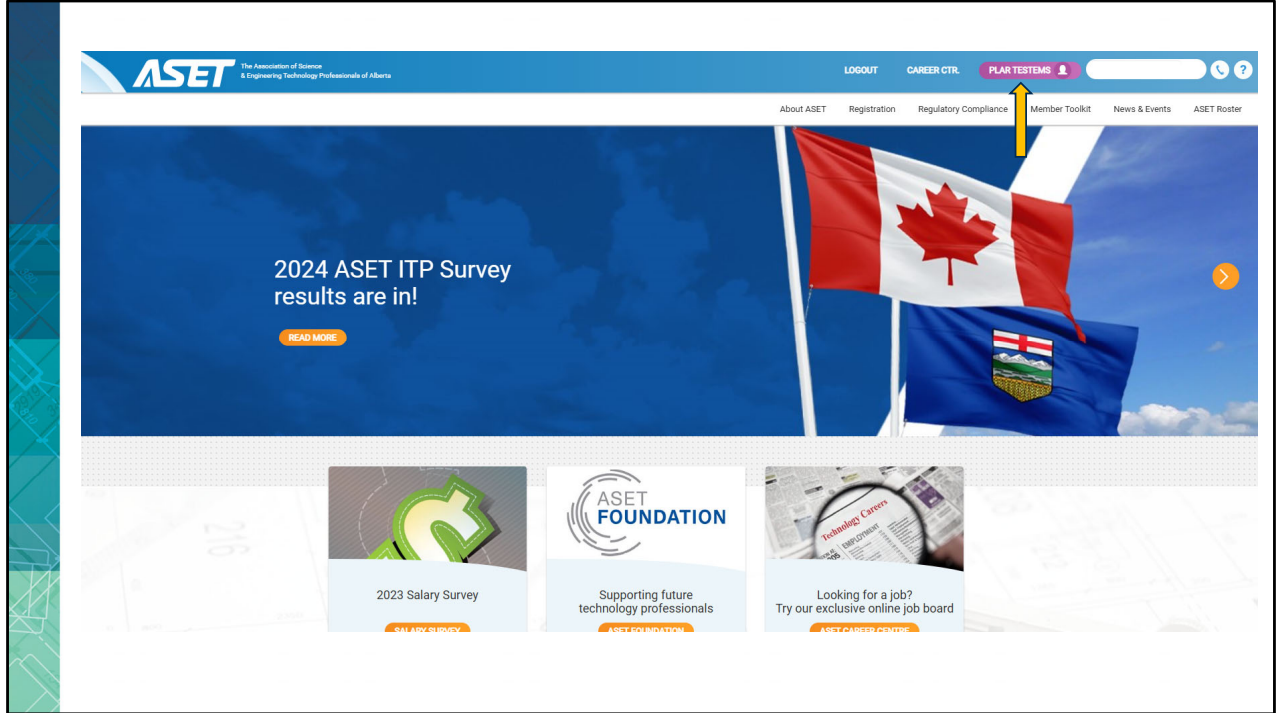




THE ASSOCIATION OF SCIENCE
AND ENGINEERING TECHNOLOGY
PROFESSIONALS OF ALBERTA

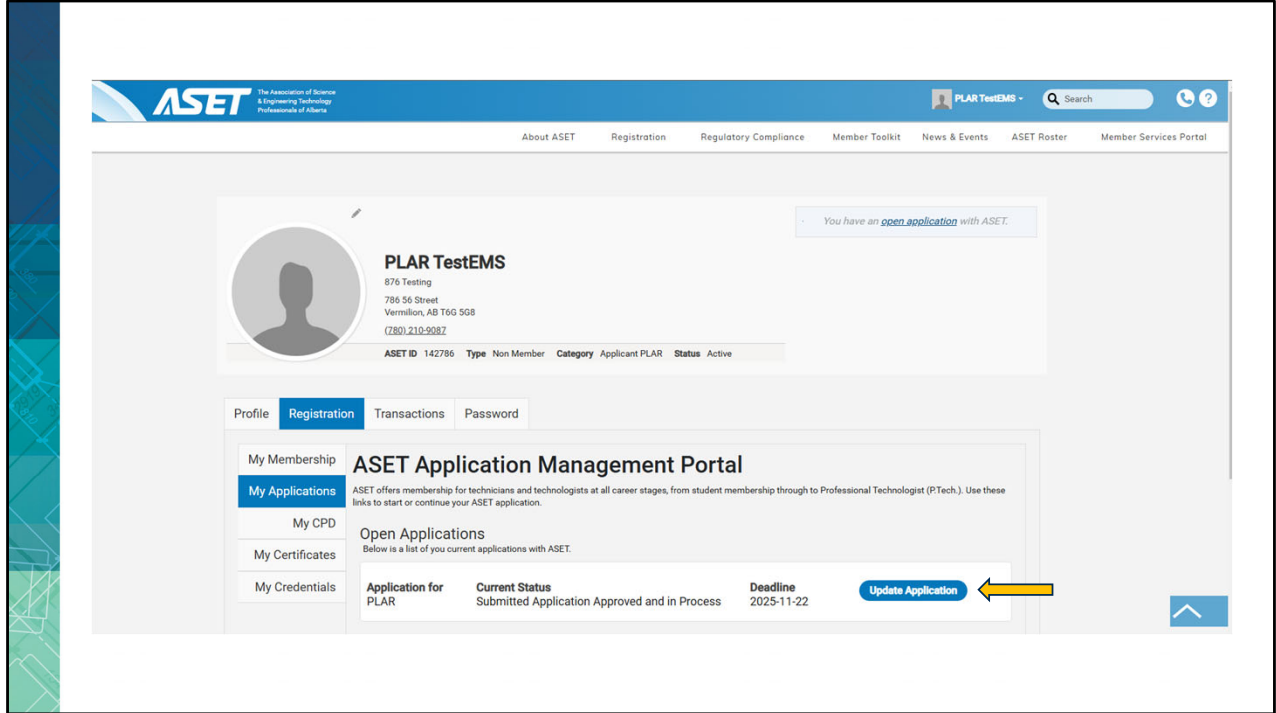
Quick Guide Complete My PLAR Application



Visit the ASET website and click Login. Enter the ASET ID number provided in your confirmation email and the password you used to start your application.



Once you have logged in, click your name at the top of the screen and select “My Applications”



From the “My Applications” page, click the “Update Application” button to access your PLAR application. If you do not see this button, the application has not been opened yet.

The screenshot displays the PLAR Application Overview page. At the top, the ASET logo and navigation menu are visible. The main content area includes a 'Show Getting Started' link, a 'PLAR Application Overview' section with key details, a 'Resume or CV Upload' section, and a table of 'General Academic Criteria'.

PLAR Application Overview

Name:	PLAR TestEMS	Application Overall Completion:	9 of 20 criteria ready to submit
Deadline:	2025-11-22	Application Status:	Submitted Application Approved and in Process

Resume or CV Upload

If you wish, you can append a Resume or CV to your PLAR application. It will be reviewed along with PLAR submission and included in your evaluation and will serve as an overview of your work experience for the PLAR Assessor.

This is an optional requirement.

[Test Resume.docx](#) ✖

Browse for file No file chosen



General Academic Criteria 10 of 10 required (9 Completed)

Criteria	Progress	Criteria Status	Last Updated
Communication	4 of 4 Complete	Complete	2024-11-22
Mathematical Techniques	5 of 5 Complete	Complete	2024-11-22
Teamwork	5 of 6 Complete	Incomplete	2024-11-22
Management and Business Principles	3 of 3 Complete	Complete	2024-11-22
Ethics, Sustainability, Contracts, and Codes	10 of 10 Complete	Complete	2024-11-22

This is the PLAR Application Overview page, you will notice the PLAR Portfolio Guidelines, the General Academic Criteria and Program Discipline Specific Academic Criteria are explained in more depth in the PDF's in the links at top of the page.

The overview section will track your progress and show your application deadline date. There is also an optional resume upload section if you would like to submit a resume with your PLAR application.

All General Academic Criteria needs to be met. For the Discipline Specific Criteria section, a minimum of 5 learning outcomes need to be completed but you may complete as many as are applicable. The assessors will only see the ones that are completed.

