BAKING AND PASTRY ARTS

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 Baking and Pastry Arts Diploma 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.

Developed by program	Baking and Pastry Arts			
Web ready – RPL office	Baking Program Chair Alan Dumonceaux	Teaching and Learning Specialist Terry Knutson		

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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 academic credit for your relevant lifelong learning. The Baking and Pastry Arts 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?

To be eligible for PLAR, a candidate 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 2 years successful experience in the Baking and Pastry field, and have learned the skills and knowledge for **one or more** of the Baking and Pastry Arts 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 **Residency 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 a Student Service 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 Baking and Pastry Arts program?

Currently many NAIT credit programs offer PLAR challenges. On the successful completion of a PLAR challenge NAIT can only grant full Credit per course – partial credits will not be granted.

PLEASE NOTE that NAIT have what is known a 50% residency criterion. This refers to the potential to receive advanced credit. Currently policy states that applicants can only receive credit for up to 50% of any NAIT credit program. (See **NAIT Academic Regulations and Procedures**) under Residency Requirements.

Is PLAR available at any time of the year?

Contact the program at **BAK@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 not enrol in any courses until official confirmation has been received and that credit has been granted. The program will send an email notification confirming that the application has been processed.

It is the student's responsibility to:

1. Contact the program area with any questions or concerns related to the assessment results. Note: an **Appeal process** available.

2. 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?

Baking and Pastry Arts Program Profile			
COURSE CODE	**COURSE NAME**	**PLAR Challenge(s)** *available* **through program**	**PLAR Challenge(s)** *not available*
BAKG1001	The Baking Professional	✓	
BAKG1002	Nutrition and Sanitation	✓	
BAKG1003	Safety, Equipment and Maintenance	✓	
BAKG1004	Baking and Ingredient Theory	✓	
BAKG1005	Introduction to Decorating	✓	
BAKG1006	Cake and Cookie Fundamentals	✓	
BAKG1007	Introduction to Pastry	✓	
BAKG1008	Introduction to Artisan Breads and Lamination	✓	
BAKG1009	Advanced Artisan Breads	✓	
BAKG1010	Decorating and Confectionary Arts	✓	

BAKG1011	Introduction to Chocolate		✓	
BAKG1012	Introduction to Showpieces		✓	

Self-Evaluation Check List

Use the following checklist to evaluate your education, experience and employment history. The following information will be required by the applicate during the interview with the Program Chair.

☐	Copies of: Journeymen certification, Canadian Red Seal certification. (If applicable)
☐	2 plus years of experience in a professional Baking environment (Suggested)
☐	Personal portfolio capturing types of products, processes, customer relations, working experience, professional decorum. (if applicable)
☐	Employment records and/or employer letter of recommendation. (required)
☐	Copies of any previous trade related training courses. (If applicable)
☐	A registered Register Apprenticeship Program (RAP) documentation. (If applicable)
☐	High School Transcript. (Required)

For assistance contact NAIT and ask to speak to an Student Service 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 currently 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
- Challenge exam
- Standardized tests
- Performance evaluations (including skill demonstrations, role plays, workplace 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?

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: Learning Services .

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

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/86618.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 Student Service 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)

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

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 Student Service Centre. 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

Recognition of Prior Learning (RPL) Process at NAIT

Recognition of Prior Learning (RPL) evaluates the learning that people have acquired in their lives. Post-secondary institutions, use RPL to evaluate this learning for advanced credit purposes within a program of study. NAIT grants advanced credit through the assessment of transfer credit, credential recognition, and prior learning assessment and recognition (PLAR). **Please note you must be accepted to your program and have paid the non-refundable tuition deposit before submitting a Transfer Credit, Credential Recognition or PLAR request.**

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 a Student Service Centre Representative
2. Apply to NAIT program	• See www.nait.ca/admissions for application information See Equivalency Testing for RPL Admissions
3. Consult with Student Service Centre Representative	• Identify goals • Discuss RPL process & forms • Identify courses for challenge • Meet with Financial Aid Specialist to discuss funding options/implications of credit received
4. Acceptance to Program/Prepare for RPL Assessment	• Pay Tuition Deposit/Enrol in courses • Contact program area Advanced Credit contact for information. • If PLAR,consult the Candidate Guide and follow the PLAR Audit Meeting steps. • Pay relevant RPL fees and submit completed request forms and documents required to program area.
5. Advanced Credit Request Submitted to Program	• Email verifying receipt of request sent by program • Advanced Credit Results: Your request will be reviewed within 6 weeks of receiving your completed application package. You will receive an email when the assessment is complete.
6. Advanced Credit Request Assessed by Program	• Transfer Credit/Credential Recognition Request evaluated by program assessor • If PLAR request: Participate in PLAR challenge assessment(s) facilitated by assessor • PLAR challenge assessment(s) evaluated by assessor
7. Advanced Credit Results Notification	• **Successful:** Notification sent View credit granted on MyNAIT Portal • **Not successful:** Notification sent Appeal process available.

