


# POLK STATE COLLEGE



## **PRIOR LEARNING ASSESSMENT PORTFOLIO DEVELOPMENT**

**COLLEGE CREDIT FOR NON-FORMAL LEARNING**

# Earn College Credit For Non-Formal Learning – Life and Work Experience!



A Prior Learning Assessment (PLA) Portfolio allows you to gain credit for knowledge you have gained in a variety of ways other than formal education.

It is a process by which you demonstrate that what you have learned is equivalent to the learning taught in a postsecondary class.

# How is Work/Life Experience Evaluated?



- Students develop a portfolio that provides documentation that course outcomes have been met
- Course outcomes are met through
  - ✦ Training
  - ✦ Work experience
  - ✦ Responsibility/expertise
  - ✦ Life experience

**Note: Submission of portfolio does not guarantee credit will be approved.**

**Credit is awarded for learning that occurred through experience – not for the experience itself.**

# Examples of Where Learning Occurs



- Experience
- Employment
- Workshops
- Non-credit courses
- Employer-sponsored training
- Travel
- Professional development
- Volunteer activities
- Awards

- Conferences
- Independent reading
- Online training
- Projects
- Work Experience
- Webinars
- Recreation/hobbies
- Self-directed study
- Licenses (that do not qualify for articulated credit)

# Elements of a Portfolio



- Cover page
- Table of contents
- ***Request for Prior Learning Assessment Credits*** form
- Course syllabus/syllabi with detailed course learning outcomes
- Abstract
- Autobiography
- Resume
- Goal statements/degree audit
- Chronological record
- Narrative about knowledge acquired/significant learning outcome
- Bibliography
- Documents demonstrating learning outcomes achieved
- Appendices
- Evaluation forms

# Goal Statements



- How prior learning assessment relates to your educational goal(s)
- Statement on course(s) or outcomes being petitioned for credit
- Signature of Authenticity – a signed statement stating the information provided is accurate and true representations

# Chronological Record



- Resume
  - Expanded
  - With or without training records
- Detail significant activities
  - Chart format
  - What you know and can do
- Work experience
- Non-formal learning

# Narrative About Knowledge Acquired



- An essay or competency statements demonstrating the match between student's learning and college-level outcomes for each course petitioned.
- One essay is submitted for each course petitioned.



# Documentation



Documents submitted must demonstrate learning outcomes achieved.

# Documentation – Captions or Artifacts



- Job Descriptions
- Performance Appraisals
- Transcripts
- Samples of Work
- Testimonials
- Certificates of Attendance
- Evidence of Knowledge

# Appendices/Evaluation Forms



- Additional materials if necessary such as references used in citations
- Forms used by faculty assessor(s) to write the credit recommendation

# Questions to ask yourself



- Can I differentiate my learning from my experience?
- Am I able to demonstrate my learning is appropriate in level and content to the course outcomes I am seeking?
- Can I demonstrate I possess the knowledge from my experience over time?

Cont'd on next page →

# Questions Continued



- Am I able to demonstrate my learning for the courses I am requesting so it can be evaluated by an expert in the course/subject area?
- Do I understand both practical and theoretical applications of the course(s)?
- Is my learning able to be applied in general situations?

# Criteria



In order to receive credit for PLA, the experience must be

- college level
- applicable to more than one environment
- able to be validated
- relevant to the student's degree program
- non-duplicative of credit that has already been earned.

All of the above criteria must be met!

# SLS 2370 PLA Portfolio Development



SLS 2371 is a 2-credit, eight-week online course.

This course provides:

- an overview of the portfolio development process
- structured activities to build components of a portfolio
- a systematic approach to portfolio development
- direction in organization of documentation
- samples of each portfolio requirement

# How Do I Get Started?



- Qualifications for PLA. You must:
    - Be enrolled in a degree-seeking program at Polk State College
    - Have completed ENC 1101 and either attained placement in college-level math or completed college preparatory math courses
    - Have a minimum of 3 years professional experience
  - Go to [www.polk.edu/pla](http://www.polk.edu/pla). Review the following documents and complete the tasks:
    - ***Polk State Prior Learning Assessment Portfolio PowerPoint*** (answer questions)
    - ***Polk State Prior Learning Portfolio Guidelines*** (write abstract)
- Cont'd →



# How Do I Get Started, cont'd



- Complete ***Polk State Request for Prior Learning Assessment Credit*** form and submit to appropriate program director. Students must attach to this form
  - ❖ a ***Basic Course Information*** (BCI) sheet for each course they are requesting credit for (see [www.polk.edu/bci](http://www.polk.edu/bci))
  - ❖ responses to PLA questions from the ***Polk State Prior Learning Assessment Portfolio*** PowerPoint
  - ❖ the abstract written from the ***Polk State Prior Learning Portfolio Guidelines***
  - ❖ ***A resume***
  - ❖ ***Unofficial copies of college transcripts (if applicable)***

# How Do I Get Started, Con't



- Meet with appropriate program director
- Once program director approves request to pursue PLA, decide whether to develop the portfolio independently or to take SLS 2371 *PLA Portfolio Development* to assist with portfolio development (taking this course is recommended).
- Pay PLA fee of \$50 per credit requested. This is a nonrefundable fee. Keep receipt to submit with portfolio.
- Build portfolio and submit to appropriate program director.