

Knowledge Resume Instructions, Example and Template

Before submitting, please read the following carefully!

To qualify for the PLAR process, each student must submit a Knowledge Resume (KR) to the PLAR Committee via the PLAR Advisors at plar_ol@tru.ca, or fax/mail. We offer this initial assessment step so that students who are not suitable PLAR candidates are not putting their time and money into the process. If, however, we feel that you are a good candidate, you can then officially apply for PLAR by submitting the application form and assessment fee. This information will be given to you after the KR review.

Your KR should include the following categories which apply to your experience. An example and blank template have been provided on the next pages—please use these as a guide when creating your KR.

If you have a current resume, please revise it to fit the Knowledge Resume template.

Cover Sheet: Fill this section out and include with the Knowledge Resume.

Employment History and Descriptions: List all employment (post high school) that has resulted in significant learning. Provide a description of all venues, positions, dates, and a point form list of the derived learning.

Non-Formal Education: Include workshops, training sessions, and/or any education that you *did not receive credit for in your program with us*.

List (where applicable): the name of the institution, program, date attended, contact hours, and a brief point form description of the derived learning.

Note: The PLAR Committee will see the Formal Education (i.e. courses/programs you've received transfer credit for) that you've completed when they view your Program Plan.

Hobbies: List all hobbies that have led to learning that may be relevant for PLAR. Provide a brief point form description of the derived learning.

Volunteer Work: List the date attended and the type of volunteer work that has led to learning that may be relevant for PLAR. Provide a point form brief description of the derived learning.

Skills Summary: This can be a brief paragraph or point form of any other skills you wish to highlight for the committee (please be sure to note any additional languages you may speak). Feel free to list any skills related to your learning and experience.

Other: List any other learning that you have acquired from sources not listed above.

Knowledge Resume (Example)

First, Middle name:	Casey
Last name:	Smith
Student ID:	T0000000
Program of Study:	Diploma in Management Studies
Date submitted:	August 2, 2015

Have you applied for admission into a TRU-OL program? **Yes**

Has your admission into the program been approved? **Yes**

If you plan to ladder to a higher TRU-Open Learning credential (e.g. diploma, degree) after the completion of your current program, please specify the name of that credential:

Bachelor of Commerce

Your Knowledge Resume will be used to determine PLAR potential for *unspecified elective credits* and/or *course specific credits* that are listed on your Program Plan. Please note that General Education courses (Math, Science, Humanities, etc.) are normally not eligible for PLAR.

Note: The purpose of the Knowledge Resume review is *only* to determine if you appear to have the kind of work and life experience typical of a suitable PLAR candidate. In order to petition for PLAR credits, students most commonly need to develop a portfolio that documents their experiential/informal learning.

If you wish to be considered to petition for specific courses, identify in the table below the TRU-OL courses that are a good fit with your experience and Program Plan. ***Not all courses can be petitioned for in PLAR***, ask your PLAR Advisors for the list if you're interested in petitioning for particular courses.

	Course ID and Name (e.g. CMNS 1291 – Intro to Professional Writing)
1.	MNGT 1111 – Supervision
2.	MNGT 1211 – Management Principles and Practices
3.	MIST 2611 – Management Information Systems
4.	
5.	
6.	
7.	
8.	

Employment

Assistant Manager, Office Depot (2010 – present)

- Scheduling of 39 staff for weekly and monthly staffing needs
- Responsible for motivation and productivity of staff
- Inventory control
- Good communication skills to deal with customer complaints

Sales Associate, London Drugs (2003-2010)

- Persuasive communication skills and strong product knowledge where required
- Handled cash daily
- Assisted in marketing and presentation of new items
- Voted employee of the month six times for outstanding service

Manager of Medicare Billing, Option One Billing Solutions (1996-2003)

- Managed a team of five medical billing staff
- Increased Medicare payments by 37 %
- Reduced loss of revenue due to miss-billed claims by 17%
- Increased customer satisfaction by instituting customer surveys
- Interviewed potential team members and contributed to hiring decisions
- Ensured sound financial management practices

Non-Formal Education

Administrative Assistant Certificate Program, CDI College (2004-2005)

Hours of Contact/Credit Amount: 225

- Software concepts and applications
- Principles of management
- Basic accounting principles
- Data entry
- Communications
- Word processing
- Office techniques
- Career skills
- Desktop Publishing
- Transcription

WHMIS Workplace Hazardous Material Information System (July 2003)

Hours of contact: 15 hours over 3 days

- Four hours of training for working with hazardous materials.

Foodsafe Level I, II – Cariboo Management Centre (1992)

Hours of contact: 36 hours

- Safe food handling

Community Connections, sponsored by the Chamber of Commerce (1990)

- A three-hour workshop on maximizing corporate benefits from local business relationships

Hobbies

Pianist: I have completed grade 8 of the Canadian Royal Conservatory of Music. I play keyboard for a local band “Bees Knees”. We perform bi-weekly and have recorded two compact discs. I have a passion for reading especially poetry and literature. This hobby has given me a vast knowledge of literature from Shakespeare to Tolstoy.

Fitness: I have completed three half marathons and run three days/week with my partner.

Volunteer Work

Board-member and Treasurer, Phoenix Centre (2004 – present)

This is a not-for-profit organization with an annual budget of \$600,000.

- Basic bookkeeping
- Supervisory skills
- Basic Accounting knowledge
- Fundraising and forecasting
- End of month and quarterly statements
- