

Prior Learning 30 – Application for Credit

Part I

(to be completed by post-secondary institution)

Post-Secondary Delivery Organization Name:			Date:		
Program Location:					
Applicant's Full Name:					
SIN:		Learning ID Number:		Date of Birth:	
				mm	dd yyyy
Adult 12 Program <i>(identify courses being taken (note: courses can also be taken at the 21, 31 level))</i>					
English Language Arts A30 English Language Arts B30	<input type="checkbox"/> <input type="checkbox"/>			For Institution Use Only: Program Plan developed through: <input type="checkbox"/> Assessment Plan <input type="checkbox"/> Documentation <input type="checkbox"/> Interview Program approved by: <i>Signature</i> <i>Date</i>	
Social Science <i>(one required)</i>	<input type="checkbox"/> Social Studies 30: Canadian Studies <input type="checkbox"/> History 30: Canadian Studies <input type="checkbox"/> Native Studies 30: Canadian Studies				
Mathematics <i>(one required)</i>	<input type="checkbox"/> Math: Workplace and Apprenticeship 20 <input type="checkbox"/> Math: Workplace and Apprenticeship 30 <input type="checkbox"/> Math: Foundations 20 <input type="checkbox"/> Math: Foundations 30 <input type="checkbox"/> Math: Pre-Calculus 20 <input type="checkbox"/> Math: Pre-Calculus 30				
Science <i>(one required)</i>	<input type="checkbox"/> Biology 20 <input type="checkbox"/> Biology 30 <input type="checkbox"/> Chemistry 20 <input type="checkbox"/> Chemistry 30 <input type="checkbox"/> Physics 20 <input type="checkbox"/> Physics 30 <input type="checkbox"/> Computer Science 30 <input type="checkbox"/> Health Science 20 <input type="checkbox"/> Environmental Science 20 <input type="checkbox"/> Physical Science 20				
Electives Elective 1 Elective 2	<input type="checkbox"/> <input type="checkbox"/> Prior Learning Credit				
Credit for Prior Learning 30 requested for:					
<input type="checkbox"/> ABE Adult 12 credit	<i>(Name of course – submit official transcript)</i>				
<input type="checkbox"/> Non-formal learning <input type="checkbox"/> Non-credit course <input type="checkbox"/> Non-credit course (work-based)	<i>Complete Part II: Credit Requested for Non-Formal Learning (Non-Credit and Work-Based Courses)</i>				
<input type="checkbox"/> Informal learning <input type="checkbox"/> Employment <input type="checkbox"/> Community Involvement	<i>Complete Part III(a) – Credit Requested for Informal Learning (Employment)</i> <i>Complete Part III(b) – Credit Requested for Informal Learning (Community Involvement)</i>				
<input type="checkbox"/> Self-employment	<i>Complete Part III(c) – portfolio documentation required</i>				
<input type="checkbox"/> Journey-person certificate	<i>(Name of course – attach copy of certificate)</i>				
For institution use only	For Ministry of Education use only		Comments		
<input type="checkbox"/> PL 30 recommended <input type="checkbox"/> PL 30 not recommended <i>Authorized Signature</i> <i>Title</i> <i>Date</i>	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved <i>Registrar, Student Services</i> <i>Date</i>				

Prior Learning 30 – Application for Credit

Part III (a)

Credit Requested for Informal Learning (Employment)

(to be completed by employer)

Employee's name:	Company's/Employer's name:	
Company's/Employer's Mailing Address:		
Supervisor:	Job Title:	Phone:

Workplace Essential Skills

Notes:		Observed	Not observed	Not part of job
<ul style="list-style-type: none"> Observe employee on a minimum of six of the following Workplace Essential Skills. Select the six skills used most frequently by the employee. If employee uses all the Workplace Essential Skills, evaluate her/him on all skills. Use one form for each job being evaluated. 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading Text	Reads notes, letters, memos, manuals, regulations, and/or reports that are relevant to the job. Reads forms and labels of at least one paragraph. Reads paragraph-length text in charts, tables, and/or graphs.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Document Use	Understands and completes information on forms and other documents. Reads signs, labels, and/or lists. Interprets information on graphs and/or charts. Enters information on forms.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Numeracy	Manages money accurately. Uses math for schedules, budgets, accounting, and/or ordering materials. Uses measurement. Uses math for data analysis.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Writing	Organizes, records, and documents information. Writes notes or memos. Requests information or justifies a request. Presents an analysis or comparison.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Oral Communication	Communicates thoughts effectively. Greets people or takes messages. Reassures, comforts or persuades. Seeks or obtains information. Resolves conflicts. Facilitates or leads a group.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Working with Others	Works independently. Works jointly with a partner or helper. Works as a member of a team. Participates in supervisory or leadership activities.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Thinking	Finds effective solutions to problems. Establishes a priority list of tasks. Makes effective decisions. Thinks critically. Plans and organizes tasks. Uses memory efficiently. Knows where to find information.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Computer Use	Operates a computerized cash register. Uses word processing software to produce letters or memos. Sends e-mails with attachments. Creates and modifies spreadsheets for data entry.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Continuous Learning	Asks for information from co-workers. Asks for information from supervisor. Voluntarily takes training related to the workplace. Voluntarily takes training away from the workplace.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Prior Learning 30 – Application for Credit

Credit Requested for Informal Learning (Employment)

Verification of Employment

(to be completed by supervisor or employer)

Notes:

- One form must be completed by the employer for each job being evaluated.
- Employment must be a minimum of 30 hours per week

The applicant, _____, has been employed with

(name of company or employer) for

(number of consecutive weeks and hours).

