

Students applying for Senior PLAR must follow this guide to avoid delays in processing your application. Incomplete applications will be returned and students will be required to resubmit the information needed.

PLAR for Mature Students Senior Equivalent Credits Application Guide

It is important that students attempt to provide all of the information requested as shown in this guide when completing the Senior PLAR application so that the school may verify the experience. *Equivalent credits will not be granted for those prior learning experiences that have not been fully documented.*

SECTION A – LANGUAGES

Languages - ***Please check all that apply.*** Students may receive senior equivalent credits for Oji-Cree (LNLCO), Ojibway (LNODO) etc.

SAMPLE Answer

Languages	English	Oji-Cree	Ojibway	Cree	Other
Speak	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Read	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER – I can speak French.

SECTION B – HOBBIES

Hobbies - Describe any hobbies that you have. In particular, you should emphasize the skills and knowledge that you have developed as a result of your experience with this hobby. How long have you been involved with this hobby? Some examples of hobbies are reading, writing, sewing, beading, hunting, canoeing, etc.

SAMPLE Answer(s)

1) Name of Hobby: **Reading**

How long have you been involved with this hobby? ***I have been reading since I was in Grade 8. Or I have been reading since elementary school and still enjoy reading books as an adult. Or I have been reading as a hobby for 10 years.***

Emphasize the skills and knowledge that you have developed as a result of your experience with this hobby. (What did you learn?)

SAMPLE Answer

Through reading, I have learned names of different places, new words to add to my vocabulary, improved my spelling, and it also piques my curiosity of things I read about. I like reading murder mysteries and romance novels. Reading has also helped me de-stress after a hectic day. It's a quiet time for me.

I also find reading has improved my general knowledge. I also read magazines that are of interest to me. For example, Parenting, Canadian Living, Good Housekeeping, Women's Health, and Reader's Digest. Through reading, I also discovered my interests as you can see from my choice of reading material.

SECTION C – LEADERSHIP OPPORTUNITIES

Leadership Opportunities- Some people have had leadership opportunities in the workplace, through athletics, or in various clubs and organizations. Describe in detail any such (or other) leadership opportunities that you have had. What knowledge and skills did you acquire as a result of these opportunities?

SAMPLE Answer

Name of Leadership activity: ***Team Captain (Hockey Team)***

(For example, coach, captain, leader, crew supervisor, etc.)

Date: ***I was the captain of our hockey team for three seasons. October- March of 2011-2013.***

What knowledge and skills did you acquire as a result of these opportunities?

SAMPLE Answer – the focus of your answer should be on the knowledge and skills as being a leader.

As team captain I made sure the team members knew and is aware of any changes in our practice schedule. I set up a Facebook (closed page) for our team to keep in contact with everyone. I learned to praise my teammates whenever an opportunity arises during our games. It helped boost the team’s spirit when we praise and support one another. I also learned how to deal with conflicting personalities among my team mates. People have different personalities and interests so at times this will surface during our games and practices.

Being the team leader, our coach and I have to work closely together so that I can encourage my teammates to follow the strategies he has discussed. I have also learned my strengths and weaknesses and my fellow team members. I also mentor my teammates. Sometimes the younger players need extra time for practice so I help out or have extra practice time for them.

SECTION D – VOLUNTEER WORK

Volunteer Work- Provide details of any community service or volunteer work with which you have been involved. **Be sure to include the name of the organization and a detailed description of your duties and the knowledge and skills required to perform the work.** Also indicate when you did the volunteer work and for how long. Use more paper if needed. **The contact number/person must be available for verification.**

(Please note that community service completed to fulfill a criminal sentencing requirement does not count. Also community involvement hours completed as a high school student toward diploma requirements do not count.)

SAMPLE Answer

Name of Activity	Contact # Person	Date	Hours Worked	Description of Activities/New Learning – Be Specific, clear, detailed.
Cooking at a community feast	SAME AS BELOW	June 13, 2014	From 1:00-2:30pm Total: 1 ½ hours	I made a list of food needed for the feast and bought what I needed at the local store. I dropped the food and receipts to the community hall. I learned to figure out which items were cheaper to buy with the amount of money I was given.
Cooking at a community feast	Harvey Jones 807-469-3215 Band Counsellor	June 14, 2014	From: 9:00am To: 2:00pm Total: 5 hours	I was responsible for preparing, cooking, and serving at the community feast. I had to buy the right amount of food to feed 100+ people. As one of the cooks, I had to make sure food was kept at the right temperature to prevent spoilage.

SECTION E – FITNESS ACTIVITIES

Fitness Activities- Provide a detailed description of any fitness activities with which you have been involved and for what period of time. You may wish to include copies of certificates etc. that will verify and demonstrate your prior learning in the fitness area.

