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 *(identify courses being taken (note: courses can also be taken at the 21, 31 level))*

English Language Arts A30 **English Language Arts B30**	☐ ☐	**For Institution Use Only:**
Social Science *(one required)*	☐ Social Studies 30: Canadian Studies ☐ History 30: Canadian Studies ☐ Native Studies 30: Canadian Studies	**Program Plan developed through:**
Mathematics *(one required)*	☐ Math: Workplace and Apprenticeship 20 ☐ Math: Workplace and Apprenticeship 30 ☐ Math: Foundations 20 ☐ Math: Foundations 30 ☐ Math: Pre-Calculus 20 ☐ Math: Pre-Calculus 30 ☐ Calculus 30	☐ Assessment Plan ☐ Documentation ☐ Interview Program approved by: …………………………………… *Signature (PRINT NAME)*
Science *(one required)*	☐ Biology 30 ☐ Chemistry 30 ☐ Physics 30 ☐ Earth Science 30 ☐ Computer Science 20 ☐ Computer Science 30 ☐ Health Science 20 ☐ Environmental Science 20 ☐ Physical Science 20	…………………………………… *Date*
Electives Elective 1 Elective 2	☐ ………………………………………….. ☐ Prior Learning Credit	

Credit for Prior Learning 30 requested for:

☐ **ABE Adult 12 credit**	*(Name of course – submit official transcript)*
Non-formal learning ☐ **Non-credit course** ☐ **Non-credit course (work-based)**	*Complete Part II: Credit Requested for Non-Formal Learning (Non-Credit and Work-Based Courses)*
Informal learning ☐ **Employment** ☐ **Community Involvement**	*Complete Part III(a) – Credit Requested for Informal Learning (Employment)* *Complete Part III(b) – Credit Requested for Informal Learning (Community Involvement)*
☐ **Self-employment**	*Complete Part III(c) – portfolio documentation required*
☐ **Journey-person certificate**	*(Name of course – attach copy of certificate)*

For institution use only	*For Ministry of Education use only*	*Comments*
☐ PL 30 recommended ☐ PL 30 not recommended ………………………………….. *Authorized Signature (PRINT NAME)* ………………………………….. *Title* ………………………………….. *Date*	☐ Approved ☐ Not approved ………………………………………… *Registrar, Student Services* ………………………………………… *Date*	

Saskatchewan

Prior Learning 30 – Application for Credit

Part 2
Credit Requested for Non-Formal Learning (Non-Credit and Work-Based Courses)
(to be completed by the course provider)

Post-secondary delivery organization requesting credit		
Post-secondary delivery organization where non-credit course was offered		**Dates of course**
Address:		

Course Name:	**Course Length (in hours):**
Course Aims, Goals and Objectives:	**Course Outline:**

Course Evaluation Method *(please provide explanation)*

Declaration

_____ has completed the aforementioned program with a

minimum attendance of 85%:

……………………………………………………………… ……………………………………….
Signature (PRINT NAME)   *Date*

………………………………………………………………………….
Title
(Note: signing official will be contacted by the Credit Granting Organization for verification of information provided.)

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:
- 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.

Skill	Description	Observed	Not observed	Not part of job
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.	☐	☐	☐
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.	☐	☐	☐
Numeracy	Manages money accurately.	☐	☐	☐
	Uses math for schedules, budgets, accounting, and/or ordering materials.	☐	☐	☐
	Uses measurement.	☐	☐	☐
	Uses math for data analysis.	☐	☐	☐
Writing	Organizes, records, and documents information.	☐	☐	☐
	Writes notes or memos.	☐	☐	☐
	Requests information or justifies a request.	☐	☐	☐
	Presents an analysis or comparison.	☐	☐	☐
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.	☐	☐	☐
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.	☐	☐	☐
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.	☐	☐	☐
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.	☐	☐	☐
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.	☐	☐	☐

Prior Learning 30 – Application for Credit

Credit Requested for Informal Learning (Employment)

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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

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For Post-secondary Delivery Organization Use Only

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

☐ yes

Authorized Signature _____
                                    (PRINT NAME)

Date _____

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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: • 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.		Observed	Not observed	Not part of role
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.	☐	☐	☐
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.	☐	☐	☐
Numeracy	Manages money accurately.	☐	☐	☐
	Uses math for schedules, budgets, accounting, and/or ordering materials.	☐	☐	☐
	Uses measurement.	☐	☐	☐
	Uses math for data analysis.	☐	☐	☐
Writing	Organizes, records, and documents information.	☐	☐	☐
	Writes notes or memos.	☐	☐	☐
	Requests information or justifies a request.	☐	☐	☐
	Presents an analysis or comparison.	☐	☐	☐
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.	☐	☐	☐
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.	☐	☐	☐
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.	☐	☐	☐
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.	☐	☐	☐
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.	☐	☐	☐

Revised August 2023

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

Notes:		Evidence Provided	Evidence not provided	Not part of role
• 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.	☐	☐	☐
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.	☐	☐	☐
Numeracy	Manages money accurately.	☐	☐	☐
	Uses math for schedules, budgets, accounting, and/or ordering materials.	☐	☐	☐
	Uses measurement.	☐	☐	☐
	Uses math for data analysis.	☐	☐	☐
Writing	Organizes, records, and documents information.	☐	☐	☐
	Writes notes or memos.	☐	☐	☐
	Requests information or justifies a request.	☐	☐	☐
	Presents an analysis or comparison.	☐	☐	☐
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.	☐	☐	☐
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.	☐	☐	☐
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.	☐	☐	☐
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.	☐	☐	☐
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.	☐	☐	☐

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 _____
                                       (PRINT NAME)

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