



## Quick Guide: Complete My PLAR Application

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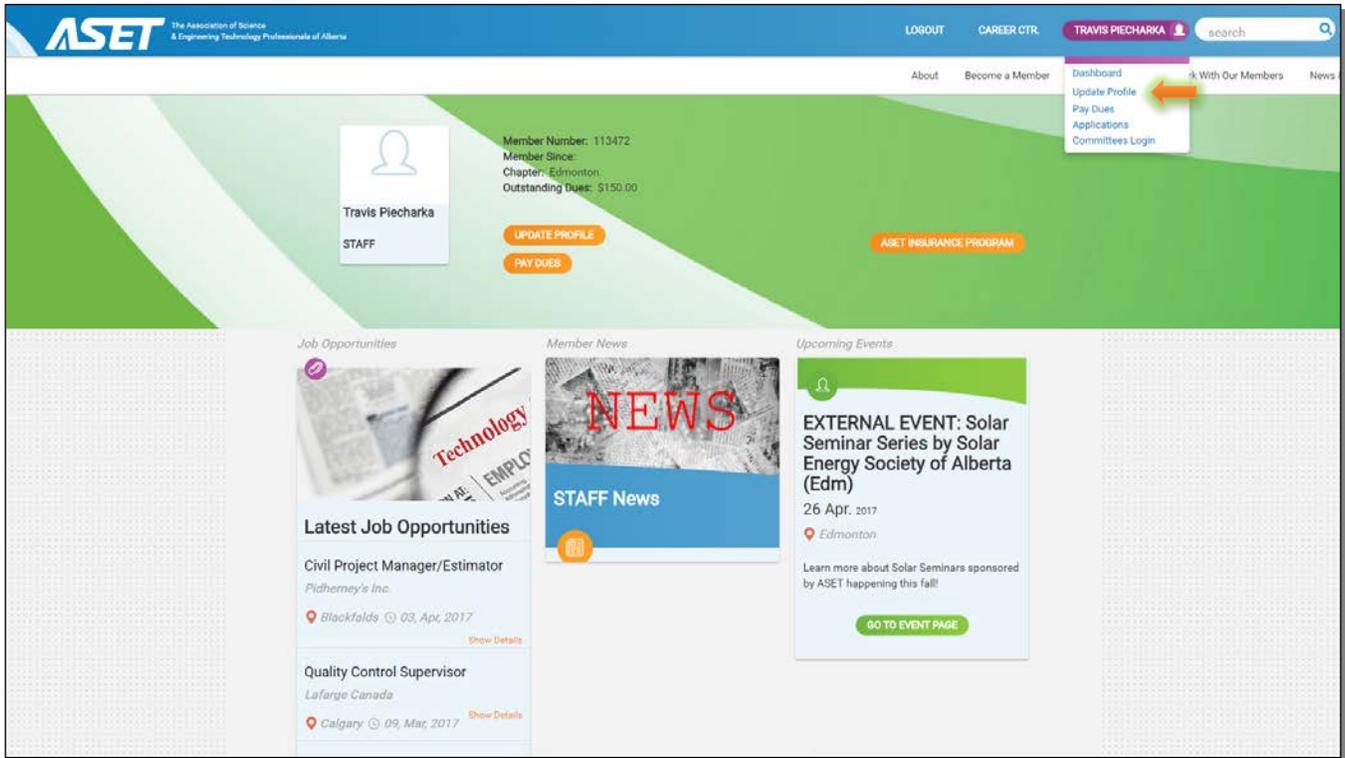
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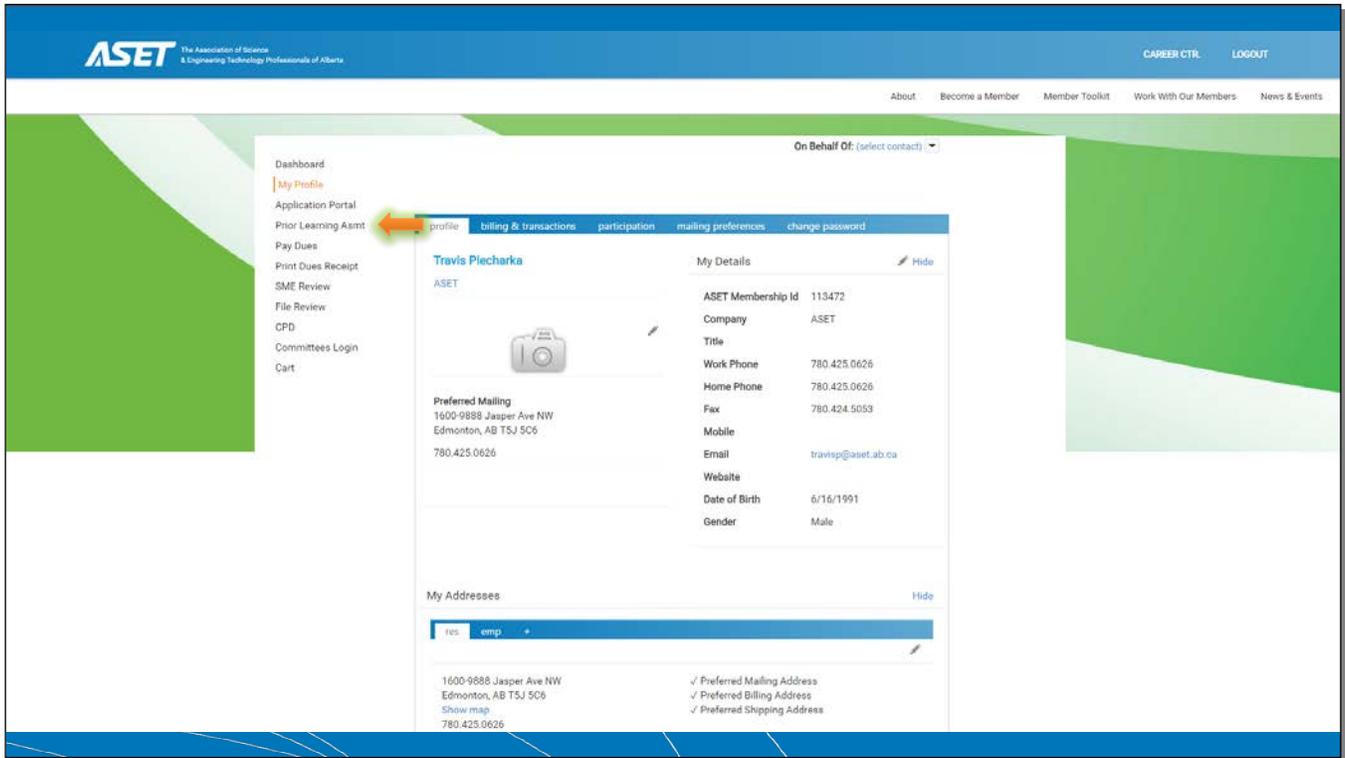
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Visit the ASET website and click Login. Enter the ASET ID number provided in your confirmation email and the password you used to start your application.



