

## ***Prior Learning Assessment and Recognition (PLAR)***

### ***PACKAGE Information Sheet***

The following components of the PLAR package must be completed and submitted to your principal before October 31<sup>st</sup> and March 31<sup>st</sup>. You will be required to meet with the principal/guidance counsellor upon submitting your PLAR package.

#### **1. PLAR CHALLENGE APPLICATION FORM**

This form must be completed and signed. All credits granted through the PLAR challenge process represent the same expectations and standard of achievement as credits to students who have taken the courses.

#### **2. ONTARIO STUDENT TRANSCRIPT**

Your Ontario Student Transcript (OST) may be obtained by contacting your secondary school guidance office. A copy of your most recent OST must be included in the PLAR package that you submit.

The Ontario Student Transcript provides an official record of the Ontario secondary school credit courses successfully completed by the student. The OST includes:

- All grade 9 and 10 courses successfully completed by the student, with percentage grades obtained and credits earned;
- All grade 11 and 12 courses completed or attempted by the student with percentage grades obtained and credits earned;
- Identification of compulsory credits, including credits that are substitutions for compulsory courses identified by the Ministry of Education as diploma requirements.

#### **3. KNOWLEDGE AND SKILLS PROFILE**

The Knowledge and Skills Profile provides evidence of prior learning. It also provides evidence about the appropriateness of the PLAR challenge.

##### **The Profile consists of:**

- Reference(s)** – There may be up to 2 reference letters submitted. These may be from a teacher or instructor who has worked with a student in an area related to the course being challenged. The reference(s) must be submitted on the form titled “Knowledge and Skills Profile: Reference”.
- Evidence of Relevant Learning** – There may be up to 2 descriptions of “programs, courses or experiences” that provide evidence of successful learning that support an application for a PLAR challenge, submitted. These descriptions must be submitted on the form titled “Knowledge And Skills Profile: Evidence of Relevant Learning”.
- Samples** – Where appropriate, there may be one or two samples of original work that provides evidence of successful learning that support an application for a PLAR challenge. This may be useful in order to highlight the appropriateness of the challenge in an area not demonstrated in either the Reference(s) or the Evidence of Relevant Learning forms. These samples, where applicable, may be submitted with the completed form titled “Knowledge And Skills Profile: Sample Products”.

**Information:**

- The PLAR challenge will include: Formal tests with a balance between written work and practical demonstration that is appropriate for the subject/discipline - 70%
- Other assessments which may include written assignments, demonstrations/performances, laboratory work, quizzes and observation of the student – 30%
- Assessment is based on the expectations outlined in current Ministry of Education curriculum documents
- Only 4 credits may be granted through the challenge process – no more than 2 per discipline
- All information will be recorded in your Ontario Student Record (OSR) if the challenged course is a grade 11 or 12 course and the final phase of the assessment has begun. This includes passing mark, failing mark and withdrawal from the process. Only passing marks are listed for grade 10 challenges.

**INDIVIDUAL EDUCATION PLAN (I.E.P.)**

**\*\*Where applicable, provide a copy of your most recent I.E.P**

An I.E.P. will be available where an individual has been identified by an IPRC as an exceptional pupil. An IEP may also be prepared for students with special needs who are receiving special education programs and/or special education services, but who have not been identified as exceptional by an IPRC.

A copy of the I.E.P. should have been provided to the parent/guardian or to the student if they are over 16 from the special education department within the school.

An IEP is a written plan. It is a working document, which describes the strengths and needs of an individual exceptional pupil, the special education program and services established to meet that pupil's needs, and how the program and services will be delivered. It also describes the student's progress.

An IEP identifies the student's specific learning expectations and outlines how the school will address these expectations through appropriate special education programs and services. In developing or reviewing the student's IEP, consideration must be given to any recommendations made by the IPRC concerning special education programs and services that may be particularly appropriate for meeting the student's needs.

