

A large, red brick building with a prominent white portico supported by columns and a central dome. The building is surrounded by lush green trees under a clear blue sky.

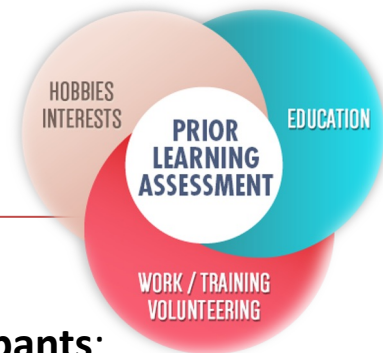
**UNIVERSITY OF
LOUISVILLE**

**Advancing Equity and Attainment through
Credit for Prior Learning**



October 18, 2023

Session Overview



Learning objectives of the session should include that participants:

1. Identify the process for awarding PLAs to students in LEAD 300.
2. Describe the steps for students being awarded PLA in LEAD 300 & how reported to UofL.
3. Identify the process for working w/ OLL faculty & local industry partners in determining the amount of PLAs possible based on trainings completed by employees in a particular company (Mountain Comprehensive, Trager Institute).
4. Discuss the utility of Knack in the PLA process & ways to update it.

National Trends and Benefits!

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Four Reasons Colleges and Universities offer PLA or CPL (Credit for Prior Learning)

1. PLA helps students *graduate FASTER*
2. Students with access to PLA are *more likely to graduate*
3. Students are *more engaged* and ready for academics after the portfolio process
4. Students *expand upon their current knowledge*, and explore the practical applications of that knowledge, through excellence in scholarship and creative endeavors.

New Terms and Acronyms

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1. **CPL** - Credit for Prior Learning
2. **PLA** - Prior Learning Assessment (the process)
3. **PLAD** - Prior Learning Assessment Documents
4. **Occupational Experience** - Work or military experience (ex., on the job)
5. **Occupational Training** - Work or military training (ex., formal training, etc.)
6. **O'NET** – The Department of Labor's Occupational Database
7. **APA** - American Psychological Association (ex., cite references correctly, etc.)
8. **HAT** – **H**allmark **A**ssessment **T**ask
9. **FOLIOTEK** – Free electronic system used to store your projects

New Terms and Acronyms

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10. **STE** - Student Transcript Evaluation (retrieve from ULINK)
11. **JST** - Joint Services Transcript
12. **KSA** – Knowledge, Skills and Abilities
13. **CCAF** - Community Colleges of the Air Force Transcript
14. **Work Specialization Credit** – Total number of college credit hours you are requesting
15. **Lower-Level Learning** – Equivalent to lower-level classes offered by a college or university (ex., COMM 101, 201)
16. **Upper-Level Learning** – Equivalent to upper-level classes offered by a college or university (ex., LEAD 300/307, LEAD 416, LEAD 540)

“Big Picture”

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You'll request between **9-48 hours** of Work Specialization Credit...

- **Based on** learning from prior college and/or occupational training and experiences
- **Via** worksheets, essays, and documentation
 - KSA Inventory and Life Learning Narrative
 - Occupational Training Learning
 - Occupational Experiential Learning
 - Supporting documentation



Prepare...

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Gather your...

- Education Plan (Academic Advisors provide)
- Unofficial transcript(s)
- Student Transfer Evaluation (STE)
- Military students only – JST or CCAF transcript
- Resume

Think about...

- Positions you've held
- Training courses you've completed



Portfolio Documents

- Portfolio Review Committee Letter
- BSOLL Competencies Self-Assessment
- Specialization Credit Request Sheet
- Occupational Training Worksheet
- Reflective Essay on Occupational Training
- Experiential Learning Worksheet
- Reflective Essay on Experiential Learning
- O-NET Supporting Documentation

PLA Process Steps

Portfolio Submission:

Documents and
reflection on learning

Portfolio Documentation:

Reflective essays on learning

Validating Documents:

Proof of learning – work related transcripts, JST and
NCOERs

Areas of Workplace Training and Experiential Learning:

Job/JST Descriptions and O*Net

Workplace Learning:

OJT learning, career field training courses, specialized training/duties,
Kolb's Cycle, etc..

Required Validating Documents

Link Learning to Actual Performance

Military Positions



Lower-level positions (E-1 – E-5) will most likely earn you occupational experience credits at the LOWER LEVEL at the rate of TWO credit hours for ONE year of work experience for a maximum of 48 credit hours.

