



A LEADING POLYTECHNIC  
COMMITTED TO STUDENT SUCCESS

# Captioning and Court Reporting

PLAR (Prior Learning Assessment and Recognition)



Candidate Guide

A LEADING POLYTECHNIC COMMITTED TO STUDENT SUCCESS

[www.nait.ca](http://www.nait.ca)



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## Acknowledgements

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The Captioning and Court Reporting is dedicated to removing barriers and broadening the access to programs at NAIT. NAIT recognizes that knowledge and skills are gained through a variety of processes including life and work experiences that may align with courses within our programs. We are committed to supporting a community in which learners will receive appropriate credit or recognition for prior learning.

<b>Developed by program</b>	Captioning and Court Reporting, November 2014			
<b>Revised</b>				
<b>Web ready – RPL office</b>	January 15, 2015			



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## Why consider a PLAR assessment?

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*Recognition of Prior Learning (RPL)* refers to the combination of flexible ways of evaluating peoples' lifelong learning, both formal and informal against a set of established standards. You can receive academic credit for your relevant lifelong learning. The Captioning and Court Reporting program recognizes prior learning in a number of ways.

We recognize:

- Previous formal learning from a recognized post-secondary institution through transfer of credit and credential recognition.
- Previous non-formal and in-formal learning through a comprehensive prior learning assessment and recognition process (PLAR).

## What are the PLAR options?

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To be eligible for PLAR, an applicant must have first applied and have been accepted to a NAIT credit program (the non-refundable tuition deposit has been paid). Open Studies students are **not** eligible to apply for PLAR. Please note that your PLAR request will be reviewed within 6 weeks of receipt of the PLAR application form, all supporting documents (in English) and verification of fee payment. Submit your PLAR request early!

### Individual Course Challenge

If you have recent successful experience in the medical terminology field, and have learned the skills and knowledge for **one or more** of the Captioning and Court Reporting courses, you may apply to be assessed for each applicable course. Please note that NAIT has a 50% residency criterion. Applicants can only receive credit for up to 50% of any NAIT credit program (See [NAIT Academic Regulations and Procedures](#) under **Residence Requirements**). Students should enrol in their courses until official confirmation has been received that credit was granted.

### Fees:

- The PLAR evaluation fee is \$150.00 **per** course challenge.
- The course assessment fees must be paid prior to submitting a PLAR request.
- All fees are non-refundable.
- Call NAIT and ask to speak to an Advising Centre Representative at 780-471-6248 or Toll Free at 1-877-333-6248 or [AskNAIT@nait.ca](mailto:AskNAIT@nait.ca)



## How many courses can be challenged through PLAR in the Captioning and Court Reporting program?

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Currently we have 01 out of 24 diploma courses with PLAR challenges available. Credit is granted per course – partial credit will not be granted. Please note that NAIT has a 50% residency criterion. Applicants can only receive credit for up to 50% of any NAIT credit program. (See [NAIT Academic Regulations and Procedures](#) under **Residence Requirements**)

## Is PLAR available at any time of the year?

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Contact the program associate chair Len Sperling at [lens@nait.ca](mailto:lens@nait.ca) for more details. Your request will be reviewed within 6 weeks of receipt of the request form, all supporting documents (in English) and verification of fee payment. Submit your PLAR request early!

**Please Note:** You should enrol in your courses until official confirmation has been received that credit was granted. The program sends an email notification that the application has been processed.

**It is the student's responsibility to:**

- Contact the program area with any questions or concerns related to the assessment results. [Appeal process](#) available.
- Notify the program if they have decided to decline a course credit that has been granted. Any changes must be requested before the [add/drop deadline](#).



## Which courses are PLAR ready?

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Captioning and Court Reporting Program Profile			
COURSE CODE	COURSE NAME	PLAR Challenge(s) available through program	PLAR Challenge(s) not available
CACR2311	Medical Terminology	✓	
CACR1121	Trial Procedures		X
CACR1222	Civil and Criminal Law		X

\*Note: At this time, CACR2311 Medical Terminology is the only course available through PLAR.

For assistance contact NAIT and ask to speak to an Advising Centre Representative at 780-471-6248 (Toll Free: 1-877-333-6248) or [askNAIT@nait.ca](mailto:askNAIT@nait.ca)



## Is it easier to challenge a course through PLAR – OR – take the course?

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Neither is easier. By using PLAR you may reduce the repetition of studying information that you already know. The PLAR process allows you to demonstrate knowledge you already have.

