

## PLAR for post-secondary teaching

### Applying for Prior Learning Assessment and Recognition (PLAR) for learning acquired through teaching courses at post-secondary institutions

It is possible to apply for PLAR for learning that has been acquired from your experience as a teacher. The documentation for this process differs slightly from the usual PLAR process and may be included with the rest of a PLAR portfolio, although individual circumstances may vary. CLA mentors will advise accordingly.

The rationale and process are outlined below.

#### Rationale

It is often said that we do not know a subject until we teach it. While that may be quite true, this process requires you to demonstrate the learning that you have acquired from your teaching experience. The types of acceptable documentation and the focus of the information provided will be different from “mainstream” demonstrations of knowledge.

#### Process

The following section presents two options, depending on how you plan to showcase your PLAR for Teaching knowledge.

#### Option 1

**Follow this route only if you are applying for credit for teaching a course that corresponds to an existing Athabasca University course or where an existing transfer credit agreement is in place. In this case, you are going to use only the PLAR for Teaching forms in your PLAR submission.**

Determine which course(s) offered by AU correspond to what you teach. Your course choice(s) must fit into your AU program. CLA staff and AU program advisors will help you with this.

For each AU course you target please provide the following information on the form below.

1. The name, level, and credit value of each relevant course that you teach.
2. The name of the AU course that corresponds with the course you teach.
3. The nature of your involvement with the course (i.e., instructor, developer, etc.).
4. The length of time that you have been involved with the course, in whatever capacity (i.e., number of times taught, etc.).
5. Your qualifications that are relevant to your involvement with the course at your institution.

The following additional documentation will need to be provided:

- Up-to-date résumé.
- Portfolio declaration page (available on the [PLAR Documents and Resources webpage](#)).
- Letter of attestation of your involvement with the course from a supervisor or senior administrator.
- Detailed course outline/syllabus for the course in question.
- Confirmation of the relevant transfer agreement with AU.

The number of forms and accompanying materials submitted is dependent on the number of courses you have targeted. The materials are to be presented electronically through the e-Portfolio platform. CLA staff will advise you on the development of your presentation within this platform.

## Option 2

**Follow this route if you are including PLAR for teaching forms along with a full PLAR portfolio. This process can be used if you are teaching at college level (years 1 or 2) but are seeking credit for that teaching at a senior level.**

**Step 1:** Work with mentor to prepare PLAR portfolio.

**Step 2:** Complete PLAR for Teaching forms (as in Option 1, using one set of forms for each course targeted.) Ensure that the PLAR for teaching forms are clearly identified in your Table of Contents as supporting documents and are situated within your portfolio accordingly.

**Step 3:** The materials are to be presented electronically through the e-Portfolio platform along with all other portfolio contents. Your mentor will guide you through the development of your presentation within this platform.

**Important: The PLAR application form and fee payment are required for either option. CLA staff will inform you when this is required to be submitted.**

## Application Form

For Prior Learning Assessment and Recognition (PLAR) for learning acquired  
through teaching courses at post-secondary institutions

### Personal information

Your name: \_\_\_\_\_

### Information about the course at your institution upon which you are basing your application for PLAR credit:

Name of Course: \_\_\_\_\_

Course Number: \_\_\_\_\_ Credit Value: \_\_\_\_\_

Your relationship to the course (instructor, developer, etc.): \_\_\_\_\_

History of your relationship to the course (number of years, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Your relevant qualifications (to the course): \_\_\_\_\_

Athabasca University course to this which course corresponds: \_\_\_\_\_

Name and position of supervisor/senior administrator whose letter of attestation is enclosed:

\_\_\_\_\_  
\_\_\_\_\_

**Do not forget to include a detailed syllabus or course outline, including course  
resources and assessment.**