

# part 4

## appendices



# prior learning

## and assessment recognition

what does  
this term  
mean?

Prior Learning Assessment and Recognition (PLAR) is the process of recognizing and giving credit for skills, knowledge and competencies acquired through work experiences, informal education or training, self study, volunteer activities and hobbies.

### IN OTHER WORDS...

**PLAR** looks at what you know and what you can do.

*(This means you have to write down what you know specifically and provide proof, like you are doing to create your portfolio.)*

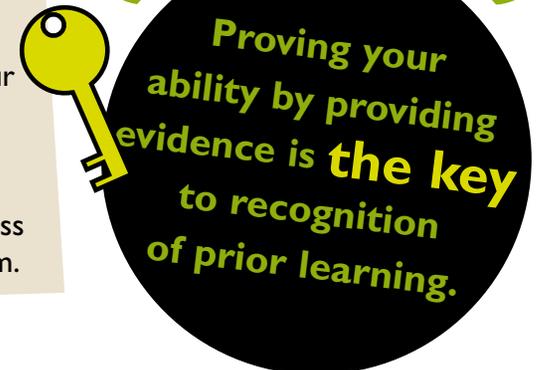
**example 1:** If you have a good grasp of safety procedures required for a particular workplace (like machine shop or restaurant kitchen), have your employer give you a letter of reference or get a safety certificate from your class. They are the proof you need for your portfolio.

**Prior learning can also give you the chance to challenge a test or course.**

**example 1:** If you are almost 16 years old and feel confident in writing the beginners test for your driver's licence, you can challenge the test. Passing the test provides evidence of your knowledge, and getting your beginner's licence gives you recognition for your prior learning.

**example 2:** If you have studied a foreign language and want an academic credit for your knowledge, you can challenge an exam. This can be arranged through the school. If you succeed in passing, you will receive the appropriate credit.

**example 3:** If you are entering a college or university and feel you know enough to pass a required course, you can use your portfolio to document your knowledge or challenge the exam. You may be able to move through a program at a faster pace.



# self evaluation

## reflection practice exercise

Find and examine your last few school report cards. Use the following questions to guide your reflection. **Write down your answers.** It is useful to look over your thoughts later.

- What is the true purpose of a report card?
- Are these reports a true picture of your knowledge, skills and abilities?...**Be honest.**
- If the reports are not a true reflection, why not?
- Are the behaviour comments a true picture of you?
- Are the comments similar to those you received throughout your years in school?
- Record the comments you usually receive.  
*(It may be painful but do it... only you will see this work.)*
- Would you be proud to show these comments when applying for further education or a job?
- What did you learn during the last two years that:
  - prepared you for the courses you are taking now or plan to take
  - prepared you for the workforce
  - will benefit you personally in the future?

### Be specific...

In basic computer skills, I learned word processing and how to use spread sheets. I can comfortably use the computer for assignments and at work.

### Specific Goals and Action Plan

As a result of reflecting on my progress reports, I am going to \_\_\_\_\_

I will achieve this goal by \_\_\_\_\_

I will measure my success by \_\_\_\_\_

## Analysis

How do I feel about what I have just recorded??

### + POSITIVE REACTION

Some of you will be feeling great, saying, "Yes! I did really well, and I am proud of my accomplishments." This is an opportunity to analyze the habits and behaviour that have enabled you to do so well and to reinforce that behaviour.

### - NEGATIVE REACTION

Some of you will feel angry or sad. You know you are capable of better results. This is an opportunity to correct the habits and behaviour you feel have contributed to poor results.

**Self Correction** is a powerful process and well worth the energy.

The positive side of this process is that YOU can set **goals** to make sure your future progress is something you would be proud of. Yes it may take time... however, better now than 10 years from now when the opportunities for education and support are more difficult to attain.

# mentor page

## what are you being asked to do?

### SAMPLE

Dear Mentor:

Would you be willing to help me create a portfolio to guide my future education and career choices? It will be a learning process for both of us, requiring trust, commitment and respect for each other's knowledge and honesty.

Accepting this challenge will involve:

- listening
- asking questions to clarify thinking
- being loyal and trustworthy
- respecting confidentiality
- being a positive coach and asking questions that encourage thinking
- being certain you have the time to meet regularly
- doing the preparation you need to be a good mentor
- taking an interest in my development
- looking for resources and suggesting individuals who could be a valuable contact
- checking my portfolio as I work. For instance:
  - 1) Does the information make sense to the reader?
  - 2) Is the information positive?
  - 3) Can the statements be proven?
  - 4) Is there supporting documentation?
  - 5) Is it brief and concise but complete?
  - 6) Is the writing professional? Are spelling and grammar correct?
  - 7) Is it my best work?
- confirming completed work by signing the sheet

I hope you enjoy the process and feel privileged to help me get ready for the future.

## contact information

Phone numbers

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E-mail

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Best days and times for meetings

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# resources

## books

Brand, Margaret and Neufeld, Berne J.,  
*Success in the Workplace*, 2nd ed.  
ISBN 0-7730-5552-5



*Destination 2020*, Canada Career Consortium  
[www.careerccc.org/](http://www.careerccc.org/)

*Smart Options*, National Life/Work Centre  
[www.lifework.ca/](http://www.lifework.ca/)

## websites



**CAUTION:** Websites change frequently, and every reader must decide what is useful and what is not. Avoid sites requiring you to submit unnecessary personal information or pay for services.

<http://www.cdm.uwaterloo.ca/>

Offers excellent exercises based on Holland's theory of personality and interests, and makes connections between them and personality, values and skills; helps the reader review the many possible careers related to his/her areas of interest.

<http://www.careercruising.com/>

Offers opportunities for you to assess your skills, interests and personality; school password needed to access this site.

<http://vector.cfee.org/>

VECTOR utilizes a search engine that sorts through more than 120 six-minute video vignettes profiling some of Canada's most-needed careers and occupations. The search categories include Industry, Interest/Skills, Income, Education, Keywords and Random.

<http://www.canadiancareers.com/>

Useful for exploring career and occupation options.

<http://www.careerccc.org/destination2020/>

Supports *Destination 2020*

<http://www.edu.gov.mb.ca/aet/lmi/prospects/index.html>

Manitoba Prospects, a good website for career related articles and Manitoba occupational information.

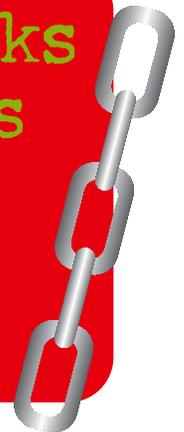
## sites offering links to other good sites

<http://www.mb.workinfonet.ca/>

<http://www.youthpath.ca/>

<http://www.mb4youth.ca/>

<http://www.conferenceboard.ca/>



# fax us your comments



We would appreciate receiving your comments about this Self-Managed Career Portfolio Guide. We would especially like to know:

Do you feel there are any topics requiring additional information or clarification?

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Do you feel there are any topics that should be deleted?

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Are there any questions or issues that you feel need to be addressed?

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Additional Comments:

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FAX YOUR

COMPLETED FORM TO:

**204-948-3668**

OR MAIL TO:

**Manitoba Education,  
Citizenship and Youth**

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