

# Office Education certificate program

<p><b>What is PLAR?</b></p>	<p>Prior Learning Assessment (PLAR) is an evaluation through a valid and reliable process, by qualified specialist(s), of the knowledge and skills that have been learned through non-formal education, training or experience to determine the equivalency for credit to a SIAST course.</p>
<p><b>What can PLAR do for me?</b></p>	<p>PLAR reduces redundant learning and provides:</p> <ul style="list-style-type: none"> <li>▪ Recognition for skills and knowledge acquired through prior learning</li> <li>▪ Portable credentials</li> <li>▪ Increased employment opportunities</li> </ul>
<p><b>How do I know if I'm a candidate?</b></p>	<p>If you have recent (within the past five years) successful work experience in the clerical support field <b>and</b> can provide evidence of your skills and knowledge to meet learning outcomes with the Office Education program, you may be a PLAR candidate.</p>
<p><b>What are the PLAR options?</b></p>	<p>You must be registered in a SIAST Office Education program to receive PLAR services. Admission standards for programs will still apply. See admissions policy in the <a href="#">SIAST calendar</a> or <a href="#">website</a>.</p> <p><b>Individual course challenge</b> If you have previously learned the skills and knowledge for one or more of the Office Education program courses, you may apply to be assessed for each applicable course.</p>
<p><b>How many courses are available by PLAR?</b></p>	<p>Every course in the Office Education program is PLAR-ready. There is no limit. You may challenge as many of these courses as you are able to prove prior skills and knowledge through assessment.</p> <p>Some courses common to many programs at SIAST (i.e. communications, math, social sciences, and computer applications) are managed by Associated Studies Faculty. To see if the shared courses in your program are PLAR-ready, visit the "Courses common to multiple programs" link on the <a href="#">PLAR homepage</a> for further details.</p>
<p><b>When are PLAR challenges offered?</b></p>	<p>PLAR challenges are currently being offered September through June.</p> <p><i>Note:</i> A PLAR application must be made a minimum of two months prior to when the course is offered.</p>
<p><b>How much does PLAR cost?</b></p>	<p>To find fees for your course(s) visit the <a href="#">PLAR database</a> and select your program of study from the first dropdown list of programs or search the course name and code using the "<b>keyword search</b>" option.</p> <p>For assistance, call SIAST and ask to speak to the PLAR advisor/counsellor at: 1-866-467-4278 or 1-866-goSIAST.</p>

<p><b>Are there methods other than PLAR to gain SIAST course credits for prior learning?</b></p>	<p><b>Transfer Credit</b></p> <p>SIAST may grant a transfer credit for course(s) from a recognized credit-granting post-secondary educational institution. The training must be similar in content, objectives and evaluation standards to SIAST training.</p> <p>Major changes in program content may require that the student repeat or seek prior learning assessment recognition for the course for which transfer credit is requested.</p> <p>Any transfer credit agreements with this program are listed in the candidate guide.</p> <p>For specific information and guidelines regarding transfer of credit, contact a SIAST educational counsellor or refer to the SIAST website:</p> <p><a href="http://www.siastr.sk.ca/stuservices/plar/transfer_credit.shtml">http://www.siastr.sk.ca/stuservices/plar/transfer_credit.shtml</a></p>
	<p>If your training does not qualify for credit transfer you may ask for a review of your learning through the PLAR process.</p>
	<p><b>Equivalent course credit</b></p> <p>The Office Education program may recognize credit for a specific SIAST course(s) on the basis of previous credit in another SIAST course(s) with similar content.</p> <p>If the curriculum no longer qualifies for equivalency, a student may request PLAR for the course(s) if additional learning has occurred to meet the change in the current learning outcomes.</p>
<p><b>What do I need to prepare for a PLAR assessment?</b></p>	<p>Credit is earned for proven knowledge and skills. You will be assessed on your competence in the learning outcomes for each course. For more information on the learning outcomes, criteria, and the form of assessment please refer to the Office Education program <a href="#">PLAR candidate guide &amp; self-audit package</a></p>
<p><b>How do I get started?</b></p>	<ol style="list-style-type: none"> <li>1. Review the <a href="#">10-step PLAR process</a></li> <li>2. Call SIAST and ask to speak to the PLAR advisor/counsellor assigned to the Office Education program at: 1-866-goSIAST.</li> </ol>