Prior Learning Assessment and Recognition (PLAR) Portfolio Guide

For Professional Membership Applicants to the BC Association of Kinesiologists (BCAK)

Introduction

The BCAK recognizes that professional knowledge and skills can be acquired through formal education, work experience, volunteer service, professional training, and self-directed learning. Through the Prior Learning Assessment and Recognition (PLAR) process, applicants may demonstrate that their prior learning is equivalent to the standards and competencies required for Professional Membership.

This PLAR process enables applicants to use prior learning—through work or other courses/certifications—to meet one core subject requirement. A total of 1,500 hours of documented prior learning equals one core subject. This guide explains how to prepare and submit a PLAR portfolio to demonstrate that your prior learning can be considered equivalent to one of the 14 subject requirements for Professional Membership.

Portfolio Components

- Table of Contents
- Current Resume/CV
- Mapping of Prior Learning to Key Performance Indicators (KPIs)
- Documentation and Evidence of Learning
- Detailed Description of Significant Learning Experiences
- Additional Supporting Information (optional)

Portfolio Length Guidelines

Maximum total length: 15 pages.
- Resume – up to 2 pages;
- Competency Mapping – up to 8 pages;
- Significant Learning Narratives – up to 5 pages.

Submission Instructions

Submit your completed portfolio as a single PDF file via the BCAK application portal. Ensure all sections are complete, organized, and within the page limits.

Detailed Instructions for Each Component

1. Table of Contents

Provide a clear, paginated table of contents listing each section of your portfolio.

2. Current Resume/CV

Summarize your academic, professional, and volunteer experiences relevant to Professional Kinesiology. Length: up to 2 pages.

3. Mapping of Prior Learning to Key Performance Indicators (KPIs)

Demonstrate how your learning experiences align with the key performance indicators of the core subject requirement. Use the provided template. Length: up to 8 pages.

4. Detailed Description of Significant Learning Experiences

Provide narratives of your most important learning experiences, addressing context, activities, learning, application, impact, and reflection. Length: up to 5 pages.

5. Documentation and Evidence of Learning

Provide supporting documents that validate your experiences and competencies (certificates, letters, work samples). Please ensure that all personal client information is redacted, and your provided documents comply with PIPEDA and PIPA laws.

6. Additional Supporting Information (optional)

Include any additional materials you believe will strengthen your application, such as awards or volunteer experience.

For example, map your learning experience to the relevant competency (item 3 above). Provide your prior learning experience description to demonstrate that competency (item 4 above) and provide additional documentation (item 5) and/or supporting information (item 6) to further reinforce how your experience meets the competency requirement.

7. Submission Instructions

Submit your completed portfolio as a single PDF file via the BCAK application portal or email to office@bcak.bc.ca. Ensure all sections are complete, organized, and within the page limits.

Appendices

- Resume Template
- Competency Mapping Template
- Significant Learning Worksheet
- PLAR Completion Checklist

Resume Template

Full Name

[Enter full name]

Contact Information

Phone: [XXX-XXX-XXXX]

Email: [Your Email Address]

Address: [Street, City, Province, Postal Code]

Education

List your educational history beginning with degrees, then diplomas, then certifications. Include dates for each.

Degree(s): [Degree Name, Institution, Completion Date]

Diploma(s): [Diploma Name, Institution, Completion Date]

Certification(s): [Certification Name, Institution, Completion Date]

Professional Development

List professional development and training programs completed. Include dates.

[Course or Program Name, Institution, Completion Date]

Professional Experience

For each workplace, include organization name, work activities, hours completed, and dates.

Organization Name: [Enter name]

Job Title: [Enter title]

Employment Dates: [Start Date – End Date]

Work Activities: [Describe duties and responsibilities]

Hours Completed: [Enter total hours]

Professional Memberships and Activities

List all relevant professional organizations and activities. If None, enter N/A.

Organization Name: [Enter name or N/A]

Role: [Enter role or N/A]

Membership Dates: [Enter dates or N/A]

Description of Activities: [Enter details or N/A]

References and/or Confirmation of Professional Work Experience

Provide letters from employers or supervisors confirming your work with each organization. Include full name, phone, and email address of the employer/supervisor. We may contact them to verify information.

Reference Name: [Enter name]

Telephone Number: [Enter phone]

Email Address: [Enter email]

Relationship to You: [Enter relationship]

Competency Mapping Template

Using your professional experience, education and professional development, complete information per competency area. Use the 14 core subject descriptions, content and essential competency indicators to map your experience to the key performance indicator (KPIs). Include dates and hours for each experience.

Your full name:

Competency Area: [Enter name]

Relevant Experience: [Describe roles, positions, training, volunteer work]

Dates: [Start Date – End Date]

Hours Completed: [Enter total hours]

Setting and Population: [Describe context]

What I Learned: [List knowledge, skills, judgement]

Application: [Describe how learning was applied]

Supporting Evidence: [Certificates, letters, work samples]

Competency Area: [Enter name]

Relevant Experience: [Describe roles, positions, training, volunteer work]

Dates: [Start Date – End Date]

Hours Completed: [Enter total hours]

Setting and Population: [Describe context]

What I Learned: [List knowledge, skills, judgement]

Application: [Describe how learning was applied]

Supporting Evidence: [Certificates, letters, work samples]

Note: copy and paste the template for each competency area as many times as you require

Significant Learning Worksheet

Provide detailed information for each significant learning experience.

Your full name:

Organization Name: [Enter name]

Role/Position: [Enter role]

Dates: [Start Date – End Date]

Hours Completed: [Enter total hours]

Context: [Describe setting and population]

Activities: [Describe duties and responsibilities]

Learning: [Knowledge, skills, and judgement developed]

Application: [How you applied learning in practice]

Impact: [Benefits to clients, colleagues, or organization]

Reflection: [How this shaped your growth as a kinesiologist]

Supporting Documentation: [List related evidence and appendices]

Note: copy and paste the template for each significant learning experience as many times as you require.

PLAR Completion Checklist

- Table of Contents included
- Resume attached
- Competency Mapping completed
- Significant Learning Narratives included
- Supporting evidence labeled
- Additional supporting documents attached
- Portfolio proofread for clarity and accuracy

✓ Submit to office@bcak.bc.ca OR if you haven't submitted your application for membership yet, you can upload to your application file prior to submitting and paying for your application.