Criteria	Progress	Criteria Status	Last Updated	
Communication	4 of 4 Complete	Complete	2024-11-22	 ▾
Description				
	Progress		Last Updated	
01.1 Prepare communications according to the purpose and the audiences	Completed (1 Documents)		2024-11-22	
01.2 Use proper language and style suitable to the context and task	Completed (2 Documents)		2024-11-22	
01.3 Demonstrate the practice of good technical writing	Completed (2 Documents)		2024-11-22	
01.4 Demonstrate effective communications when giving and receiving instructions.	Completed (2 Documents)		2024-11-22	
Mathematical Techniques	5 of 5 Complete	Complete	2024-11-22	>
Teamwork	5 of 6 Complete	Incomplete	2024-11-22	>
Management and Business Principles	3 of 3 Complete	Complete	2024-11-22	>
Ethics, Sustainability, Contracts, and Codes	10 of 10 Complete	Complete	2024-11-22	>
Graphical Communications	7 of 7 Complete	Complete	2024-11-22	>

The overall criteria status of a section is shown at the top level and then drop downs show completion status per indicator.

Click into the criteria indicator to start adding information to your portfolio. Read the learning outcome indicator at the top of the page and fill out the required sections below. All four sections must be completed for each Learning Outcome. This means selecting where and when the experience was demonstrated, a brief statement of how you met the indicator and adding supporting documentation for that indicator.

You can move between learning outcomes using the arrows at the top or bottom of page and they will save your progress as you go. You are not required to hit “Save” after each learning outcome indicator is completed, as this is done automatically with the arrows, but for good measure the “Save” button is available.

The “Back To Overview” button at the very bottom of the page will bring you back to the overview of the whole application.

You can also navigate through the criteria directly by using the menu on the left-hand side of the page.

Candidate Statement

Statement

1000 characters left

Describe **how** you developed the skill and knowledge for learning outcome indicator.

This should also include the **location** (for example: The company that you worked at)

NOTE: Locations and Dates can be used more than once in your application.

Candidate Statement: Should be quite concise, straight to the point, the supporting documents will help show further evidence for learning outcome.

Demonstrated by ⓘ

Work Academic Training Other

↑

Indicate how you demonstrated the learning outcome by checking off work, academic, training or other.

State the **time frame** that this learning outcome was achieved

↓

Dates

From Through

MM/DD/YYYY MM/DD/YYYY

Demonstrated By: Indicate how you demonstrated the learning outcome by checking off work, academic, training or other. You may check off more than one box if applicable.

During the period: State the time frame that this learning outcome was achieved. When you click on the boxes, a calendar will pop up that will allow you to choose the dates directly. You may also type the date in the format of MM/DD/YYYY.

Supporting Document(s)

Browse for file No file chosen

All files

Filename	Size	Date Uploaded	Select Existing
Test Proof of Enrollment.pdf	10.09 KB	Oct 23, 2024	<input checked="" type="checkbox"/>
Test Proof of Identity.png	6.20 KB	Oct 23, 2024	<input type="checkbox"/>
Test Reference 2.pdf	10.17 KB	Oct 23, 2024	<input type="checkbox"/>
Test Language Proficiency.pdf	10.09 KB	Nov 8, 2024	<input checked="" type="checkbox"/>
Test Proof of Enrollment.pdf	10.09 KB	Nov 8, 2024	<input type="checkbox"/>
Test Job Description.docx	0.02 MB	Nov 14, 2024	<input type="checkbox"/>
ASET PPE Sept. 23, 2024 Roster.xlsx	0.02 MB	Nov 22, 2024	<input type="checkbox"/>

Upload supporting documentation that provides evidence of your skill and knowledge in relation to each learning outcome.

Supporting documentation **may be used more than once** throughout your portfolio if the documentation applies to multiple learning outcomes.

Supporting Documents

Upload supporting documentation that provides evidence of your skill and knowledge in relation to each learning outcome. Supporting documentation may be used more than once throughout your portfolio if the documentation applies to multiple learning outcomes.

Note, you can upload new documentation from your computer. The formats that are acceptable are PDF, Word and Excel documents. Once you have uploaded a document into your application page, it will save on there if you want to use it again, this can be done by clicking “Select Existing” and choosing from the attachments you have already uploaded.

