process allows you to demonstrate knowledge you already have.

PLAR is not an easy way to certification, rather a “different” way to obtain certification. Your personal level of skill and experience will dictate which courses you choose to challenge. The self-audit section found later in this guide will help you decide if you have a good match of skill and knowledge for a specific course.

Methods of assessing prior learning

Assessment methods measure an individual's learning against course learning outcomes. The assessment methods listed below are the ones most commonly used, but other forms of flexible assessment may be considered. These assessments may include one or a combination of the following assessment tools:

- Product validation & assessment
- Challenge exam
- Standardized tests
- Performance evaluations (including skill demonstrations, role plays, clinical applications, case studies)
- Interviews and oral exams
- Equivalency (evaluations of learning from non-credit training providers)
- Evidence or personal documentation files (providing evidence of learning from life and work experiences and accomplishments)

If I live out of town, do I have to travel to a main campus to do PLAR?

There will be times that you will need to meet with the program on campus. However, we will try to keep travel to a minimum.

What if I have a disability and need equity accommodations?

At Saskatchewan Polytechnic, we understand that sometimes services must be provided to students in a variety of ways to achieve the goals of fair representation. Therefore, the range of services provided for Education Equity students is as diverse as the needs of those students. We strive for equity (not uniformity) and provide varied services for students with differing needs. If more information is required, please contact a Saskatchewan Polytechnic counsellor at a campus closest to you or refer to the Saskatchewan Polytechnic website: [Saskatchewan Polytechnic – Counselling Service](#)

Are there other methods to gain Saskatchewan Polytechnic course credits for prior learning

Transfer Credit

Yes, Saskatchewan Polytechnic will grant credit for previous training that is similar in content, objectives, and evaluation standards to Saskatchewan Polytechnic training. Transfer of credit is different from the PLAR process. Transfer Credit guidelines may be found at:

<http://gosiast.com/admissions/resources/transfer-credit.aspx>

It is the student's responsibility to check with [Registration Services](#) for specific campus procedures on this policy. For specific information and guidelines regarding transfer of credit, contact a [Saskatchewan Polytechnic educational counsellor](#).

Equivalency Credit

Equivalency credit refers to the application of credit you may have earned in a previously taken Saskatchewan Polytechnic course to your current Saskatchewan Polytechnic course. Apply at registration services for equivalency credit. This process should also be completed prior to your PLAR challenge. If these credits cannot be used for equivalency credit, you may use these accredited courses as part of your evidence for your PLAR challenge.

Contact us

If more information is required, please contact a designated PLAR counsellor at a campus closest to you.

