



Worksheet to Develop an iPLA Request

Instructions

Use this worksheet to guide your thinking about the learning you are trying to capture for each iPLA request. This process requires some reflection, and there is no right or wrong answer. You may want to return to some of the questions later. Keep notes on your thinking, because you might want to use these notes later. You can, for example, use each section here to organize and draft your iPLA request.

Choose one PLA area from your list. For the area that you chose, answer the following questions to the best of your ability. You may skip questions if you are unable to answer them at this time or if the question is not relevant to your situation.

Name the iPLA Area:

What is the title of the learning area? For example, "Management," "Interviewing Skills," "Administrative Services," etc.

Section 1: Your Overall Learning - **Knowledge**

1. Provide a short overall summary of your learning. If it were a college course, how would you complete this sentence? In this course, I learned...
2. If you were to explain or teach this topic to someone else, what are the five (5) top categories you would cover? In order to identify 5 categories, consider these questions: a) Why are these important topics for someone to know? b) What has interested you/what learning about this topic have you most enjoyed? c) What ideas do you keep coming back to when you think about the knowledge?
3. Describe at least three (3) of the five topics *in more detail*. In your own words, what are the key ideas you learned about these topics? What are the key theories that go with these topics? (Consult the Global Learning Qualifications Framework's definitions and questions about Specialized Knowledge for additional help.)
4. How did you go about learning the skills/information in this area?

5. Over what period of time did this learning take place? How has your learning on this topic – or how have your perspectives – changed over time? What brought about these changes?

Section 2: Learning from Challenges - **Engagement**

6. For your learning area, what topics were challenging for you to learn? What made it challenging?
7. How did you address these challenges? What types of procedures did you develop or revise to overcome these challenges?
8. What have you learned from these challenges? How is this learning important in demonstrating your knowledge?

Section 3: Using Your Learning - **Integration**

9. How have you applied your knowledge both within and outside of the original setting in which it was learned? For example, what are some things that interest you in this area about which you would want to learn more? What are some new ideas that you have had or tried in this area? In what ways do you think you could apply these new ideas? (Consult the Global Learning Qualifications Framework's definitions and questions about Applied Knowledge for additional help.)
10. How does your knowledge relate to other knowledge you already had? (Consult the Global Learning Qualifications Framework's definitions and questions about Integrated Knowledge for additional help.)
11. In what ways have other people been part of your learning in this area? How have you learned from others? How have you helped others to learn? (Consult the Global Learning Qualifications Framework's definitions and questions about Learning Engagement for additional help).
12. In what types of research have you engaged? What additional learning did you acquire from this research?
13. What are some ethical considerations that you have encountered in this area? How did you learn about these ethical considerations? Describe any experiences you have had in resolving ethical situations in this area and how you addressed the issues. If there are any codes of ethics related to this area, explain how they influenced how you approached resolving any ethical considerations. (Consult the Global Learning Qualifications Framework's definitions and questions about Ethical Responsibility for additional help).

Supporting Materials

Attach any training certificates or materials to support your iPLA request.

RUBRIC FOR ASSESSING PLA COMPETENCIES

Competency	Approaches	Meets	Exceeds
Identify your Learning	Identifies experience and topic of knowledge, but does not go into detail about learning gained.	Identifies experience and topic of knowledge, and provides detail about learning gained.	Clearly categorizes learning topics; provides ample detail about learning gained.
Apply your Learning	Identifies a challenge and solution, but remains at the specific incident level. Does not apply learning to a new situation.	Identifies a challenge and solution and applies learning to a new situation.	Identifies a challenge and solution and applies learning to new situation/s with detailed explanation.
Position your Learning	Minimal knowledge linkage. Does not move away from specific knowledge and experience examples.	Links and positions learning in the broader context of the professional field. Discusses ethical issues.	Detailed explanation of knowledge linkage, the broader context of the professional field, and ethical issues.
Communicate your Learning	Minimal information offered, and/or information not organized or articulated clearly.	Clear presentation of information, addressing all questions.	Clear presentation of information, addressing all questions in detail.