



# Victim Services Coordination

## 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, recent paid employment as a Victim Services Coordinator and 12 months or more of recent paid employment working with victims, you may apply to PLAR any course within the Victim Services Coordination 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 Victim Services Coordination Program.

### Block assessment

There are no block assessments for the Victim Services Coordination 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

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

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="#">COM 110</a>	Client Services Skills	
<a href="#">CORR 100</a>	Managing Clients in Public Safety Settings	
<a href="#">CORR 167</a>	Criminal Justice System	
<a href="#">HUMR 100</a>	Roles and Responsibilities	
<a href="#">HUMS 100</a>	Traumatic Events Coordination	
<a href="#">LEGL 161</a>	Restorative Justice	
<a href="#">MGMT 104</a>	Case Management	
<a href="#">MGMT 105</a>	Volunteer Management	
<a href="#">SPSY 100</a>	Ethics and Professionalism	
<a href="#">SPSY 119</a>	Interpersonal Violence	

**COM 110 – Client Services Skills**

You will develop specific skills for interacting with victim services clients and other agencies that provide services for victims in the community and for the province.

**Credit unit(s):** 3.0  
**Pre and Co Requisites:** none  
**Equivalent course(s):** COM 110CE

<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. Identify skills for effective interviews with victims.			
2. Examine interviewing in an intercultural context.			
3. Apply effective interview skills with victims.			
4. Deliver death notification.			
5. Describe the process of grieving.			
6. Describe protocols for interviewing Children.			
7. Demonstrate strategies for dealing with difficult clients.			

**CORR 100 – Managing Clients in Public Safety Settings**

You will develop specific skills for interacting with diverse groups of individuals in various public safety 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

<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. Examine the communication climate in public safety 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 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.			

### HUMR 100 – Roles Responsibilities

You will study the roles of victim services agencies, staff, volunteers, and resources that support clients involved with crime or traumatic events. You will study the supportive role of Elders and community partnerships.

**Credit unit(s):** 2.0  
**Pre and Co Requisites:** none  
**Equivalent course(s):** HUMR 100CE

<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 purpose of victim services.			
2. 2. Identify roles of victim service providers.			
3. Identify the roles and responsibilities of staff and volunteers.			
4. Identify local and provincial resources that support clients.			
5. Identify the role of Elders in supporting clients.			
6. Examine community partnerships.			

**HUMS 100 – Traumatic Events Coordination**

You will study intervention strategies and community planning in response to traumatic events.

**Credit unit(s):** 2.0  
**Pre and Co Requisites:** none  
**Equivalent course(s):** HUMS 100CE

<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 crisis intervention strategies.			
2. Identify the roles of a coordinated response			
3. Plan a coordinated response.			



**LEGL 161 – Restorative Justice**

You will examine the concept of restorative justice and explore the current initiatives provincially, nationally and internationally.

**Credit unit(s):** 3.0  
**Pre and Co Requisites:** LEGL 141  
**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. Examine the concept of restorative justice.			
2. Examine the Truth and Reconciliation Calls to Action.			
3. Describe restorative justice initiatives.			
4. Compare adversarial and restorative approaches to justice.			
5. Describe First Nations initiatives in the criminal justice system.			
6. Examine international restorative roles.			

**MGMT 104 – Case Management**

You will study file management, case management, and case planning based on client needs and community agencies that provide support services to victims of crime and/or traumatic events.

**Credit unit(s):** 2.0  
**Pre and Co Requisites:** none  
**Equivalent course(s):** MGMT 104CE

<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 case management			
2. Develop a case plan based on client needs			
3. Evaluate available community support services.			
4. Examine file management skills			

**MGMT 105 – Volunteer Management**

You will study volunteer support, management, training, and recognition for victim services.

**Credit unit(s):** 2.0  
**Pre and Co Requisites:** none  
**Equivalent course(s):** MGMT 105CE

<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. Identify opportunities for volunteer support			
2. Apply principles of volunteer recruitment management			
3. Apply principles of volunteer training and recognition			

**SPSY 100 – Ethics and Professionalism**

You will learn the concepts of behavior and ethics as they apply to the field of victim services. You will also have the opportunity to develop a safety plan, resume/portfolio and practice job interview skills.

**Credit unit(s):** 3.0  
**Pre and Co Requisites:** none  
**Equivalent course(s):** SPSY 100CE

<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. Explain the development of ethics.			
2. Explain the concepts of integrity and self-discipline.			
3. Explain legislation relating to privacy.			
4. Display professional behaviour, presentation and deportment.			
5. Discuss stressors in the workplace.			
6. Develop a self-care plan.			
7. Develop a safety plan.			
8. Develop a resume/portfolio and cover letter.			
9. Practice job interview skills.			

**SPSY 119 – Interpersonal Violence**

You will study interpersonal violence in both family and community situations. You will apply this knowledge to understanding the perpetrator and the victim when planning interventions. You will examine the role of community resources available to support families in urban centres and Indigenous communities.

**Credit unit(s):** 3.0  
**Pre and Co Requisites:** none  
**Equivalent course(s):** SPSY 119CE SPSY 141

<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. Examine theories and models of interpersonal violence.			
2. Describe characteristics of interpersonal violence in family and community settings.			
3. Review current legislation governing interpersonal violence.			
4. Explain current strategies for dealing with interpersonal violence.			
5. Examine the role of community resources available to support families in urban centres and Indigenous communities.			
6. Discuss missing and murdered Indigenous women.			
7. Examine trauma recovery.			