SAMPLE Answer

Name of Fitness Activity: *Walking*

How long have you been involved with this hobby? *I began walking as a fitness activity since June 2012.*

Emphasize the skills and knowledge that you have developed as a result of your experience with this hobby. (What did you learn?)

I began this fitness activity when my doctor told me that I was a pre-diabetic. I was also overweight and exercising was not part of my daily routine. I found walking was easy to do and did not require expensive equipment compared with a home-gym. All I needed was a good pair of walking shoes and clothing warm enough for cold days. The doctor suggested I needed to be active 150 minutes a week. So I would walk at least 30-40 minutes a day. I started walking slowly at first and eventually adding brisk walking to my routine.

I learned that walking has many health benefits. I have lost excess weight, it has improved my balance and coordination, it is a stress reliever, and more importantly prevents or manages various conditions, including heart disease, high blood pressure and type 2 diabetes.

SECTION F – ENTREPRENEURIAL ACTIVITIES

Entrepreneurial Activities- Describe the knowledge and skills that you developed through any entrepreneurial activities with which you have been involved. For instance, you may include such entrepreneurial activities as selling Avon products, Regal, a coffee shop business, hair stylist, auction crafts, etc.)

You must give a detailed description of the activity and when you did it.

SAMPLE Answer

Name of entrepreneurial activity: ***Hairstylist in my home community.***

What knowledge and skills did you acquire as a result of these opportunities?

I realized that there was a demand for hairdressers/barbers in my home community. A lot of people would get their haircut or styled when they went out of the community. Some community members are not able to travel as often as others so I recognized the need for this service.

I do not have the training for hairstyling but I do have the talent. I have a small area in my own home where I cut or style men, women and children's hair. I have set up a Facebook page to advertise my hair styling services. Clients can send me a message or call me to book an appointment. I am open 4 days during the workweek and Saturdays to accommodate clients who work during the week.

I charge \$30 for women's haircut depending on the length of the hair, \$20 for men, and \$15 for children. I have learned that I have to charge a certain amount so I can make a profit. Living in the north, my overhead costs are higher. I have to wash the towels and use extra hydro for my business. So far I am very busy and my customers have provided me with positive feedback.

I have taken a course in accounting to help me understand how to manage my cash flow and to make sure that I keep track of expenses. I am able to use my profit to increase my business. I have hired a part-time student when I am very busy to clean and do the laundry while I am busy with a client.

How long have you been involved with this business venture? ***I officially opened my hair salon June 2014.***

SECTION G – PARTICIPATION IN CLUBS

Participation in clubs - Describe any experience you have had as a member of a club or clubs. Describe the knowledge and skills you developed as a result of your involvement with this club or clubs. Be sure to provide the name of the club and how long you were a member. Cooking, sewing, exercise, dance, karate, are some examples.

SAMPLE Answer

1) Name of the club: *Cooking Club*

How long have you been involved with this club? *September 2001 - December 2001.*

Emphasize the skills and knowledge that you have developed as a result of your experience with this club. (What did you learn?)

In the cooking club, we learned to read recipes. We would take a recipe and then figure out how to make the servings smaller (reducing the amount of ingredients) or how to make the servings larger (increasing the amount of ingredients). We also learned the following: how to store food safely and properly, common causes of food poisoning, cooking terms, names of different cooking utensils, etc.

SECTION H – EMPLOYMENT HISTORY

Employment History - Please answer the questions in your application regarding any paid employment that you have had.

Please attach a separate page(s) if you have had more than three previous employers, as there is only space on this application for three. You must follow the same format when reporting these additional jobs.

SAMPLE Answer

Work Experience #1

Name of Employer: *Fort Severn First Nations Band Office*

Address and telephone #: *P.O. Box 149, Fort Severn Ontario, P0V 1W0*

Your Job Title: *Band Office Clerk*

Period of Employment (from what date until what date): *August 2000 – current (if you are still employed, or August 2000 – July 2005.*

Name of Supervisor: *George Kakekaspan*

Note: Indicate if the supervisor you had is no longer working there and find out who is the current supervisor for your job title. Typically, there will be a record of your employment in the system for verification purposes.

SAMPLE Answer

Duties and responsibilities (indicate the knowledge and skills required to do the work):

I was responsible for creating memos, organizing meetings, contacting various organizations, scheduling and booking travel, filing, faxing, and e-mailing. I am proficient in using Word Documents, Excel spreadsheet, and using the scanner to e-mail documents. I am organized and have developed a filing system that works well in the office. I have good communication skills and I have attended workshops for office administration.

