



# Security Officer – 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 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 Security Officer, you may apply to PLAR any course within the Security Officer Program.

### Course pre-requisites and co-requisites

Some courses have one or more other courses that must be completed first (pre-requisite) or at the same time (co-requisite). 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 co-requisites.

### 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 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**  
Security Officer – Applied Certificate  
Saskatchewan Polytechnic, Prince Albert Campus  
Phone: 306 – 765 - 1737  
Email: [kevin.krawec@saskpolytech.ca](mailto:kevin.krawec@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="#">CORR 100</a>	Managing Clients in Public Safety Settings	
<a href="#">EMPS 107</a>	Workplace Wellness	
<a href="#">JOB 100</a>	Job Preparation	
<a href="#">LAW 164</a>	Reporting Procedures for Security Officers	
<a href="#">SECG 100</a>	Crime Prevention and Technology	
<a href="#">SECG 101</a>	Legislation and Procedures for Security Officers	
<a href="#">SFTY 157</a>	Defensive Tactics	
<a href="#">WORK 155</a>	Work Experience	

**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 (✓) 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.			

**EMPS 107 – Workplace Wellness**

You will examine the roles and concepts of professional behavior in the security industry. You will also examine the components of a healthy lifestyle necessary for wellness in the workplace.

**Credit unit(s):** 3.0  
**Pre and Co Requisites:** 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. Examine the concepts of integrity and self-discipline.			
2. Display professional behavior and presentation and deportment.			
3. Examine effective customer service skills.			
4. Demonstrate positive interaction with indigenous clients.			
5. Demonstrate positive interaction with diverse groups of clients			
6. Examine components of a healthy lifestyle.			
7. Examine emotional well-being.			

**JOBR 100 – Job Preparation**

You will develop employability skills that allow you to work in the security field.

**Credit unit(s):** 2.0  
**Pre and Co Requisites:** 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. Examine career opportunities in the security officer field.			
2. Develop a resume.			
3. Develop a cover letter.			
4. Practice job interview skills.			

**LAW 164 – Reporting Procedures for Security Officers**

You will develop observational skills to collect the information necessary for a variety of law enforcement reports. Based on these acquired skills, you will write reports. You will also link information in these reports to the delivery of testimony in court.

**Credit unit(s):** 2.0  
**Pre and Co Requisites:** 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. Use effective listening and observation skills to collect information.			
2. Apply observation skills to law enforcement situations.			
3. Describe the categories and requirements for effective operational reporting.			
4. Write incident reports and complete log entries.			
5. Practice testimony and evidence in mock courtroom settings.			

**SECG 100 – Crime Prevention and Technology**

You will examine the processes and technologies involved in crime prevention. You will demonstrate skills necessary to maintain a safe work environment.

**Credit unit(s):** 3.0  
**Pre and Co Requisites:** 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. Demonstrate effective computer skills.			
2. Utilize tactical communication equipment (radios, camera, GPS) and other tactical communication.			
3. Discuss loss prevention techniques.			
4. Examine site incidents.			
5. Explain emergency measures protocols.			
6. Examine patrol techniques.			
7. Demonstrate traffic control techniques.			



## SECG 101 – Legislation and Procedures for Security Officers

You will examine provincial and federal legislation, policy and procedures in the security field. Your studies will also include the successful completion of the Private Investigators and Security Guards Act (PISGA) exam.

**Credit unit(s):** 4.0  
**Pre and Co Requisites:** 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. Discuss the determinants of criminal liability.			
2. Explain Charter of Rights and Freedoms.			
3. Discuss the Canadian Criminal code as it relates to security functions.			
4. Discuss legislation relating delivery of security services in various industry settings.			
5. Describe the various roles of security officers.			
6. Explain confidentiality.			
7. Describe general duties and responsibilities in the security profession.			
8. Examine security protocols when monitoring labor related situations.			
9. Complete the Private Investigators and Security Guards Act (PISGA) exam.			

**SFTY 157 – Defensive Tactics**

You will apply tactical intervention techniques for the assessment and management of difficult situations.

**Credit unit(s):** 2.0  
**Pre and Co Requisites:** 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. Identify the responsibility and authority of law enforcement personnel.			
2. Apply tactical communication and conflict management techniques.			
3. Perform defensive techniques.			
4. Apply the legal principles of arrest and detention.			

**WROK 155 – Work Experience**

You will participate in a work experience in a community setting where you will demonstrate effective communication and problem solving skills and perform assigned security officer functions.

**Credit unit(s):** 0.0  
**Pre and Co Requisites:** 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. Perform identified security tasks.			
2. Apply effective interpersonal skills.			
3. Complete agency reports as required.			
4. Perform assigned security officer functions.			
5. Apply policy and directives.			
6. Demonstrate professional attitudes and behaviors.			