Once you have logged in, click your name at the top of the screen and select “Update Profile”



From your profile page, click on “Prior Learning Asmt” on the left hand side to access your PLAR application.

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Show Getting Started

PLAR Portfolio Applicant Guidelines  
 General Academic Criteria  
 Program Discipline Academic Criteria

**PLAR Application Overview**

Application Complete: 8/17 criteria ready to submit  
 Application Status: Submitted Application Approved and in Process

Deadline: 2018-02-27

Learning Outcomes	Criteria	Status	Last Updated
<a href="#">General Academic Criteria</a>	8 of 8 criteria are required	Outcomes Completed	32/43
	Communication	3/3	
	Mathematical Techniques	5/5	
	Teamwork	0/5	
	Management and Business Principles	2/2	
	Ethics, Sustainability, Contracts, and Codes	7/7	
	Graphical Communications	7/7	
	Computer Knowledge	0/5	
	Health and Safety	8/8	
<a href="#">Survey / Geomatics Technology</a>	5 of 9 criteria are required	Outcomes Completed	11/47
	Geospatial Terrain Data	5/5	

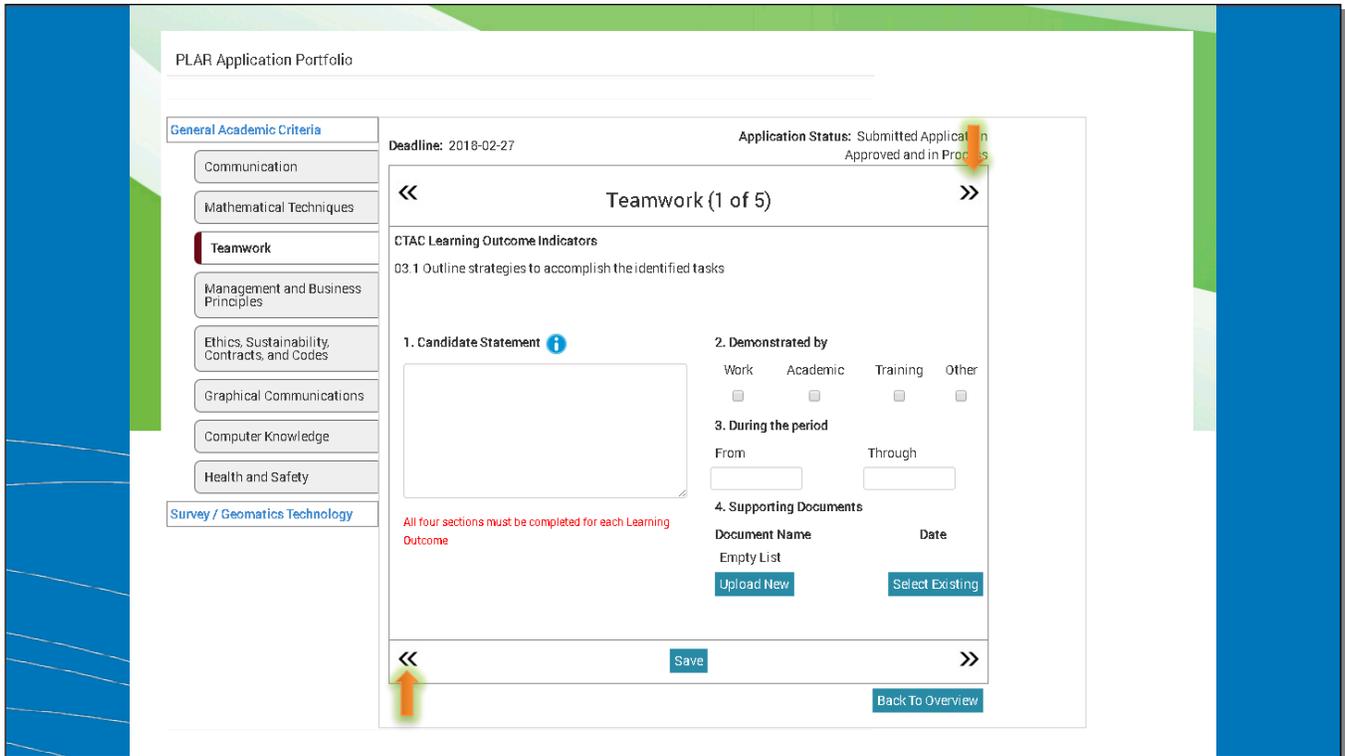
This is the PLAR Application Overview page, you will notice the PLAR Portfolio Guidelines, the General Academic Criteria and Program Discipline Specific Academic Criteria are explained in more depth in the PDF's in the top right corner of the page.

All of the general academic criteria needs to be met.

For the Discipline specific academic criteria a minimum of 5 learning outcomes need to be completed but you may complete as many as are applicable. The assessors will only see the ones that are completed.

	<a href="#">Graphical Communications</a>	7/7
	<a href="#">Computer Knowledge</a>	1/6
<b>Outcome</b>		
	<a href="#">07.1 Determine when computers or other technology can enhance productivity, the completion of tasks, solving of problems, performing research and creating products</a>	<input checked="" type="checkbox"/> Complete 28/02/2017
	<a href="#">07.2 Use basic computer operating systems and common application software competently</a>	<input type="checkbox"/> In Progress 28/02/2017
	<a href="#">07.3 Manipulate data using electronic communication systems</a>	<input type="checkbox"/> Not Started
	<a href="#">07.4 Manage computer file systems</a>	<input type="checkbox"/> Not Started
	<a href="#">07.5 Solve technical problems using technical computer application software common to the discipline</a>	<input type="checkbox"/> Not Started
	<a href="#">07.6 Access and manipulate information using internet technologies</a>	<input type="checkbox"/> Not Started
	<a href="#">Health and Safety</a>	8/8

Drop downs on the overview page show what is completed, in progress and what is still needing to be completed.