PLAR is not an easy way to certification, rather a “different” way to obtain certification. Your personal level of skill and experience will dictate which courses you choose to challenge. The self-audit section found later in this guide will help you to decide if you have a good match of skill and knowledge for a specific course.

## Methods of assessing prior learning

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Assessment methods measure an individual’s learning against course learning outcomes. The assessment methods listed below are the ones most commonly used, but other forms of flexible assessment may be considered. These assessments may include one or a combination of the following assessment tools:

- Product validation and assessment
- Challenge exam
- Standardized tests
- Performance evaluations (including skill demonstrations, role plays, clinical applications, case studies)
- Interviews and oral exams
- Equivalency (evaluations of learning from non-credit training providers)
- Evidence or personal documentation files (providing evidence of learning from life and work experiences and accomplishments)

## If I live out of town, do I have to travel to the NAIT main campus to do PLAR?

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Depending on the mode of assessment, there may be times that you will need to meet with the program on campus. However, we will try to keep travel to a minimum.



## What services or resources can I access if I have a disability?

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Identify any possible needs related to your disability during your PLAR Audit meeting with the program. If you have a disability and want to know more about what services or resources you may be able to access for your PLAR assessment, please contact [Services for Students with Disabilities](#).

## Are there other methods to gain NAIT course credits for prior learning?

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### Transfer Credit and Credential Recognition

Yes, NAIT may grant credit for previous post-secondary training from a recognized institution that is similar in content, objectives, and evaluation standards to NAIT training. Transfer of credit is different from the PLAR process. Transfer credit and credential recognition guidelines may be found at:

<http://www.nait.ca/86612.htm>

**Please Note:** This process should be completed prior to your PLAR challenge. If these credits cannot be used for transfer credit or credential recognition, you may be able to use these accredited courses as part of your evidence for your PLAR challenge.

If more information is required, please contact:

- A NAIT Advising Centre Representative at 780-471-6248 (Toll Free: 1-877-333-6248) or email [AskNAIT@nait.ca](mailto:AskNAIT@nait.ca)
- Program Advanced Credit contact ([www.nait.ca](http://www.nait.ca) under programs & courses and contacts)

## What are the implications of receiving PLAR or Transfer Credit for my full time student status?

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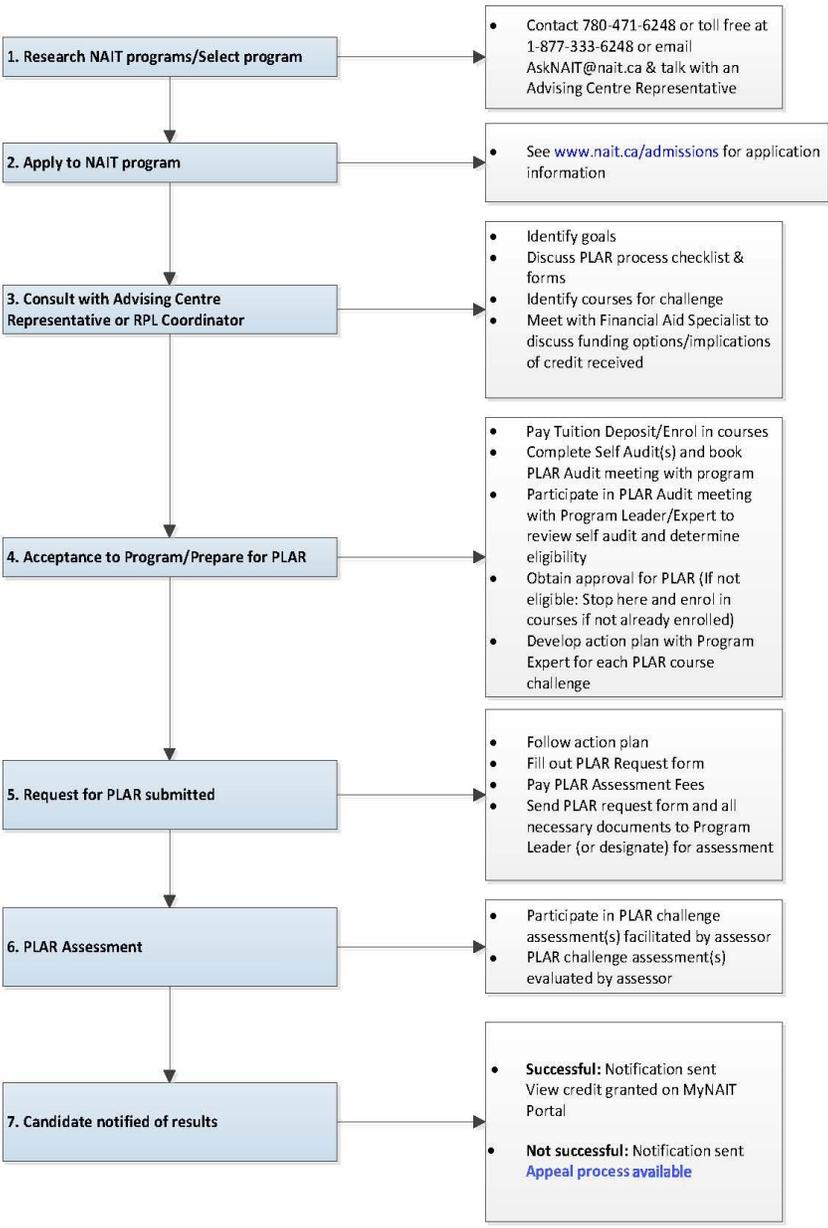
While RPL can mean fewer classes to take and pay for, students should be aware that the definition of full-time status for Financial Aid may be different than NAIT's definition of full-time status. Questions regarding financial assistance should be directed to the [NAIT Financial Aid Office](#). A student who qualifies for advanced credit should review the [NAIT Academic Regulations and Procedures](#), Academic Honors and if necessary, seek further consultation with Advising or Program staff since eligibility for semester honors, Dean's Honor Roll, an honors diploma/certificate or awards may be affected.