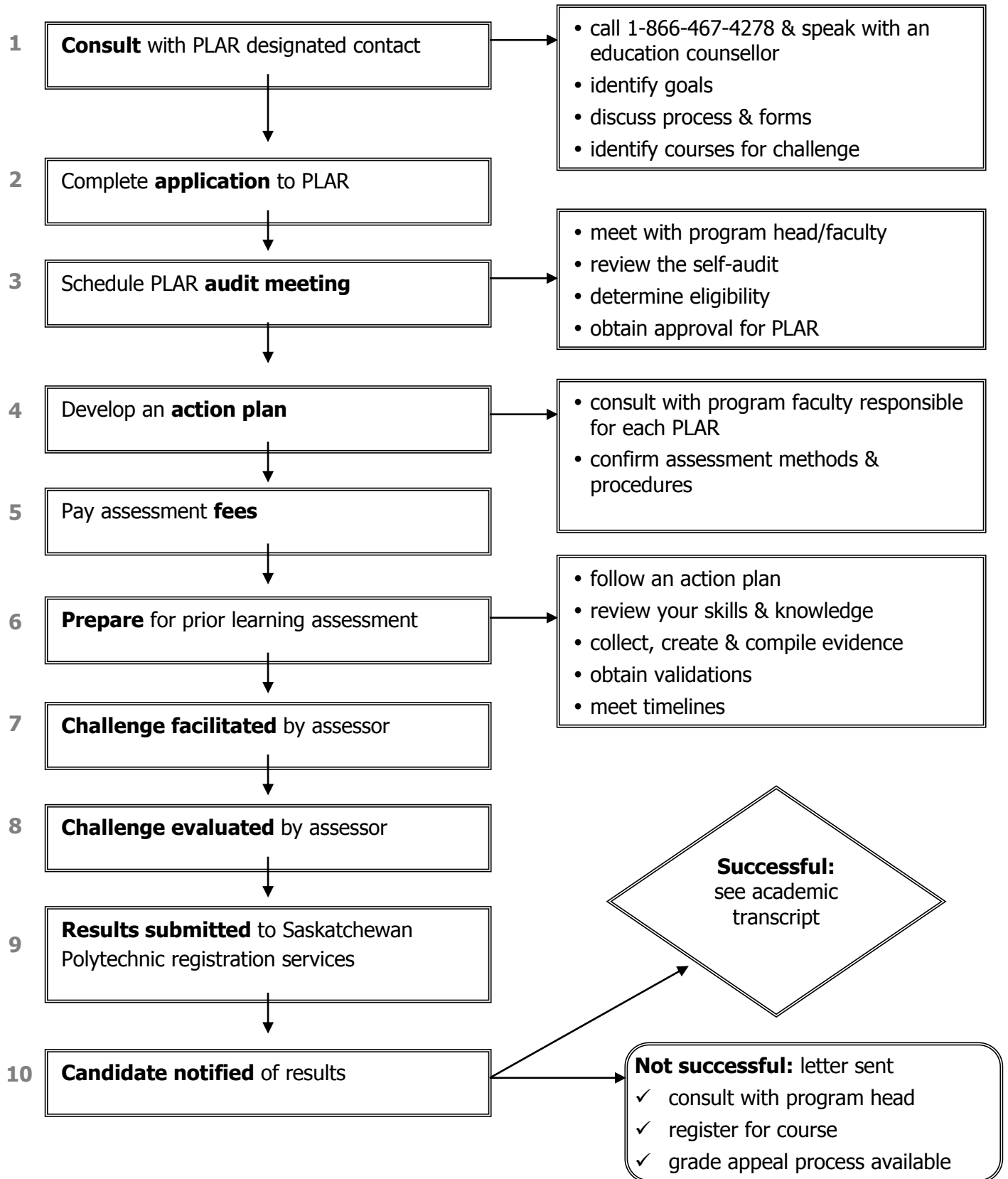
Saskatchewan Polytechnic in Moose Jaw
Counselling Services, Room 2.203
306-691-8311 or 306-691-8310
pallisercounselling@saskpolytech.ca

Saskatchewan Polytechnic in Prince Albert
Counselling Services, Room F203 (Technical Centre)
306-765-1611
woodlandcounselling@saskpolytech.ca

Saskatchewan Polytechnic in Regina
Counselling Services, Room 228
306-775-7436
[wascanacounselling@saskpolytech.ca](mailto:waskanacounselling@saskpolytech.ca)

Saskatchewan Polytechnic in Saskatoon
Counselling Services, Room 114
306-659-4050
kelsey counselling@saskpolytech.ca

Prior Learning Assessment and Recognition process



Guiding principles for developing a PLAR evidence file

1. As you begin the PLAR process you will be advised if any evidence is required. This will be identified in your [action plan](#).
2. Evidence must be valid and relevant. Your evidence must match the learning outcomes identified for each course.
 - It is your responsibility to create, collect and compile relevant evidence – if required.
3. Learning must be current within the last 5 years.
4. The evidence should demonstrate the skills and knowledge from your experiences.
5. The learning must have both a theoretical and practical component.

Types of evidence

There are three types of evidence used to support your PLAR request:

1. Direct evidence – what you can demonstrate for yourself.
2. Indirect evidence – what others say or observe about you.
3. Self-evidence – what you say about your knowledge and experience.

Ensure that you provide full evidence to your Food and Nutrition Management faculty assessor so that your prior learning application is assessed appropriately. Well organized, easy to track evidence will also ensure that none of the evidence is missed or assessed incorrectly.