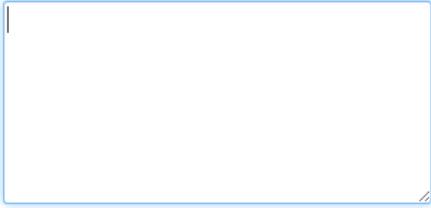
Once you have clicked on one of the criteria, it will start you at the first learning outcome indicator. Read the learning outcome indicator, and begin to fill out the required sections. All four sections must be completed for each Learning Outcome.

You can move between learning outcomes using the arrows at the top or bottom of page and they will save your progress as you go. You are not required to hit "Save" after each learning outcome indicator is completed, as this is done automatically with the arrows, but for good measure the "Save" button is available.

The "Back To Overview" button will bring you back to the last page with the overview of the whole application.

Down the left hand side of the page you can also navigate through the criteria.

1. Candidate Statement 



Describe **how** you developed the skill and knowledge for learning outcome indicator.

This should also included the **location** (for example: The company that you worked at)

**NOTE:** Locations and Dates can be used more than once in your application.

**Candidate Statement:** Should be quite concise, straight to the point, the supporting documents will help show further evidence for learning outcome.

<p><b>2. Demonstrated by</b></p> <p>Work    Academic    Training    Other</p> <p><input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/></p> <p style="text-align: center;"></p> <p><b>Indicate</b> how you demonstrated the learning outcome by checking off work, academic, training or other.</p>	<p>State the <b>time frame</b> that this learning outcome was achieved</p> <p style="text-align: center;"></p> <p><b>3. During the period</b></p> <p>From                      Through</p> <p><input type="text"/>                      <input type="text"/></p>
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**Demonstrated By:** Indicate how you demonstrated the learning outcome by checking off work, academic, training or other. You may check off more than one box if applicable.

**During the period:** State the time frame that this learning outcome was achieved. When you click on the boxes, a calendar will pop up that will allow you to choose the dates directly. You may also type the date in the format of YYYY-MM-DD.

**4. Supporting Documents**

Document Name	Date
Empty List	

Upload New      Select Existing

**Upload** supporting documentation that provides evidence of your skill and knowledge in relation to each learning outcome.

Supporting documentation **may be used more than once** throughout your portfolio if the documentation applies to multiple learning outcomes.

## Supporting Documents

Upload supporting documentation that provides evidence of your skill and knowledge in relation to each learning outcome. Supporting documentation may be used more than once throughout your portfolio if the documentation applies to multiple learning outcomes.

Note, you can upload new documentation from your computer. The formats that are acceptable are PDF, Word and Excel documents. Once you have uploaded a document into your application page, it will save on there if you want to use it again, this can be done by clicking “Select Existing” and choosing from the attachments you have already uploaded.

The examples of supporting documents are on the next slide.

### Examples of Supporting Documents

a) Paid work (full or part-time) or volunteer work

- i. Job descriptions
- ii. Performance evaluations
- iii. Commendation letters
- iv. Validation letters
- v. Work samples
- vi. Publications

b) Courses, seminars, workshops, conferences, professional certification

- i. Certificates or completion letters
- ii. Course work samples or exam marks
- iii. Presentations or publications

c) Other (in situations where you cannot produce existing documentation)

- i. Letter or essay describing how you developed your skill and knowledge in relation to a particular academic criterion or criteria
- ii. Technical report demonstrating your skill and knowledge in relation to a particular academic criterion or criteria

#### Sample Request for Validation Letter

Adapted from the PLA Training Modules produced by the Center for Curriculum, Transfer and Technology for the Province of British Columbia Ministry of Education, Skills and Training

This is a template an applicant may use to request a validation letter from a reference. The applicant may choose to contact the reference more informally via email, depending on the preference of the applicant or reference. The validation letter provided by the reference, however, should be prepared on letterhead and signed by the reference.

[Date]  
[Name of Reference]  
[Address of Reference]

Dear [Name of Reference]:

I am writing to ask you for a letter on my behalf to assist with obtaining certification with ASET. As part of ASET's Prior Learning Assessment and Recognition (PLAR) process, I am hoping to earn recognition for my learning obtained outside of an academic program. Your letter will help me provide the evidence that what I know and can do is equal to the academic requirements for certification. I have included a copy of the learning benchmarks for your reference.

Following the recommendations of ASET, I would like your letter to include the following:

1. A description of my position ([Title] and [Date]). This should include a brief mention of the responsibilities I assumed and some of my main accomplishments.
2. A statement of your relationship to me; for example, that you were my immediate supervisor, and the situations under which you observed or evaluated my work.
3. An indication of the skills, knowledge, and abilities you believe I possess. (You may find it helpful to refer to the enclosed learning benchmarks.)
4. A statement indicating how well you think I met the overall job role.