# The PLAR Process

## Prior Learning Assessment & Recognition (PLAR) Process

PLAR is the process of identifying, assessing, and recognizing skills and knowledge acquired through non-formal and informal learning for a specific goal such as advanced credit.



Revised January 5, 2015



## Guiding principles for developing a PLAR evidence file

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1. As you begin the PLAR process you will be advised if any evidence is required. This will be identified in your action plan. Check with the PLAR designated contact (see program home page Advanced Credit Contact) for your program **before** you begin to gather evidence.
2. Evidence must be valid and relevant. Your evidence must match the learning outcomes identified for each course.
  - It is your responsibility to create, collect and compile relevant evidence – if required.
3. Learning must be current within the last several years. Industry standards.
4. The evidence should demonstrate the skills and knowledge from your experiences.
5. The learning must have both a theoretical and practical component.

### Types of evidence

There are three types of evidence used to support your PLAR request:

1. Direct evidence – what you can demonstrate for yourself.
2. Indirect evidence – what others say or observe about you.
3. Self-evidence – what you say about your knowledge and experience.

Ensure that you provide full evidence to your Captioning and Court Reporting PLAR assessor so that your prior learning application is assessed appropriately. Well organized, easy to track evidence will also ensure that none of the evidence is missed or assessed incorrectly.

All documents that are submitted to NAIT may be returned to the student after the final results have been given and the advanced credit appeal deadline of 10 days has passed. A copy of transcripts and certificates may be included in your evidence file, but original transcripts that were submitted at the time of application to NAIT will be available online. Be prepared to show original parchments at the PLAR audit meeting for validation.



## How long will it take to prepare evidence for PLAR?

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Since the requirements are different for each course, and each candidate has different experiences, the amount of time it takes to prepare your evidence will vary.

### Steps to complete a self-audit

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1. Read through the levels of competence as listed below.

**Mastery:** I am able to demonstrate the learning outcome well enough to teach it to someone else.

**Competent:** I can work independently to apply the learning outcome.

**Functional:** I need some assistance in using the outcome.

**Learning:** I am developing skills and knowledge for this area.

**None:** I have no experience with the outcome.

#### Learning outcomes

For each learning outcome listed, please self-evaluate your competency levels and record in the appropriate column for each self-audit.

2. Take a few minutes and read through the following self-audit for each course you are interested in as a PLAR candidate.
3. Check your level of competence as you read through each of the learning outcomes for each course. The information will help you in your decision to continue with your PLAR application.
4. In order to be successful in a PLAR assessment, your abilities must be at the competent or mastery level for the majority of the learning outcomes (**at least 80%**). Some things to consider when determining your level of competence are:
  - How do I currently use this outcome?
  - What previous training have I had in this outcome: workshops, courses, on-the-job?
  - What personal development or volunteer experience do I have in this area?