Here are some examples of evidence that you may be requested to submit as part of your evidence file (if required):

- Resource lists
- Written descriptions and analysis
- Experience (activity) outlines
- Observations
- Workplace validations
- Work samples
- Photos of environments
- Videotapes
- Prop boxes

All documents that are submitted to Saskatchewan Polytechnic may be returned to the student after the final results have been given and the grade appeal deadline of seven days has passed. A copy of transcripts and certificates may be included in your evidence file, but be prepared to show original documents at the PLAR audit meeting for validation.

How long will it take to prepare evidence for PLAR?

Since the requirements are different for each course, and each candidate has different experiences, the amount of time it takes to prepare your evidence will vary.

Steps to complete a self-audit

1. Read through the levels of competence as listed below.

Mastery:	I am able to demonstrate the learning outcome well enough to teach it to someone else.
Competent:	I can work independently to apply the learning outcome.
Functional	I need some assistance in using the outcome.
Learning:	I am developing skills and knowledge for this area.
None:	I have no experience with the outcome.

Learning outcomes

For each learning outcome listed, please self-evaluate your competency levels and record it in the appropriate column for each self-audit.

2. Take a few minutes and read through the following self-audit for each course you are interested in as a PLAR candidate.
3. Check your level of competence as you read through each of the learning outcomes for each course. The information will help you in your decision to continue with your PLAR application.
4. In order to be successful in a PLAR assessment, your abilities must be at the competent or mastery level for the majority of the learning outcomes. Some things to consider when determining your level of competence are:
 - How do I currently use this outcome?
 - What previous training have I had in this outcome: workshops, courses, on-the-job?
 - What personal development or volunteer experience do I have in this area?Be prepared to explain the reason you chose this level if asked by an assessor.
5. Bring the completed self-audit to a consultation meeting with the program head or faculty member in [step 3 – PLAR process](#) of the candidate process for prior learning assessment.

Self-audit guide(s)

NUTR 194 – Introduction to Computrition Software

Your studies will introduce you to basic skills in the use of Computrition software. This software is designed to run an entire food service operation including menu planning, food inventories, recipe files, and patient care management. You will learn the basics about the program and participate in data entry using the Computrition software.

Credit unit(s): 1.0

NUTR 194 – Introduction to Computrition Software Mastery: I am able to demonstrate it well enough to teach it to someone else. Competent: I can work independently to apply the outcome. Functional: I need some assistance in using the outcome. Learning: I am developing skills and knowledge for this area. None: I have no experience with the outcome.	Mastery	Competent	Functional	Learning	None
1. Input food items.					
▪ List the information included in a food item					
▪ Understand important considerations when entering a food item					
▪ Add a food item to the data base					
▪ Edit a food item in the data base					
▪ Update the prices of food items					
2. Create a recipe file.					
▪ List the information included in a recipe					
▪ Understand important considerations when entering a recipe					
▪ Determine appropriate sources for recipes					
▪ Add a new recipe to the database					
▪ Edit a recipe					
▪ Make global ingredient changes to recipes					
3. Create a menu using recipes from a database.					
▪ Compile recipes from the Computrition database to create a menu					
▪ Use the costing tab					
▪ Enter forecasting numbers to generate a production worksheet					
4. Develop a personal nutrient database.					
▪ Know when to enter data into the personal nutrient database					
▪ Enter items into the personal nutrient database					

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Lab Demonstration/Assignments

- **Assignment One**
Enter a new item into the database. This item will be provided to you. Be sure to include all information provided when entering the item.
- **Assignment Two**
Enter a new recipe into the database. This recipe will be provided to you. Be sure to include all information needed when entering the recipe. You will make any adjustments to the recipe as needed based on the items inventory and measures available.
- **Assignment Three**
Enter a day of a menu into the database.
- **Assignment Four**
You will be given information to add an item to a personal nutrient database.

2. Challenge exam

Part 1: 20 Multiple Choice – True / False Questions

20 Questions x 1 Mark = 20 Marks

Please answer Part 1 on the Computer Sheet provided. Insure you have your name and student ID number in the “bubbles” on the computer sheet.

Part 2: 5 Short Answer Questions

Note the value of each question in the margin to the left of the question.

Total Value of Part 2 = 30 Marks

Please answer Part 2 in the space provided after the question.

Resources

Saskatchewan Polytechnic Saskatoon Bookstore: Computrition Course Pack