The examples of supporting documents are on the next slide.

Examples of Supporting Documents

- a) Paid work (full or part-time) or volunteer work
 - i. Job descriptions
 - ii. Performance evaluations
 - iii. Commendation letters
 - iv. Validation letters
 - v. Work samples
 - vi. Publications
- b) Courses, seminars, workshops, conferences, professional certification
 - i. Certificates or completion letters
 - ii. Course work samples or exam marks
 - iii. Presentations or publications
- c) Other (in situations where you cannot produce existing documentation)
 - i. Letter or essay describing how you developed your skill and knowledge in relation to a particular academic criterion or criteria
 - ii. Technical report demonstrating your skill and knowledge in relation to a particular academic criterion or criteria

Sample Request for Validation Letter

Adapted from the PLA Training Modules produced by the Center for Curriculum, Transfer and Technology for the Province of British Columbia Ministry of Education, Skills and Training

This is a template an applicant may use to request a validation letter from a reference. The applicant may choose to contact the reference more informally via email, depending on the preference of the applicant or reference. The validation letter provided by the reference, however, should be prepared on letterhead and signed by the reference.

[Date]
[Name of Reference]
[Address of Reference]

Dear [Name of Reference]:

I am writing to ask you for a letter on my behalf to assist with obtaining certification with ASET. As part of ASET's Prior Learning Assessment and Recognition (PLAR) process, I am hoping to earn recognition for my learning obtained outside of an academic program. Your letter will help me provide the evidence that what I know and can do is equal to the academic requirements for certification. I have included a copy of the learning benchmarks for your reference.

Following the recommendations of ASET, I would like your letter to include the following:

1. A description of my position (Title(s) and Date(s)). This should include a brief mention of the responsibilities I assumed and some of my main accomplishments.
2. A statement of your relationship to me; for example, that you were my immediate supervisor, and the situations under which you observed or evaluated my work.
3. An indication of the skills, knowledge, and abilities you believe I possess. (You may find it helpful to refer to the enclosed learning benchmarks.)
4. A statement indicating how well you think I met the overall job role.

I would appreciate you preparing this letter on letterhead, adding your contact information, and signing the letter before sending a copy to me.

Thank you very much for agreeing to write this letter on my behalf. As I am sure you are aware, earning this certification at this point in my life is very important to me.

Should you have any questions, please let me know (Applicant Contact Information).

Sincerely,

[Signature of Applicant]

See the list of examples of supporting documents that can be submitted.

Note: Official partial transcripts will still need to be submitted to ASET if using for credit for any learning outcome. Validation letters are not letters of recommendation. In a validation letter, a reference with direct knowledge of your work verifies and assesses the learning you have obtained through your experience in a particular role or activity.

Systematic Approaches and Diagnostic Tools (1/8)

CTAC Learning Outcome Indicators
01.1 Analyze information technology problems and formulate solutions

Demonstrated by ⓘ ←

Work Academic Training Other

Dates

From Through
MM/DD/YYYY MM/DD/YYYY

Candidate Statement

Statement

1000 characters left

Supporting Document(s)

Browse for file No file chosen

If at any point you need a reminder for what needs to be submitted into each section, click the blue circle with the “i” for this information.

✓ Your PLAR application now meets the minimum standard for submission. You may continue to add additional evidence or submit your portfolio to ASET for evaluation.

General Academic Criteria 10 of 10 required (10 Completed)

Criteria	Progress	Criteria Status	Last Updated
Communication	4 of 4 Complete	Complete	2024-11-22
Mathematical Techniques	5 of 5 Complete	Complete	2024-11-22
Teamwork	6 of 6 Complete	Complete	2024-11-22
Management and Business Principles	3 of 3 Complete	Complete	2024-11-22
Ethics, Sustainability, Contracts, and Codes	10 of 10 Complete	Complete	2024-11-22
Graphical Communications	7 of 7 Complete	Complete	2024-11-22
Computer Knowledge	6 of 6 Complete	Complete	2024-11-22
Health and Safety	8 of 8 Complete	Complete	2024-11-22
Engineering Fundamentals	4 of 4 Complete	Complete	2024-11-22
Engineering Tools	5 of 5 Complete	Complete	2024-11-22

Project Management 8 of 8 Complete Complete 2024-11-22

Return to My Profile Submit my PLAR Portfolio


When you have submitted all the necessary documentation for each learning outcome, the page overview will show a message that your application has met the minimum standards for submission to ASET. Remember, for discipline specific criteria there is a minimum completion of 5 learning outcomes required, but you can submit as many as are applicable.

