EVENT MANAGEMENT PROGRAM

PLAR (Prior Learning Assessment and Recognition)

Candidate Guide

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Northern Alberta Institute of Technology – May 2013

Acknowledgements

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The Event Management Program 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.

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Web ready – RPL office	January 16, 2015			

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Why consider a PLAR assessment?

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 advance standing for your relevant lifelong learning. The Event Management 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?

If you are interested in completing the Event Management Certificate and you have 5 years of experience in Event Management you may be able to challenge the EVMT700 Event Management Foundations course while you complete your other courses. Please note that your PLAR 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!

Fees:

- There is a charge of $150.00 for the course assessment.
- The course assessment fee 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

How many courses can be challenged through PLAR in the Event Management Program

Currently we have one course with PLAR challenges available in the Event Management Program.

Is PLAR available at any time of the year?

Contact the Program Coordinator, Nancy Frederick at nfrederi@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?

COURSE CODE	COURSE NAME	PLAR Challenge(s) *available* through program	PLAR Challenge(s) *not available*
EVMT700	Event Management Foundations	✓	

Note No other courses in this Program are challengeable.

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

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

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

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
- Performance evaluations (including skill demonstrations, role plays, 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?

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?

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?

Transfer Credit and Credential Recognition

Yes, NAIT may grant advance standing 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.
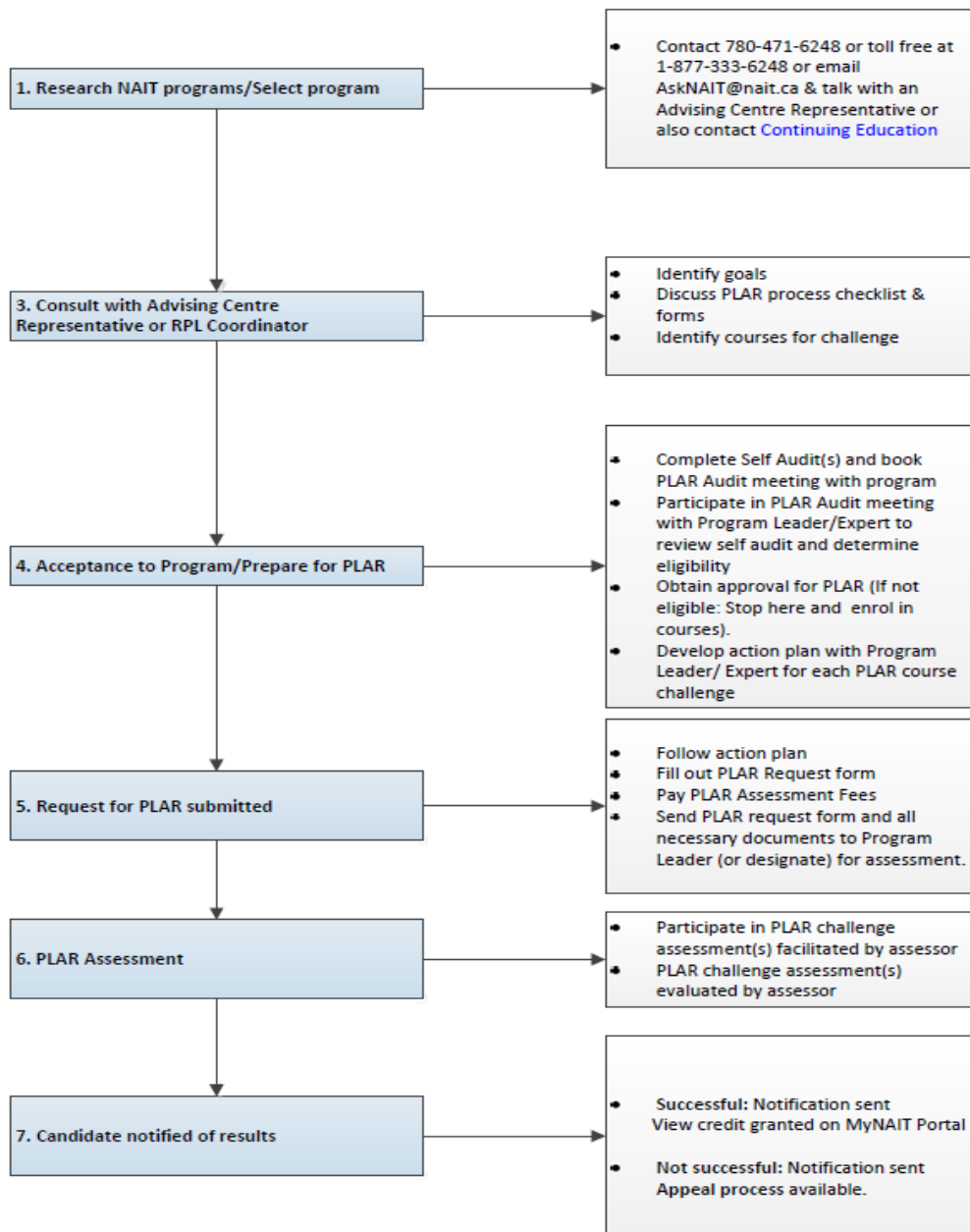
If more information is required, please contact:

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

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.

