

## Clearmind Prior Learning Assessment and Recognition (PLAR)

Clearmind International Institute offers potential students (applicants) the opportunity to apply to have the requirement for an undergraduate degree waived, upon successful completion and submission of a PLAR. This allows mature students to apply what they have previously learned through schooling, work, volunteering and life experiences, and prepare a portfolio that documents this prior learning.

**Who is a good candidate for Clearmind Institute’s PLAR?** Any student who desires to continue to PRAC 2 and PRAC 3, who has received a high school diploma AND who has four (4) years of full-time work and/or education experience (work, education or combination of both, to substitute for time to complete a bachelor’s degree.) Applicants without a high school diploma may contact the Senior Educational Administrator for more information by email: [educationaladmin@clearmind.com](mailto:educationaladmin@clearmind.com).

**What is four years of full-time experience?** In the table below, it shows work or education as equivalent degree credit, as follows:

Education	And/Or	Work, volunteer experience *	Degree Equivalents	Degree Equivalent
30 hours of courses	or	1560 hours	1 year	Bachelor’s degree
60 hours of courses	or	3120 hours	Associate Degree	
90 hours of courses	or	4680 hours	3 years	
120 hours of courses	or	6240 hours	Bachelor	

\*Unpaid internships and other volunteer work experience can count as full-time experience. (1560 hours needed for one year).

In addition to the four years of experience applicants will be required to complete the Clearmind Prior Skills Assessment.

### What is a Prior Skills Assessment?

In addition to having put in the time equivalent to a degree, to be granted an undergraduate degree equivalent, potential and current students need to be able to show how their years of experience have contributed to them learning real skills. Therefore, an essential element of PLAR is that it is an assessment of skills you have gained. See pages below for the Prior Skills Assessment Guide.

Clearmind applicants and current students may complete a PLAR application any time prior to applying for PRAC 1 or PRAC 2.

All applications need to have all four sections of the PLAR completed, and it must be received by Clearmind by **September 30<sup>th</sup>** of the year the applicant will commence PRAC 2.

**Cost to complete the PLAR is \$50 payable to Clearmind Head Office. Payment is required before we can process your PLAR.**

# Practitioners Training (PRAC)

## Prior Learning Assessment and Recognition (PLAR) Application Form

(Please fill and return by mail as per below or email at [admin@clearmind.com](mailto:admin@clearmind.com) or fax to 604-513-9008)

<b>Legal Name:</b>			
<b>Birthdate:</b>			
<b>Phone/Cell:</b>			
<b>Email:</b>			
<input type="checkbox"/> <b>Currently attending PRAC</b>	<input type="checkbox"/> <b>1</b>	<input type="checkbox"/> <b>2</b>	<input type="checkbox"/> <b>3</b>
			<input type="checkbox"/> <b>Pre-Application for PRAC</b>

**CHECK LIST:**

<b>Fee Paid</b>	<input type="checkbox"/>	
<b>Section One Completed</b>	<input type="checkbox"/>	
<b>Section One Documents Attached</b>	<input type="checkbox"/>	<b>Number of Attachments</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
<b>Section Two Completed</b>	<input type="checkbox"/>	
<b>Section Two Documents Attached</b>	<input type="checkbox"/>	<b>Number of Attachments</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
<b>Section Three Completed</b>	<input type="checkbox"/>	
<b>Section Three Documents Attached</b>	<input type="checkbox"/>	<b>Number of Attachments</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
<b>Section Four Essay Attached</b>	<input type="checkbox"/>	

**Any Additional Information for Consideration:**

**Section One: Educational Profile** *(Most recent at the top of the form)*

# of hours of each course, program	Name of Course/Program and Credential obtained (certificate, diploma, course credits)

**Section Two: Work Experience Profile** *(Most recent at the top of the form)*

<b># of hours of work, practicum or volunteering</b>	<b>Type of work (you may be asked for proof for each of the work experiences listed on this form)</b>

**Section Three: Prior Learning Assessment Example** – Use this guide to fill in the form on page below:

**Section Three: Prior Learning Assessment**

<b>PRIOR SKILLS ASSESSMENT GUIDE (EXAMPLE)</b>		
<b>Skill</b>	<b>Meaning</b>	<b>Examples of how and/or where you might obtain these skills in the work place</b>
<b>Professional Writing Skills</b>	Any form of writing communication produced in a workplace environment or during education.	Filling in form, Essays Memos, Correspondence Proposals, Journal, Instructions Manuals, Inventory Reports, Damage Reports, Data Sheets, Labels, Contracts, Reviews Web Content, Operational Reporting Orders, Resume, PRAC 1 – autobiography, fairy tale, genogram
<b>People Skills</b>	Any skills you have that allow you to communicate or connect with other people. <i>Examples:</i> Communication, empathy, tolerance of diversity, caring, supporting others.	Selling, Customer service Attending meetings, *Pretty much any people contact
<b>Computer Skills</b>	Basic computer skills include usages of a computer, including a majority or all of the following: being able to create a Word document; managing computer files, being able to use an on-line platform for education (similar to social-media) and being aware of social and ethical implications of Internet use.	Using computers, electronic tills, “tablets”, cell phones PRAC 1 – practicum log, forum, LMS, assignments
<b>Teamwork Skills</b>	Teamwork is often a crucial part of work and education as it is necessary for students to work well together, trying their best in any circumstance.	Employment, Sports teams, Schools e.g. PRAC 1, Volunteering, Social clubs
<b>Area Expertise</b>	In any field, there is a technical level of work that requires specialized knowledge and skill. It can be learned through education, experience, or both. It can be from any field where you have gained expertise that relate to education, work/volunteer or personal experience where the skill is not listed above. (i.e. technical skills, hair dressing, sales, back hoe operating, bar tending)	Employment, Volunteering Hobbies, Education

**Section Four: Writing Sample**

<b>Skill Area</b>	<b>Timeframe</b> dd/mm/yy to dd/mm/yy (use multiple dates as necessary)	<b>Experience</b> (job, volunteer work, education, hobby etc.)	<b>Description of duties and activities performed</b>	<b>Documentation</b> Example: Letter from employer, transcript performance evaluations
<i>SAMPLE: Professional Writing Skills</i>	<i>01/06/14 to 03/07/18</i>	<i>Starbucks barista</i>	<i>Filling in order forms, participated in self-reviews, helped with store assessments, assisted manager with rosters</i>	<i>Performance evaluation</i>
<b>Professional Writing Skills</b>				
<b>People Skills</b>				
<b>Computer Skills</b>				
<b>Teamwork Skills</b>				
<b>ONE Area of expertise *</b>				

**Provide a two-page doubled-spaced essay on the following: Why I desire to be a Therapeutic Counsellor. Please complete the essay on a computer and submit it as a document in a PDF format, in an email attached to the above completed form. For questions or clarity please email: [educationaladmin@clearmind.com](mailto:educationaladmin@clearmind.com)**

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<b>OFFICE USE ONLY</b>	<b>Hours</b>	<b>Degree Equivalent - OFFICE USE ONLY</b>	<b>Documentation Provided - OFFICE USE ONLY</b>
<b>Educational</b>			
<b>Work</b>			
<b>PLAR</b>			
<b>Writing Sample (Essay)</b>			
	<b>SEA Recommendation</b>		

**[Return completed form by mail as per below - or email: [admin@clearmind.com](mailto:admin@clearmind.com) or fax to 604-513-9008]**