Once you have completed the learning outcomes and you are ready to submit for review, the “Submit my PLAR Portfolio” will turn to blue and you will be able to click the button.

Prior Learning Assessment Reporting (PLAR)

Portfolio Submission to ASET

Your Prior Learning Assessment Portfolio is now ready for submission to ASET for evaluation.

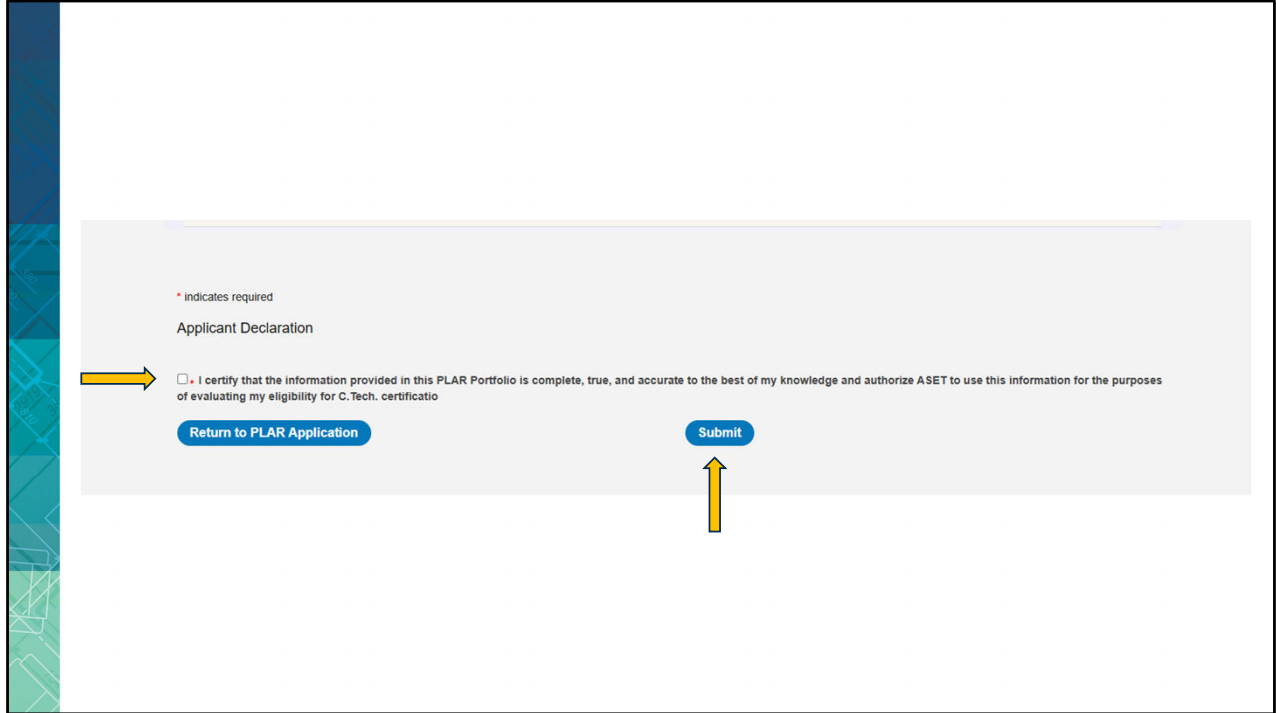
Only the Learning Criteria marked as **Complete** below will be included in your submission: 

PLAR Portfolio Summary for PLAR TestEMS Deadline: 2025-11-22 As of: 2024-11-25

Group	Completed	Required
General Academic Criteria	10	10

Criteria	Status	LmOutCompleted	LmOutRequired	Open Feedback	Last Updated
Communication	Completed	4	4		2024-11-22
Mathematical Techniques	Completed	5	5		2024-11-22
Teamwork	Completed	6	6		2024-11-22
Management and Business Principles	Completed	3	3		2024-11-22
Ethics, Sustainability, Contracts, and Codes	Completed	10	10		2024-11-22
Graphical Communications	Completed	7	7		2024-11-22

