Prior Learning Assessment and Recognition (PLAR)
for ENGL1150 – Technical Communications I

Required Evidence

This section provides information on the evidence that a student must complete and submit to request PLAR credits for this course. To request PLAR credits for this course, please submit a copy of the PLAR credit request form and the required evidence to transfer@nait.ca.

Learning Outcomes	Required Evidence

Learning Outcome 1: Compose a variety of short technical documents.
 	
Learning Outcome 2: Locate and evaluate information from a variety of sources.
 	
Learning Outcome 3: Prepare and deliver an oral presentation to a selected audience.
 	
Learning Outcome 4: Analyze and evaluate a field-related text.
	• Completed Employment Validation Letter (appendix A).
	AND
	• Completed Employment Validation Checklist (appendix B)
	AND
	• A sample of writing that meet the following criteria:
	   o Must be a workplace document such as a report or proposal that is a minimum of 3 - 4 pages, written in full sentences and paragraphs.
	   o Must have have some research elements, including in-text citations and figures or tables.
	   o Must show grammatically correct composition, clear organization, and proper format.
	   o Must be written exclusively by the student applying for PLAR.

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Appendix A: Employment Validation Letter Template

Instructions: The employment validation letter verifies that the student has completed relevant experience to the course(s) being challenged through PLAR. The experience validation letter must be printed on letterhead of the employer and signed by the human resources department indicating the length of experience.

Date

To Whom It May Concern:

I have reviewed the employment records of _____ and I can verify that the above
Name of employee/candidate

candidate has been employed by _____ for _____. Please
Name of employer *Length of experience*

contact me at_____ or _____ with any questions or for
Phone *Email*

additional information.

Sincerely,

_____ _____
Name *Job Title*

_____
Signature

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Appendix B: Employment Validation Checklist

Architectural Technology	Name:	_____
Interior Design Technology	Student ID:	_____
Landscape Architectural Technology	Date:	_____

ENGL1150 – Technical Communications I

Directions: On the following page(s) there is a list of skill and knowledge factors that the employee is required to achieve in completing the course. Please validate the employee's performance by placing a ✓ in the appropriate column. Add any clarifications/observations in the "Optional Comments" section. Sign and date below.

	Mastery	Competent	Functional	Learning	None
Mastery: The employee is able to demonstrate it well enough to teach it to someone else. **Competent:** The employee can work independently to apply the outcome. **Functional:** The employee needs some assistance in using the outcome. **Learning:** The employee is developing skills and knowledge for this area. **None:** The employee has no experience with the outcome.					
Learning Outcome 1: Compose a variety of short technical documents. The following concepts, skills, and issues are used to support this Outcome: • Compose technical documents such as a topic proposal and a short analytic report • Compose and proofread technical documents to include the proper use of grammar, punctuation, syntax, agreement, parallel structure, and consistent tense • Apply formatting to technical documents using Microsoft Word					
Learning Outcome 2: Locate and evaluate information from a variety of sources. The following concepts, skills, and issues are used to support this Outcome: • Select and use appropriate search engines, directories, and online databases to retrieve information • Evaluate online information based on currency, relevancy, authority, accuracy, and purpose • Select and compile relevant information to support technical documents • Apply APA documentation rules to construct in-text citations and reference pages within technical documents • Apply effective use of lead-ins, paraphrasing, summaries and direct quotes					

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Learning Outcome 3: Prepare and deliver an oral presentation to a selected audience. The following concepts, skills, and issues are used to support this Outcome: • Identify audience and determine relative subject, purpose and approach for an oral presentation • Apply appropriate strategies for logically organizing presentation content • Use presentation software to create effective visual slides to support an oral presentation					
Learning Outcome 4: Analyze and evaluate a field-related text. The following concepts, skills, and issues are used to support this Outcome: • Summarize and/or critique a field-related text • Discern biases and argument strategies • Recognize common misconceptions of logic and evaluate the logical validity of arguments					

Note: The employer/ supervisor may be contacted by the NAIT assessor to confirm/clarify information provided.

Additional Comments

Employee Information

Dates of employment: _____ to _____

Employment description: Full-time **h**ours per week: _____

                            Part- time hours per week: _____

Position(s) held _____

Student Confirmation

Name: _____

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☐ I affirm that I am the person who has performed the items on this checklist. I acknowledge that the performance checklists used are solely for the purpose of PLAR credits assessment and are not intended to replace or modify company operating or safety procedures, and may not be appropriate for use in all circumstances.

Signature: _____ Date: _____

Employer Confirmation

Student Name: _____

Organization: _____

☐ I affirm that I am the person who has administered this checklist, and that I have conducted this candidate's skills assessment with integrity. I also affirm that the above-named student is the person whose performance I evaluated, and they performed the checked tasks at the indicated level without assistance from me or any other person.

Name: _____

Signature: _____ Date: _____