Detailed information on the I.E.P. is available at

<http://www.edu.gov.on.ca/eng/general/elemsec/speced/individu.html>

**4. PLAR CHALLENGE FOR CREDIT: CUMULATIVE TRACKING RECORD**

If you have previously attained a credit through the PLAR process, there will be a copy of the PLAR CHALLENGE FOR CREDIT: CUMULATIVE TRACKING RECORD in your OSR. This document may be obtained by contacting your secondary school guidance office. A copy of your most recent Cumulative Tracking Record must be included in the PLAR package that you submit.

The Cumulative Tracking Record provides an official record of the number of credits earned and the disciplines in which credits have been earned through the challenge process, as well as failures and withdrawals.

# PLAR CHALLENGE APPLICATION FORM

**PLEASE PRINT CLEARLY IN INK.  
IMPORTANT**

<b>First Name</b>	<b>Last Name</b>	<b>Student ID (OEN #)</b>	
<b>Address</b>	<b>Apartment/Unit</b>	<b>City</b>	<b>Postal Code</b>
<b>Home Telephone</b>	<b>Grade</b>	<b>School</b>	<b>School Telephone</b>
<b>School Contact (e.g. Counsellor, Teacher Advisor)</b>		<b>Gender (M/F)</b>	<b>Date of Birth (year / month / day)</b>

<b>PLAR Challenge Course Code</b>		
<b>Course Title</b>	<b>Course Type</b>	<b>Course Grade</b>

Course codes and curriculum expectations are available through the Ministry of Education Website at <http://www.edu.gov.on.ca/> or by speaking with your school's guidance counsellors

- ☐ A student is eligible to challenge courses that have NOT been attempted or completed through previous enrolment.
- ☐ Only courses available in HCDSB, developed from a provincial curriculum policy document may be challenged.

**Required Documentation** -Include the following information as a component of the PLAR Challenge Form.

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Ontario Student Transcript</b> (most recent) | <input type="checkbox"/> <b>Student Paragraph</b>  |
| <input type="checkbox"/> <b>Knowledge And Skills Profile</b>             | Written paragraph of 100-200 words.  |
| Reference(s), Evidence of Relevant and Successful Learning,              | <input type="checkbox"/> <b>PLAR Challenge for Credit: Cumulative Tracking Record.</b> (most recent) , if applicable |
| <input type="checkbox"/> <b>Individual Education Plan (I.E.P)</b>        |  |

## Signature for PLAR Challenge

I certify that the information given on this form and in any documents attached is correct, complete, and fully discloses all prior PLAR challenges. I hereby acknowledge and confirm my application to the PLAR challenge process and understand that submission of this form to Halton Catholic District School Board is a commitment to the completion of the assessment for the course indicated above. I am aware that passing/failing marks for Grades 11 and 12 courses will appear on my Ontario Student Transcript and withdrawals for Grades 10 to 12 will appear in my Ontario Student Record. I am aware that the PLAR challenge process will include formal tests worth 70% and other types of assessments worth 30% of the final mark. I am aware that my skills and knowledge will be evaluated against the expectations outlined in the appropriate provincial curriculum policy document. I am aware that a maximum of four credits may be granted through the challenge process for courses in Grades 10 to 12, with no more than two in any one discipline. I have reviewed the curriculum expectations and the descriptions of the levels of achievement for the course indicated above. I understand that a board/school committee will review my application.

<b>Student's Signature</b>	<b>Date</b>	<b>Parent/Guardian's Signature</b>	<b>Date</b>
_____	_____	_____	_____

I acknowledge that the student has discussed their request to challenge for this course with me, and that it is part of their plans for fulfilling their educational goals.