I would appreciate you preparing this letter on letterhead, adding your contact information, and signing the letter before sending a copy to me.

Thank you very much for agreeing to write this letter on my behalf. As I am sure you are aware, earning this certification at this point in my life is very important to me.

Should you have any questions, please let me know ([Applicant Contact Information]).

Sincerely,

[Signature of Applicant]

## Examples of Supporting Documents

Official partial transcripts will still need to be submitted to ASET if using for credit for any learning outcome.

Validation Letters: Validation letters are not letters of recommendation. In a validation letter, a reference with direct knowledge of your work verifies and assesses the learning you have obtained through your experience in a particular role or activity.

PLAR Application Portfolio

General Academic Criteria

- Communication
- Mathematical Techniques
- Teamwork**
- Management and Business Principles
- Ethics, Sustainability, Contracts, and Codes
- Graphical Communications
- Computer Knowledge
- Health and Safety

Survey / Geomatics Technology

Deadline: 2018-02-27      Application Status: Submitted Application Approved and in Process

### Teamwork (1 of 5)

CTAC Learning Outcome Indicators

03.1 Outline strategies to accomplish the identified tasks

**1. Candidate Statement** ⓘ

**2. Demonstrated by**

Work	Academic	Training	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3. During the period**

From:  Through:

**4. Supporting Documents**

Document Name	Date
Empty List	
<a href="#">Upload New</a>	<a href="#">Select Existing</a>

All four sections must be completed for each Learning Outcome

Save      Back To Overview

If at any point you need a reminder for what needs to be submitted into each section, click the blue circle with the “i” for this information.

The screenshot displays a progress overview for two criteria sections. The 'Teamwork' section is fully completed (5/5), while the 'Survey / Geomatics Technology' section is 5 of 9 criteria required, with 14 of 47 outcomes completed.

Criteria Section	Progress
Teamwork	5/5
Management and Business Principles	2/2
Survey / Geomatics Technology	5 of 9 criteria are required, 14/47 Outcomes Completed

Outcome	Completion Status	Date
03.1 Outline strategies to accomplish the identified tasks	Complete	28/02/2017
03.2 Identify roles for each member of the team	Complete	28/02/2017
03.3 Employ equitable and fair treatment of team members	Complete	28/02/2017
03.4 Resolve conflicts employing techniques intended to bring about a mutually agreeable resolution	Complete	28/02/2017
03.5 Examine the group's progress and make adjustments when necessary	Complete	28/02/2017

Criteria Section	Outcomes Completed
Geospatial Terrain Data	6/6
Survey Data	0/5
GIS Data	0/5
Contractual Obligations	0/7
Survey Equipment	0/7
Project Records	0/5
Environmental Impact Studies	0/4
Project Coordination	3/3
Liaison	5/5

A red arrow points to the 'Submit' button in the bottom right corner of the interface.

When you have submitted all the necessary documentation for each learning outcome, the page overview should show the amount of outcomes completed in each criteria section. Remember, for discipline specific criteria there is a minimum completion of 5 learning outcomes required, but you can submit as many as are applicable.

Once you have completed the learning outcomes and you are ready to submit for review, go back to the page overview and click "Submit" in the bottom right hand corner.

