

# Prior Learning Assessment (PLA) Application

Registrar's Office Halifax NS B3M 2J6 (902) 457-6117 FAX (902) 457-6498 [registrar@msvu.ca](mailto:registrar@msvu.ca)

This form is to be completed and submitted to the Registrar's Office prior to the submission of your Portfolio.

## Personal Information

_____	_____	_____		
Student ID#	Last Name	First Name(s)		
_____		_____	_____	_____
Apartment/Street		Town/City	Province	Postal Code
_____	(_____)_____	_____		
Program of Study	Phone Number	Mount Email Address		

I, the undersigned, am applying for permission to submit a Portfolio for Prior Learning Assessment for the following course(s):

Course Information	
<i>Completed by Student</i>	<i>Completed by Department</i>
Mount Course Equivalent _____ (eg BUSI 1112)	Mount Course Granted _____
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Mount Course Equivalent _____ (eg BUSI 1112)	Mount Course Granted _____

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

Please read the attached sheet for information regarding Prior Learning Assessment guidelines and suggestions regarding the submission of your portfolio.

## PRIOR LEARNING ASSESSMENT

### What is a PLA Portfolio and how is prior learning assessed?

Prior Learning Assessment can be granted for up to 50 percent of any undergraduate credential.

Prior Learning Assessment (PLA) is the assessment and evaluation of learning acquired through work/life experiences. The basic principle of PLA is that any learning that can be identified, described and demonstrated is important and valid.

Credits through PLA are determined on a course-match basis.

PLA candidates begin by identifying the courses for assessment. You must first examine course outlines and other course information to determine if your learning from life/work experiences matches with the Mount course outcomes. It is up to you as a PLA candidate to demonstrate that you have achieved the learning outcomes of the courses.

Normally a portfolio should contain

- a. description of learning experiences
- b. identification of knowledge, skills, and abilities related to course learning outcomes,
- c. supporting documentation to verify the learning claimed

(The portfolio documents and describes the learning you have acquired through your intellectual and professional growth. It normally includes learning narratives and a chronological record of your experiences.)

It is important to remember that credit is not awarded for experience but for your ability to demonstrate that the experiences, knowledge, and/or skills have met the learning outcomes of the course for which you are seeking credit.

### HOW TO PROCEED:

- Submit your PLA Application form, application fee and Portfolio for review of content to the Registrar's Office.
- The Registrar's Office will advise you if the application is complete or if further information should be provided. Once completed the Registrar's Office will forward onto the appropriate Department Chair.
- Following review of your Portfolio by the Department, the Registrar will advise you if credit has been approved or not, and your Portfolio will be returned to you. At this time, you will be required to pay the PLA Fee for each half unit awarded – one-half of the normal tuition rate for the course.

### The Portfolio Development Course (UNIV 2100)

The Mount recommends that students intending to request credit by portfolio assessment to register for the Portfolio Development Course, UNIV 2100. This course provides an excellent opportunity for you to gain an understanding of and to use the full range of skills and learning you have acquired to prepare your Portfolio.

UNIV 2100 may also count as 0.50 unit of professional elective in your degree program at the Mount.

# Portfolio Submission/Release Form

## For Prior Learning Assessment

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Please print clearly.

Student ID# \_\_\_\_\_ Last Name \_\_\_\_\_ First Name(s) \_\_\_\_\_

Apartment/Street \_\_\_\_\_ Town/City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Program of Study \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Mount Email Address \_\_\_\_\_

Portfolio for Mount Course Equivalent \_\_\_\_\_ Submission Date \_\_\_\_\_

Do you want your portfolio returned to you?  No  Yes  
 (If No, your portfolio will be shredded upon completion of the assessment)

If yes, please contact me via

- Phone number provided above
- Email provided above
- Mailing address provided above
- Other \_\_\_\_\_

**NOTE:** If you indicate that you want your portfolio returned to you upon completion, you have three months after the release notification to claim your portfolio.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

### OFFICE USE ONLY

#### Release Notification

Notified by: \_\_\_\_\_ Notified via  Method requested above

Notification Date: \_\_\_\_\_  Other \_\_\_\_\_

Additional Comments: \_\_\_\_\_

#### Release Authorization

- Portfolio claimed by student
- Portfolio claimed by authorized 3rd party
- Identification provided

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Registrar's Office Signature

\_\_\_\_\_  
 Date