# How to PLAR a PPIT course taught by Marc Scarfone (due to instructor Due dates: Fall semester- Sept 15, 2023, Winter semester: Jan 15,2024)

Sep 17, 2023

PLAR stands for Prior Learning Assessment Recognition. At NSCC ther e are two basic ways that we grant credit for prior learning:

* **Transfer Credit:** A transfer of credits from a recognized post-secondary educational institution. (ie. Have you taken a previous College or University level course in this subject?) High school courses do not qualify.
  + If you have transfer credits then you will need to show at least unofficial transcripts. You will need to map the outcomes from your previous course with this NSCC course.
* **Prior Learning:** Individual challenge credit process of recognizing prior learning.
  + **For Professional Practice for IT courses you should have at least 24 months of full time work experience in order to make a case for prior learning.**

You can begin the PLAR process as soon as you confirm your acceptance into a program. The deadline to apply for a Challenge Credit or Transfer Credit is 2 weeks after a semester starts.

**Here is the Process**

1. Do you have at least 24 months of relevant full time work experience or a previous course in this subject? If yes to either question then move to the next step.
2. Think about your experience. Determine if you wish to do a Transfer Credit or Prior Learning.
3. Review the learning outcomes (see below) for the course you are seeking to PLAR.
4. Prepare and then send the following documents:
   1. Your resume
   2. Create a memo using Microsoft Word that explains how your prior learning/ experiences connects to each course learning outcome. For example: (ie. if the outcome states “create error free correspondence” **don’t answer** the question by telling me how you would make error free correspondence. Instead tell me about how your past experiences, past jobs, roles, and other activities have equipped you to meet the outcome.
      1. Outcome 1: explanation (Please note the outcome is not a “quiz question” to answer. Instead explain how you have this covered as a result of past experiences or education.)
      2. Outcome 2: explanation
      3. Outcome 3: explanation
   3. If you are pursuing Transfer Credit, then send Course Outline(s) from the previous university/college
   4. If you are pursuing Transfer Credit, then send University/College Transcripts. High School level education cannot replace College level education.
   5. Any other relevant, supporting documents that you wish to provide
5. Online Form: Click on this link, fill out the online form and attach the documents in Step 4. <https://forms.office.com/Pages/ResponsePage.aspx?id=etmbxRtLq02JrKCrao5ENYDzOEbRstJPkNKn4eywN_JUQVc1NVYwWUxZNTdTMTBBUlUwQTREWFpGMy4u>
6. Marc Scarfone will review your submission and contact you if he has additional questions.
7. When you fill out the online form, here is how the information flows: (1) student services, who assigns it to (2) the academic chair, who then delegates it to (3) faculty for review. Then, the (4) academic chair reviews. If both faculty and academic chair approve, then the PLAR will be granted. This will be implemented by (5) the registrar’s office.

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning Outcomes (use for Prior Learning & Transfer Credits)** | | | |
| **COMM 1700**  1. Identify tools & techniques for continuous professional improvement. (Course focuses on time management, personal organization)  2. Investigate the IT industry in relation to professional expectations (Course focuses on resume, skills, results)  3.Explain the relevance of IT professional values. (Course focuses on professional values)  4. Communicate using established professional practices required by the IT industry. (Courses focuses on documentation) | **COMM 2700**  1. Establish processes and methodologies for continuous professional improvement in the IT industry. (Course focuses on methodical thinking & decision making)  2. Discuss business models of IT industries. (Course focuses on networking & portfolio work sample development)  3. Cultivate collaborative skills and attitudes required for success in the IT industry. (course focuses on teamwork, motivation, stress management, emotional intelligence) | **COMM 3700**  1. Apply personal branding & marking techniques in relation to employability.  2. Develop a professional IT portfolio. (ie. Portfolio overall framework is built)  3. Prepare for employment interviews. (ie. Develop answers)  4. Present information orally in a clear & concise format. | **COMM 4700**  1. Curate a professional IT portfolio (ie. With framework built, final polishing of work samples)  2. Practice interviews. (ie. Practice the answers)  3. Value the benefits of an inclusive workplace (Course focuses on diversity & inclusion)  4. Examine IT ethical workplace issues |
| **You should have at least 24 months of full time work experience to make a case for Recognition of Prior Learning.** | | | |