Name of Supervisor or Employer

Date

Signature of Supervisor or Employer

Phone Number

For Post-secondary Delivery Organization Use Only

Employment verified: minimum of 30 hours per week for 20 consecutive weeks (600 hours)

yes

Authorized Signature _____

Date _____

Please fax or email these documents to:

The Office of Registrar
Student and Educator Services
Ministry of Education
Fax Number: 306-787-0035
Email: credit.transfer@gov.sk.ca

Prior Learning 30 – Application for Credit

Part III (b) Credit Requested for Informal Learning (Community Involvement) *(to be completed by observer)*

Applicant's Name	Community Organization's Name		
Community Organization's Mailing Address			
Observer	Position	Phone	

Workplace Essential Skills

Notes:		Observed	Not observed	Not part of role
<ul style="list-style-type: none"> Observe applicant on a minimum of six of the following Workplace Essential Skills. Select the six skills used most frequently by the applicant. If applicant uses all the Workplace Essential Skills, evaluate her/him on all skills. Use one form for each position being evaluated. 				
Reading Text	Reads notes, letters, memos, manuals, regulations, and/or reports that are relevant to the job. Reads forms and labels of at least one paragraph. Reads paragraph-length text in charts, tables, and/or graphs.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Document Use	Understands and completes information on forms and other documents. Reads signs, labels, and/or lists. Interprets information on graphs and/or charts. Enters information on forms.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Numeracy	Manages money accurately. Uses math for schedules, budgets, accounting, and/or ordering materials. Uses measurement. Uses math for data analysis.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Writing	Organizes, records, and documents information. Writes notes or memos. Requests information or justifies a request. Presents an analysis or comparison.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Oral Communication	Communicates thoughts effectively. Greets people or takes messages. Reassures, comforts or persuades. Seeks or obtains information. Resolves conflicts. Facilitates or leads a group.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Working with Others	Works independently. Works jointly with a partner or helper. Works as a member of a team. Participates in supervisory or leadership activities.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Thinking	Finds effective solutions to problems. Establishes a priority list of tasks. Makes effective decisions. Thinks critically. Plans and organizes tasks. Uses memory efficiently. Knows where to find information.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Computer Use	Operates a computerized cash register. Uses word processing software to produce letters or memos. Sends e-mails with attachments. Creates and modifies spreadsheets for data entry.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Continuous Learning	Asks for information from co-workers. Asks for information from supervisor. Voluntarily takes training related to the workplace. Voluntarily takes training away from the workplace.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Prior Learning 30 – Application for Credit

Credit Requested for Informal Learning (Community Involvement)

Verification of Community Involvement

(to be completed by observer)

Note: One form must be completed by the observer for each position being evaluated.

The applicant, _____, has been a participant with
_____ (name of community organization) for

_____ (number of hours).

Name of Observer

Date

Signature of Observer

Phone Number

For Post-secondary Delivery Organization Use Only

Community Involvement verified.

yes

Authorized Signature _____

Date _____

Please fax or e-mail these documents to:

The Office of Registrar

Student and Educator Services

Ministry of Education

Fax Number: 306-787-0035

Email: credit.transfer@gov.sk.ca

Prior Learning 30 – Application for Credit

Part III (c)

Credit Requested for Self-Employment *(to be completed jointly by applicant and academic counsellor)*

Applicant's Name	Business Name (if applicable)
Applicant's Current Address or Business Address	Phone

Workplace Essential Skills

		Evidence Provided	Evidence not provided	Not part of role
Notes: <ul style="list-style-type: none"> Applicant should prepare portfolio evidence on a minimum of six of the following Workplace Essential Skills. The skills should be the ones used most frequently by the applicant. If applicant uses all the Workplace Essential Skills, he/she should prepare portfolio evidence for all skills. Portfolio evidence must be provided by clients, customers, and/or suppliers and, if applicable, should also include bookkeeping and other records. 				
Reading Text	Reads notes, letters, memos, manuals, regulations, and/or reports that are relevant to the job. Reads forms and labels of at least one paragraph. Reads paragraph-length text in charts, tables, and/or graphs.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Numeracy	Manages money accurately. Uses math for schedules, budgets, accounting, and/or ordering materials. Uses measurement. Uses math for data analysis.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Writing	Organizes, records, and documents information. Writes notes or memos. Requests information or justifies a request. Presents an analysis or comparison.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Oral Communication	Communicates thoughts effectively. Greets people or takes messages. Reassures, comforts or persuades. Seeks or obtains information. Resolves conflicts. Facilitates or leads a group.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Working with Others	Works independently. Works jointly with a partner or helper. Works as a member of a team. Participates in supervisory or leadership activities.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Prior Learning 30 – Application for Credit

Credit Requested for Self-Employment – Declaration of Applicant

Presentation of Portfolio Evidence for Prior Learning 30 Credit

I, _____, have provided portfolio evidence which demonstrates competency in a minimum of six workplace essential skills.

Applicant's Signature _____

Date _____

Verification of Self-Employment (to be completed by academic counsellor)

The applicant, _____, has provided portfolio evidence that demonstrates competency in a minimum of six essential workplace skills. I have discussed the evidence with the applicant and am confident that sufficient knowledge has been gained in the course of her/his self-employment to grant a Prior Learning 30 credit.

Name of Academic Counsellor

Date

Signature of Academic Counsellor

Phone Number

Please fax or e-mail these documents to:

The Office of Registrar
Student and Educator Services
Ministry of Education
Fax Number: 306-787-0035
Email: credit.transfer@gov.sk.ca