<b>Principal Signature</b>	<b>Date</b>
_____	_____

## OFFICE USE ONLY

<b>Date Received</b> (yyyy/mm/dd)	<b>Submitted:</b> <input type="checkbox"/> <b>Ontario Student Transcript</b> <input type="checkbox"/> <b>I.E.P, if applicable</b> <input type="checkbox"/> <b>Student Paragraph</b>	<input type="checkbox"/> <b>Knowledge and Skills Profile</b> <input type="checkbox"/> <b>PLAR: Cumulative Tracking Record, if applicable</b> <input type="checkbox"/> <b>All Signatures on Form</b>
<b>Is the package complete? Yes/No</b>		<b>Date Challenge Process Completed</b>

## Prior Learning Assessment and Recognition (PLAR)

### Knowledge and Skills Profile: Evidence of Relevant Successful Learning

*Please identify programs, courses or experiences that provide evidence of relevant successful learning that supports your application for a PLAR challenge.*

Name of Candidate: \_\_\_\_\_

Course Challenged: \_\_\_\_\_

### Evidence 1 (Please attach to this form)

Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Course/Program/Experience)

Contact Person: \_\_\_\_\_  
(Instructor/Leader/Reference)

### Rationale:

Briefly describe the knowledge or skills highlighted by this sample of work. Briefly explain how this supports your application for a PLAR challenge.

## Evidence 2 (Please attach to this form)

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Course/Program/Experience)

**Contact Person:** \_\_\_\_\_

(Instructor/Leader/Reference)

### Rationale:

Briefly describe the knowledge or skills highlighted by this sample of work. Briefly explain how this supports your application for a PLAR challenge.

## Prior Learning Assessment and Recognition (PLAR)

### Knowledge and Skills Profile: Sample Products

**Optional:** Where appropriate provide one or two samples of original work that provide evidence of successful learning that support your application for the PLAR challenge. This may be useful in order to highlight the appropriateness of the challenge in an area not demonstrated in either the Reference or the Evidence of Relevant Learning forms.

Name of Candidate: \_\_\_\_\_

Course Challenged: \_\_\_\_\_

#### Sample 1 (Please attach to this form)

Title: \_\_\_\_\_

Rationale:

Briefly describe the knowledge or skills highlighted by this sample of work. Briefly explain how this supports your application for a PLAR challenge.

**Sample 2** (Please attach to this form)

Title: \_\_\_\_\_

Rationale:

Briefly describe the knowledge or skills highlighted by this sample of work. Briefly explain how this supports your application for a PLAR challenge.

## Prior Learning Assessment and Recognition (PLAR)

### Knowledge And Skills Profile: References

Include up to 2 letters of reference from a teacher/instructor based on previous learning in an area related to the challenge.

#### Reference 1

Name of Candidate: \_\_\_\_\_

Course Challenged: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

#### Reference Contact Information

Position/Title: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (Postal code)

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

How long have you known the candidate? \_\_\_\_\_

In what capacity have you known the candidate?

☐ Teacher ☐ Instructor ☐ Personal Reference ☐ Other

Has the candidate explained to you the nature of the PLAR challenge?

☐ Yes ☐ No

Has the candidate reviewed with you the expectations of the Ministry course they intend to challenge?

☐ Yes ☐ No

Do you feel you have a reasonable understanding of the knowledge and skills the candidate should possess in order to make a successful PLAR challenge?

☐ Yes ☐ No

From your perspective, please rank the candidate in terms of the appropriateness of their prior learning (i.e., skills and knowledge) that would suggest they have a reasonable chance of success with their PLAR challenge?

☐ Low ☐ Medium ☐ High



**Please comment on the appropriateness and likelihood of success regarding the PLAR challenge by the candidate.**

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**Reference Signature**

**Date**

## Prior Learning Assessment and Recognition (PLAR)

### Knowledge and Skills Profile: References

Include up to 2 letters of reference from a teacher/instructor based on previous learning in an area related to the challenge.

### Reference 2

Name of Candidate: \_\_\_\_\_

Course Challenged: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

#### Reference Contact Information

Position/Title: \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (Postal code)

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

How long have you known the candidate? \_\_\_\_\_

In what capacity have you known the candidate?

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☐ Low ☐ Medium ☐ High

**Please comment on the appropriateness and likelihood of success regarding the PLAR challenge by the candidate.**

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**Reference Signature**

**Date**