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Guiding principles for developing a PLAR evidence file

1. As you begin the PLAR process you will be advised about the evidence that you will need to gather. This will be identified in an 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. *Note: It is your responsibility to create, collect and compile relevant evidence – if required.*
3. Your prior learning must be contained within the last 10 years).
4. The evidence must demonstrate the skills and knowledge that you have gained from your experience.
5. The learning that you possess must have both a theoretical and practical components.

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.

It is important that you ensure that you provide full evidence to the Baking and Pastry Arts PLAR assessor (Program Chair) so that your prior learning application is assessed effectively and 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 work related research, and/or job scope analysis
- experience (activity) directly aligned to course outline
- workplace validation / employment history
- videotapes / portfolio
- Letters of reference from industry related employer

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?

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 and self-evaluate your level of attainment against all. .

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% level of competency)**. Some things to consider when determining your level of competence are:
   - How do I currently recognize and apply to the identified program outcome?
   - What previous training have I had that supports learning of this outcome: workshops, courses, on-the-job?
   - What personal development or volunteer experience do I have in the subject area that I can apply?
   - Can I explain the reason I have chosen the level, which I have identified if asked by an assessor.

5. Bring the completed self-audit to a consultation meeting with the program Chair.   I.E.: **Step 4** – of *The PLAR Process* for prior learning assessment. Select **Program Advanced Credit Contact (PLAR)** to book consultation. Contact BAK@nait.ca

Self-audit Guide(s)

BAK1001– The Baking Professional l

COURSE NAME: The Baking Professional

COURSE CODE: **BAKG1001**

Credit unit(s): 3

Equivalent course(s): Alberta's Baking Apprenticeship program.

Prerequisite(s): See the program entrance requirements on the Outline page
.

BAK1100– The Baking Professional **For example: BAKG1101** **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. **Learning Outcome 1.** **Demonstrate Professional Decorum**					
Learning Step 1 **Discuss ethical behaviours** : Analyze a case study or ethical scenario and make an ethical decision					
Learning Step 2 **Demonstrate the importance of well-being**: including positive attitude, personal presentation, attitude, accountability, being prepared.					
Learning Step 3 **Demonstrate Language comprehension**: ▪ including written and verbal language barriers ▪ Discuss organizational skills. ▪ Display problem solving skills ▪ Display professionalism through portfolio, photos, Web based activities.					
2. <u>**Learning Outcome 2**</u> **Perform Trades related calculations**					

| BAK1100– The Baking Professional

For example: BAKG1101

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
Learning Step 1 ▪ An ability to demonstrate technical knowledge of formulas and calculations related to the Baking Trade at an entrance level.					

Learning Step 2 **Ability to perform various calculations**
    ▪ Perform yield calculations
    ▪ Perform yeast conversions
    ▪ Calculate percentages
    ▪ Discuss gross margins
    ▪ Discuss mark up, selling price, gross profit.
    ▪ Calculate water temperature
    ▪ Discuss procurement, storeroom management, and inventory control.					

3. <u>**Learning Outcome 3.**</u> **Respond to various communication scenarios.**					

Learning Step 1;
    Ability to Discuss interpersonal skills including;
 	
    ▪ Self-awareness, attitude, confidence, boundaries.					

Ability to Display listening skills: ▪ Sharing information, active listening concepts.					
Ability to respond by applying interpersonal skills: ▪ Trade specific knowledge, understanding, verbal and non-verbal communication techniques.					

PLAR assessment methods

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

Evidence base file

Requirements needed for an evidence file

1. **High School Transcript**
2. **Copies of Degrees, certificates and diplomas.**
3. **Letter confirming Work experience.**
4. **Employers letter of reference.**
5. **Candidate work related Portfolio (if applicable)**
6. **Career Portfolio.**

NAIT Baking and Pastry Arts
Diploma Program

Prior Learning assessment and Recognition

Course:
BAKG1001 – Baking Professional

Student name:_____

Date:_____

Appendix B: Employment Validation Letter

Prior Learning Assessment and Recognition

Instructions: The employment validation letter provides a statement of verification of employment in a setting relevant to the course(s) being challenged through PLAR. The employment validation letter must be printed on letterhead of your current or most recent employer and signed by the human resources department indicating the length of employment and working environment(s). A letter template has been provided for your use. Please copy the content below and fill-in the fields as directed. The completed letter should be included with your PLAR evidence and submitted to the PLAR assessor for Baking and Pastry Arts program.

Letter template *(On employer's business letterhead)*

_____

Date

To Whom It May Concern:

I have reviewed the employment records of ___ _____and
                                                                  Name of employee/candidate

I can verify that the above candidate has been employed by _____
                                                                                              Name of employer

for _____
        Length of employment

       Please contact me at_____ or _____
                                        Phone   email with any questions or for additional information.

Sincerely,

_____   _____
Name   Job title

_____
Signature

Appendix C: Evidence Binder Cover Page

Evidence File for: BAKG1001

Program Name: Baking and Pastry Arts

Student Name:

Address:

City:

Phone:

Fax:

Email:

NAIT Student ID:

I attest that the enclosed evidence is 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: _____