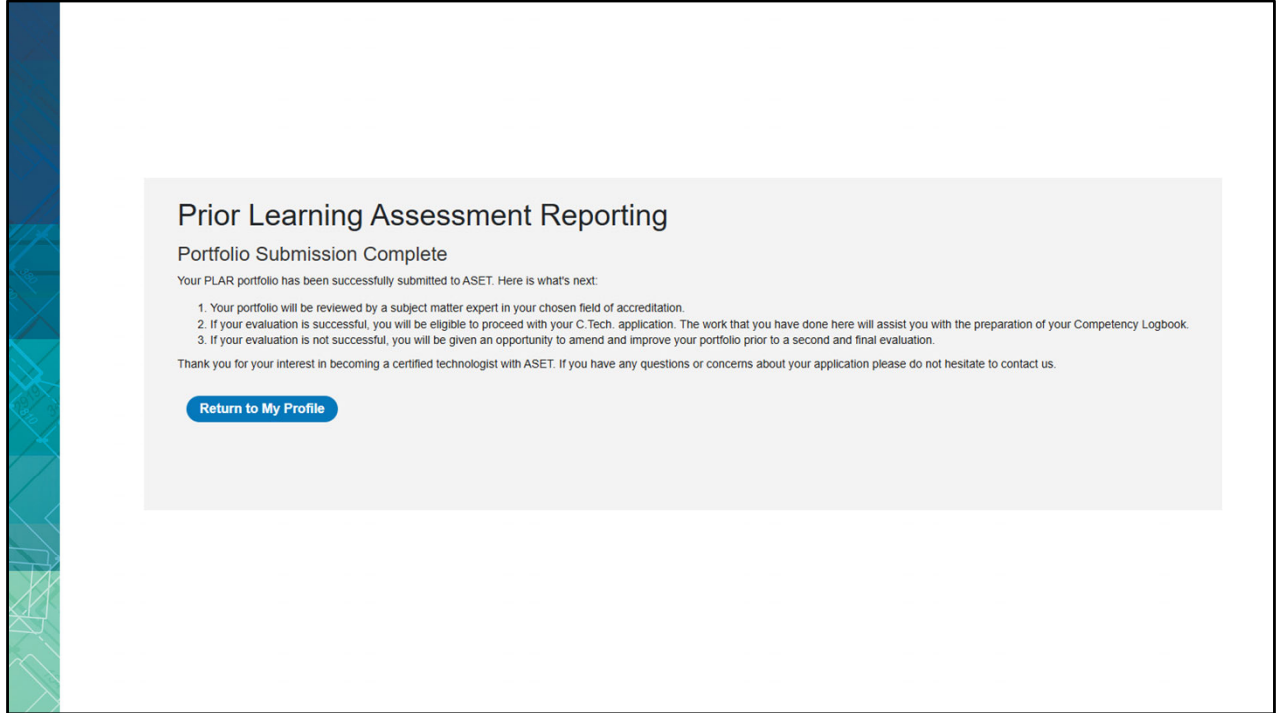
After you have clicked submit, you will be redirected to the Portfolio Submission overview page, this will allow you to review your portfolio one more time and will reassure that any criteria that are left incomplete will not be reviewed or assessed.



Scroll to the bottom of the submission overview page and you will notice the “Return to PLAR Application” and “Submit” buttons.

If you want to go back and edit anything in your application, click “Return To PLAR Application”

If you are satisfied with your portfolio, please read through the declaration, and check off the box and click “Submit” to finalize your submission.



When you have arrived at this screen, the application is completed and will be assigned to a PLAR Assessor. Once they have assessed your application you will be notified of the results, if you are needed to correct or re-submit any information, the application will be returned to you with comments from the assessor.

If you have passed the PLAR application you will receive notification from ASET and this will go on your member profile, then you may begin your application for C.Tech. at any time afterwards.

Questions?

ASET staff are here to help:
registration@aset.ab.ca
780-425-0626



ASET

ASET staff are here to help throughout the application process. Please contact us at any time if you require further assistance.