Be prepared to explain the reason you chose this level if asked by an assessor.

5. Bring the completed self-audit to a consultation meeting with the program head or faculty member in **Step 4** – of *The PLAR Process* for prior learning assessment. Select [Program Advanced Credit Contact \(PLAR\)](#) to book consultation.



## Self-audit Guide(s)

### CACR 2311 – Medical Terminology

As a significant amount of legal proceedings involve medico-legal vocabulary and personal injury terms, court reporters need a strong understanding of medical terminology. This course provides an overview of medical terminology and anatomy. It includes the study of basic anatomy, body systems and functions, psychological and physical diseases and drugs, and methods of researching medical information. To reinforce concepts learned, students will incorporate machine shorthand and CAT dictionary building skills.

**Credit unit(s):** 3

**Equivalent course(s):** None

**Prerequisite(s):** None

<b>CACR 2311 – Medical Terminology</b>		<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>Mastery:</b>	I am able to demonstrate it well enough to teach it to someone else.					
<b>Competent:</b>	I can work independently to apply the outcome.					
<b>Functional:</b>	I need some assistance in using the outcome.					
<b>Learning:</b>	I am developing skills and knowledge for this area.					
<b>None:</b>	I have no experience with the outcome.					
1. Learning Outcome 1. Integrate the principles of literacy to vocabulary of body systems.						
	▪ Have a working knowledge of word parts in constructing a medical term					
	▪ Recognize how prefixes, suffixes, and roots are utilized in building medical terms					
2. Learning Outcome 2. Integrate the principles of literacy to functions of body systems.						
	▪ Have a working knowledge of terms pertaining to body organization					
	▪ Have a working knowledge of terms pertaining to several body systems which may include the following: integumentary system and related structures, musculoskeletal system, nervous system, eyes, ears, endocrine system, cardiovascular system, blood and blood vessels, immune system, lymphatic system, respiratory system, digestive system, urinary and male reproductive systems, obstetrics and the female reproductive system					
3. Learning Outcome 3: Integrate the principles of literacy to obtaining medical information.						
	▪ Have a working knowledge of the use of references and how to form the plural for medical terms					



<b>CACR 2311 – Medical Terminology</b> <b>Mastery:</b> I am able to demonstrate it well enough to teach it to someone else. <b>Competent:</b> I can work independently to apply the outcome. <b>Functional:</b> I need some assistance in using the outcome. <b>Learning:</b> I am developing skills and knowledge for this area. <b>None:</b> I have no experience with the outcome.	<b>Mastery</b>	<b>Competent</b>	<b>Functional</b>	<b>Learning</b>	<b>None</b>
<b>4. Learning Outcome 4:</b> Integrate the principles of literacy to psychological diseases.					
<ul style="list-style-type: none"> <li>▪ Have a working knowledge of the terms pertaining to psychiatry</li> </ul>					
<b>5. Learning Outcome 5:</b> Integrate the principles of literacy to common injuries, conditions, and/or physical diseases.					
<ul style="list-style-type: none"> <li>▪ Identity common injuries, conditions, and/or physical diseases for several body systems which may include the following: integumentary system and related structures, musculoskeletal system, nervous system, eyes, ears, endocrine system, cardiovascular system, blood and blood vessels, immune system, lymphatic system, respiratory system, digestive system, urinary and male reproductive systems, obstetrics and the female reproductive system.</li> </ul>					
<b>4. Learning Outcome 6:</b> Integrate the principles of literacy to pharmaceuticals.					
<ul style="list-style-type: none"> <li>▪ Have a working knowledge of the use of references when finding spellings for drug names.</li> </ul>					

### PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

#### 1. Challenge exam

Requirements for challenge exam: Once you qualify for PLAR and receive approval to write the CACR 2311 Medical Terminology challenge exam, the student will make arrangements with the Associate Chair or course instructor to write the exam. The student should bring only a pen, pencil and eraser to the agreed upon exam site. The student will have two hours to write the challenge exam. A passing grade is 60 percent.

\*All students interested in taking the challenge exam for CACR2311 Medical Terminology must do so before the start of the scheduled class.