1. Research NAIT programs/Select program
- Contact 780-471-6248 or toll free at 1-877-333-6248 or email AskNAIT@nait.ca & talk with an Advising Centre Representative or also contact Continuing Education

3. Consult with Advising Centre Representative or RPL Coordinator
- Identify goals
- Discuss PLAR process checklist & forms
- Identify courses for challenge

4. Acceptance to Program/Prepare for PLAR
- Complete Self Audit(s) and book PLAR Audit meeting with program
- Participate in PLAR Audit meeting with Program Leader/Expert to review self audit and determine eligibility
- Obtain approval for PLAR (If not eligible: Stop here and enrol in courses).
- Develop action plan with Program Leader/ Expert for each PLAR course challenge

5. Request for PLAR submitted
- Follow action plan
- Fill out PLAR Request form
- Pay PLAR Assessment Fees
- Send PLAR request form and all necessary documents to Program Leader (or designate) for assessment.

6. PLAR Assessment
- Participate in PLAR challenge assessment(s) facilitated by assessor
- PLAR challenge assessment(s) evaluated by assessor

7. Candidate notified of results
- Successful: Notification sent View credit granted on MyNAIT Portal
- Not successful: Notification sent Appeal process available.

Revised January 5, 2015

Guiding principles for developing a PLAR evidence file

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 Nancy Frederick at nfrederi@nait.ca **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 5 years.
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 Event Management 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.

Here are some examples of evidence that you may be requested to submit as part of your evidence file (if required):

- written descriptions and analysis
- experience (activity) outlines
- workplace validations
- work samples
- photos of environments
- videotapes
- prop boxes
- resume

All documents that are submitted to NAIT may be returned to the student after the final results have been given and the advanced standing 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?

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

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 EVMT700 Event Management Foundations 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 Contact the Program Coordinator, Nancy Frederick at nfrederi@nait.ca to book a consultation.

Self-audit Guide(s)

EVMT700 Event Management Foundations

This course is an introduction to the Event Management Profession. You will explore foundational topics including the various types of events, the event planning process and event protocols.

Equivalent course(s): None
Prerequisite(s): None

EVMT700 Event Management Foundations **Mastery:** I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the 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.	Mastery	Competent	Functional	Learning	None
1. Explain the event management profession.					
▪ History					
▪ What is Event Management					
▪ Emerging fields in Event Management					
▪ Scope of Event Management					
▪ Professional Associations					
2. Explain various types of events.					
▪ Event genres					
3. Explain the planning process for events.					
▪ Initiation					
▪ Planning					
▪ Implementation					
▪ The Event					
▪ Closure					

EVMT700 Event Management Foundations	Mastery	Competent	Functional	Learning	None
Mastery: I am able to demonstrate it well enough to teach it to someone else. **Competent:** I can work independently to apply the 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.					
4. Research and implement protocol for an event.					
▪ Cultural / Customs					
▪ Protocol / Etiquettes					
▪ Protocol Elements					
➢ Order of Precedence					
➢ Attire					
➢ Seating					

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

Evidence file

Requirements for evidence file:

Learning Outcome #1 – Explain the Event Management Profession

Prepare a written submission (no more than 2 pages) that explains the event management profession. Include the following elements:

- What is event management and describe its scope;

  ➢ Grading (5 possible marks)

- Describe the history and progression of event management as a profession; and

  ➢ Grading (5 possible marks)

- What are the professional associations that support the maintenance and growth of event management?
  ➢ Grading (3 possible marks)

Learning Outcome #2 – Explain Various Types of Events

Prepare a written submission including work samples from your portfolio (which may include photos or other supporting documents as required) that demonstrate your knowledge of the variety of event genres that exist. Explain when each genre might be used.

  ➢ Grading (12 possible marks)

Learning Outcome #3 – Explain the Planning Process for Events

Generally the event planning process includes the following five elements:

- Initiation
- Planning
- Implementation
- The Event
- Closure

Prepare a case study to demonstrate your knowledge of the planning process for an actual event. Provide work samples as necessary to support your case.

➥ Grading: (15 possible marks)

Learning Outcome #4 – Research and Implement Protocol for an Event

1. Prepare a written submission (1 page) describing what resources you would use for researching protocol.

2. Prepare a case study to demonstrate your knowledge of protocol using an actual event. For this same event, what elements of protocol were considered but not necessary?

➥ **Rubric:**

	LEVEL 4	**LEVEL 3**	**LEVEL 2**	**LEVEL 1**
Was the case study a good example of protocols	Identifies & understands all of the main issues in the case study	Identifies and understands most of the main issues in the case study	Identifies and understands some of the issues in the case study	Identifies and understands few of the issues in the case study
Were the proper elements of protocol identified?	Insightful and thorough analysis of all the issues	Thorough analysis of most of the issues	Superficial analysis of some of the issues in the case	Incomplete analysis of the issues
Were the excluded elements properly excluded	Insightful and thorough analysis of all the issues	Thorough analysis of most of the issues	Superficial analysis of some of the issues in the case	Incomplete analysis of the issues

➥ Grading: (12 possible marks)

Criteria: All items must be included
1.   Binder
2.   Cover Page
3.   Personal Resume
4.   Portfolio
5.   Written Analysis for Outcome 1
6.   Work Samples and Written Description for Outcome 2
7.   Case Study for Outcome 3
8.   Case Study and Written Description for Outcome 4

Note: To be successful the candidate must include all the items listed above (1 through 4) and achieve a grade of 26 out of 51 or higher (for items 5 through 8).

Appendix A: Title Page

Event Management Program
Certificate Program

EVMT700 Event Management Foundations

Student Name

Appendix B: Evidence Binder Cover Page

Evidence File for: EVMT700 Event Management Foundations

Program Name: Event Management

Student Name:

Address:

City:

Phone:

Fax:

Email:

NAIT Student ID:

I attest that the enclosed evidence are correct and have been compiled by myself. I attest that I am the person named in this application and the evidence unless otherwise signified.

Signature: _____

Date: _____