Language(s) used in the course of work duties: ***English and Cree***

SECTION I – FORMAL TRAINING COURSES/EDUCATION

Formal Training Courses/ Education - You must include copies of certificates and/or transcripts from the program. You may be asked to provide letters of verification and/or a course outline to support your claim of prior learning. If you have more than two courses or educational experiences to report, please attach another sheet(s). You must follow the same format when reporting these additional courses or educational experiences.

SAMPLE Answer

Formal Training Courses/ Education Experience #1

Name of Institution/Name of Trainer: ***Fort Severn First Nations Band Office***

Name of course or program: ***St. John's Ambulance First Aid and CPR***

Name of Instructor(s): ***Sue Payne and Bob Hurt***

Training period: ***January 23-24, 2007 from 8:30 – 4:00 p.m.***

Main skills and knowledge required to complete/pass the course (you may wish to attach a course outline or an additional page if you require additional space):

The main skills and knowledge learned are as follows:

How to react and respond to emergency situations; how to administer First Aid, proper procedures for treating minor cuts and burns, how to administer CPR, etc.

SECTION J – FORMAL TRAINING COURSES/EDUCATION

Other prior learning experience/special abilities – Describe any other prior learning experience or special abilities in this space that you were unable to include in any of the categories above. For example, are you or have been a parent? Describe the prior learning that you have as a result of this experience.

SAMPLE Answer

Complete this section if you are a parent/caregiver.

How many children do you have? **3**. How old are the children? **10, 5, *3**

Check all that apply to you as a parent/caregiver. Follow the format as shown for completing item J.

Driving <input checked="" type="checkbox"/>	Home Repairs <input type="checkbox"/>	Budgeting <input checked="" type="checkbox"/>
Day Care/Child Care <input checked="" type="checkbox"/>	Cleaning <input checked="" type="checkbox"/>	Cooking/Meal Preparation <input checked="" type="checkbox"/>
Sewing/Beading <input checked="" type="checkbox"/>	Arranging birthday parties <input checked="" type="checkbox"/>	Pet owner <input type="checkbox"/>
Scheduling <input checked="" type="checkbox"/>	Giving advice <input checked="" type="checkbox"/>	Elder Care <input checked="" type="checkbox"/>
Conflict resolution <input checked="" type="checkbox"/>	Listening <input checked="" type="checkbox"/>	*Other <input checked="" type="checkbox"/> Explain below

* Caring for a foster child

Note: Responsibilities as a parent/caregiver: You must explain in detail what your responsibilities are, simply checking the boxes above will be considered as incomplete.

SAMPLE Answer

As a parent, my day to day duties and responsibilities are driving the children to their appointments when necessary and dropping/picking them up after school. I take care of them by providing and cooking nutritious food as best as I can. At times we have limited supplies in the north or certain foods are too expensive for my family to afford. I have a calendar at home to schedule important dates such as appointments and activities that the children are involved in. As a parent, I try to provide a caring and nurturing environment for the children. I listen and provide advice. I ask other parents when I am not sure how to handle certain situations. My husband and I both work full time so we both contribute to the household finances. I have learned to budget our earnings so we can provide for the children in terms of food, clothing, and toys. We also have my mother living with us. She is 82 years old and requires help in certain tasks. We have accommodated her needs by installing safety rails and a bath chair in the bathroom. During the weekend, my family and I will have certain tasks for cleaning the house. We each have a chore we are responsible for doing. The children are given age appropriate tasks so that we can all help to keep our house clean.

SAMPLE Answer

Other prior learning experience/special abilities: *Hunting / Fishing Guide*

Responsibilities: *Taking tourist(s) hunting and fishing who visit our community.*

Knowledge and Skills Learned are as follow: *Reading maps and using a GPS; Use of boat and motor; Proper use of firearms; Training in survival skills from elders and workshops; Cleaning, cooking, and proper food storage, and administering First Aid.*

SECTION K – RESUME

Resume - You will be required to submit a **resume** with the following information: Objective; Education; Work Experience; Skills; Interests; References. ***You may use the information from section H – Employment History in your resume. This is the same sample in your application.***

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OBJECTIVE

To apply my skills in a community-based organization committed to the well-being of young people.

EDUCATION

Ontario Secondary School Diploma, Spruce Island Distance Education Centre, 2010

- First Aid / CPR Training, St. John Ambulance, 2009

WORK EXPERIENCE

June - Aug., 2009	Youth Counsellor	Camp North , Spruce Island, ON - directed recreational activities and counselling
Jan. - May, 2009	Receptionist	Women's Crisis Centre, Spruce Island - greeted clients, supported staff, answered telephones, managed computer database.

SKILLS

leadership organization
word processing Oji-Cree language

INTERESTS spending time with young people, reading, fishing

REFERENCES Available on request