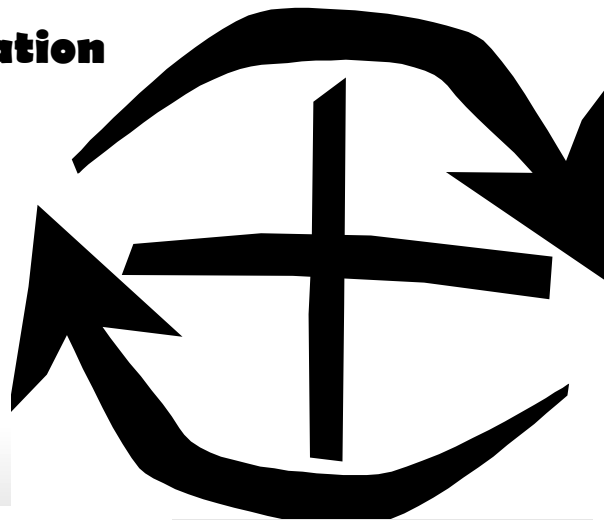
Higher level positions (E-6 – E-9) will most likely earn you occupational experience credits at the UPPER LEVEL at the rate of FOUR credit hours for ONE year of work experience for a maximum of 18 credit hours.

Note: *This is not absolute; the level of credit will depend more on the position and the responsibilities than the rank.*

Kolb Experiential Learning Cycle

**Active
Experimentation**

**Concrete
Experience**



**Abstract
Conceptualization**

**Reflective
Observation**



Occupational Experiential Learning Worksheet

University of Louisville
College of Education and Human Development
Leadership, Foundations and Human Resource Education Department

OCCUPATIONAL EXPERIENCE LEARNING WORKSHEET Credit for ELFH 291/391

Prove it counts! Use this worksheet to document your request for Occupational Experience Learning Credit. For each work activity requested, enter the dates and number of hours of work to indicate scope of learning. For each activity, list all Supporting Documents, including work verification, college course catalog and/or ACE Guide pages with hours of training, credit amount and level - for closest match to your experience. Attach Reflection Essay for each entry.

Student Name **MARY HARRY**

Student ID **1XXXXXX**

Date NOW

| Work Activity | Dates/ Hours | Employer/Job Title | Documentation: O-NET / SOC Code / ACE / Self-Assess Competency | Recommended Credit & Level |
|--|-------------------------------------|--|---|-------------------------------|
| Personnel Management Specialization (MOS 75C30) | January 1996- January 2001 | US Army, Personnel Management Specialist | JST, ACE Military Guide | 21LL |
| Customer Service | January 2001 – March 2003 | EMPLOYER, Customer Service Representative | Letter from supervisor, ELFH 291/391 syllabus, O*Net | 4LL |
| | | | | |
| | | | | |
| | | | | |
| | | | Lower Level 25 / Upper Level 0 | TOTAL = 25 LL |

Reflection Essay

REFLECTION ESSAY LEARNING FROM OCCUPATIONAL EXPERIENCE

Student Name and ID MARY HARRY 1XXXXX

Work Activity Personnel Management Specialist (MOS 75C)

Dates / Hours of Learning January 1996 – January 2001
List the period of employment and total clock hours

Sponsor/Institution US Army
Name of the company you worked for

Description of the Training or Experience

(O*NET, ACE or other job description)

Summary: Participates in occupational classification and management of manpower resources or supervises personnel management activities. *Skill Level 10:* Prepares correspondence and orders and completes forms and records using word processing and other software; maintains files; answers telephone; interviews personnel; provides input for computer system. *Skill Level 20:* Able to perform the duties required for Skill Level 10; provides technical guidance and training to subordinates. *Skill Level 30:* Able to perform the duties required for Skill Level 20; prepares correspondence and reports; evaluates and counsels subordinates; supervises maintenance of files; prioritizes, organizes, and assigns work; prepares training programs.

*Attach any certificates or documentation that will help the evaluator to determine the value of the training. If work experience, you must attach a letter from the employer validating the level of proficiency.



Specific Learning:

Write a structured reflection, using Kolb Learning Cycle (Concrete Experience, Reflective Observation, Abstract Conceptualization, and Active Experimentation). List supporting documentation.

Mastery Level: 3) problem solver, 2) typical user, 1) novice 3

Credit Requested for this Learning (lower / upper level): .21 LL

I certify that all of the information provided to support this level of learning is a true representation of my abilities.

 Student's Signature

 Date



Thank you for attending!
