



# Leadership and Coaching Development

## 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.

### 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 corequisites 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. Apply for admission to the program. See [directions](#) for applying.
5. **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.
6. **Finalize** an assessment plan with your assigned assessor.
7. **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.

**Shannon Kotylak, Program Head**  
Saskatchewan Polytechnic, Regina Campus

Email: [kotylaks@saskpolytech.ca](mailto:kotylaks@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
LEAD 010	Leadership and Coaching Development	

## LEAD 010 - Leadership and Coaching Development

You will learn leadership and coaching competencies required by today's managers and supervisors. You will discover your leadership strengths and practice effective coaching techniques, communication, decision-making, and conflict resolution strategies. You will develop your Leadership Action Plan.

**Credit unit(s):** 4.0  
**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. Review a leadership and coaching model.			
2. Enhance your leadership strengths.			
3. Demonstrate coaching.			
4. Demonstrate leadership and coaching skills.			
5. Develop a personal leadership action plan.			