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### ASET PLAR Submission

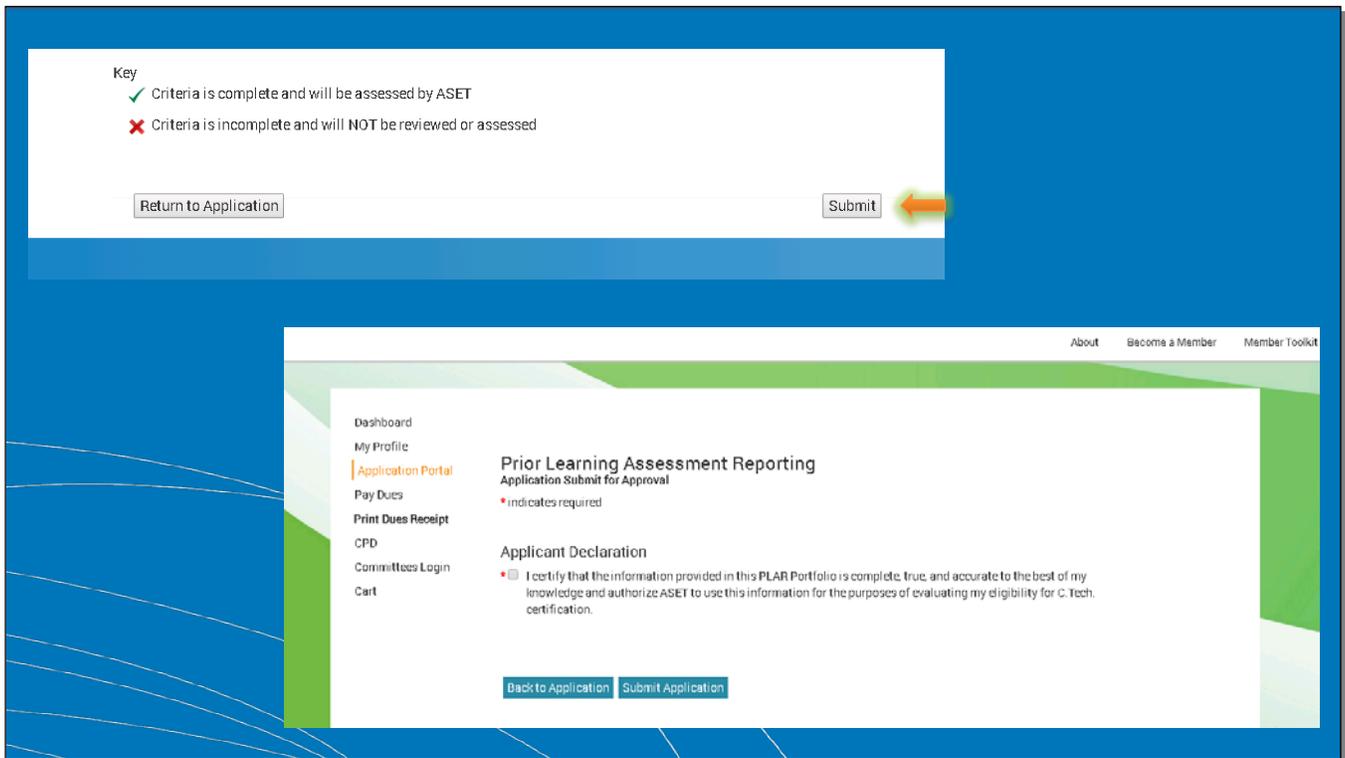
Your Prior Learning Assessment is now ready for submission to ASET for evaluation.

**The following Learning Criteria have been fully completed and will be submitted:**

Outcome Group	Criteria	Outcomes
<a href="#">General Academic Criteria(8 of 8)</a>		
	✓ <a href="#">Communication</a>	3/3
	✓ <a href="#">Mathematical Techniques</a>	5/5
	✓ <a href="#">Teamwork</a>	5/5
	✓ <a href="#">Management and Business Principles</a>	2/2
	✓ <a href="#">Ethics, Sustainability, Contracts, and Codes</a>	7/7
	✓ <a href="#">Graphical Communications</a>	7/7
	✓ <a href="#">Computer Knowledge</a>	6/6
	✓ <a href="#">Health and Safety</a>	8/8
<a href="#">Survey / Geomatics Technology(5 of 9)</a>		
	✓ <a href="#">Geospatial Terrain Data</a>	6/6
	✓ <a href="#">Survey Data</a>	5/5
	✓ <a href="#">GIS Data</a>	5/5
	✓ <a href="#">Contractual Obligations</a>	7/7
	✗ <a href="#">Survey Equipment</a>	0/7
	✗ <a href="#">Project Records</a>	0/5
	✓ <a href="#">Environmental Impact Studies</a>	4/4
	✓ <a href="#">Project Coordination</a>	3/3
	✓ <a href="#">Liaison</a>	5/5

**Key**  
✓ Criteria is complete and will be assessed by ASET  
✗ Criteria is incomplete and will NOT be reviewed or assessed

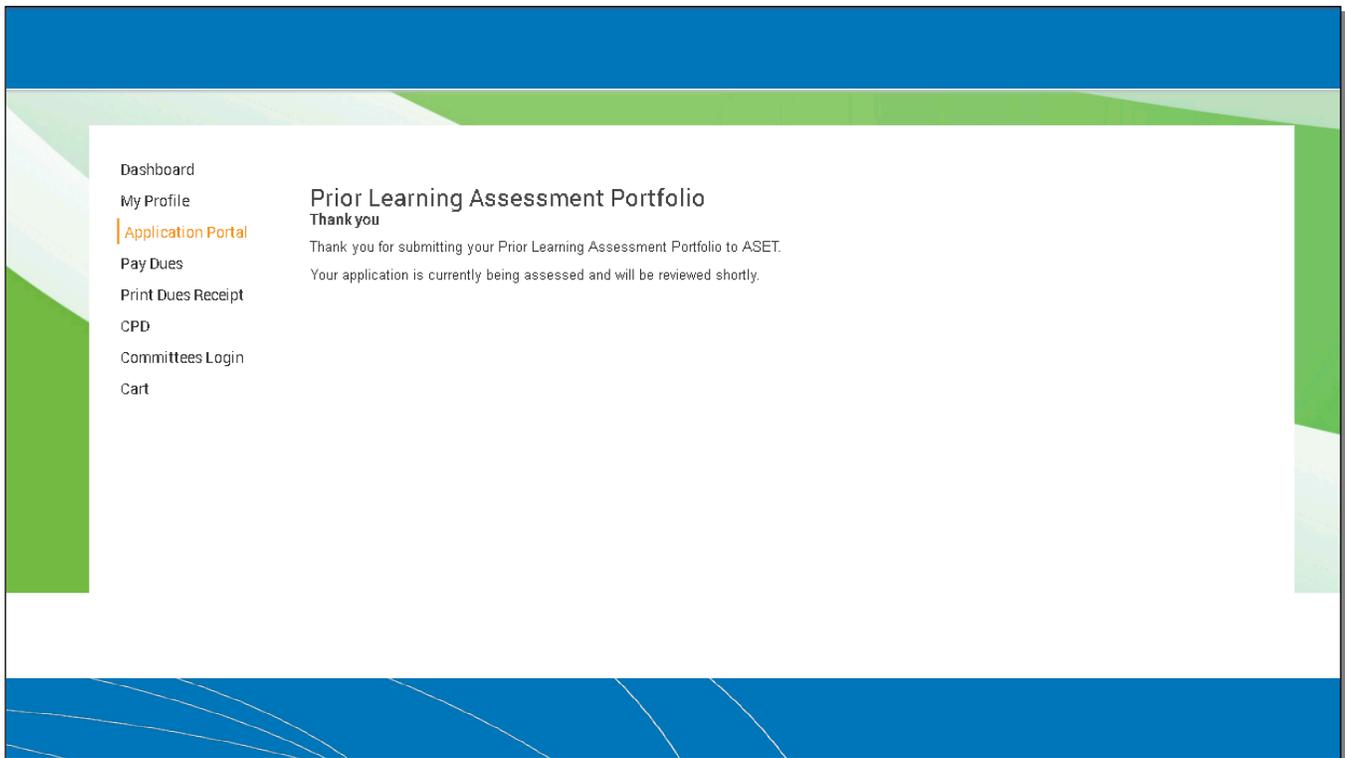
Once you have clicked submit, it will take you to the PLAR Submission overview, this will let you see that you have completed each criteria, and will reassure that any criteria that are left incomplete will not be reviewed or assessed.



If everything is ready to go, at the bottom of the submission overview page the “Submit” button will no longer be greyed out and you will be able to submit your application by clicking on “Submit”.

If you want to go back and edit anything in your application click “Return To Application”

Once you have clicked “Submit” you will be directed to the Applicant Declaration, please read through the declaration, and check off the box before finally clicking “Submit Application”



When you have arrived at this screen, the application is completed and will be assigned to a PLAR Assessor. Once they have assessed your application you will be notified of the results, if you are needed to correct or re-submit any information, the application will be returned to you with comments from the Assessor.

If you need to revise your application, the second copy will be assessed by a different assessor that will not have access to the first assessment done. If you need to go through a second time for revisions, ensure to revise your Candidate Statements as the comments section is viewed by Staff but not by the second assessor.

If you have passed the PLAR application you will receive a Certificate from ASET, that will equate your application to a one year Technician Education equivalent, then you may begin your application for C.Tech.

## Questions?

- ASET staff are here to help:

[registration@aset.ab.ca](mailto:registration@aset.ab.ca)

780-425-0626



ASET staff are here to help throughout the application process. Please contact us at any time if you require further assistance.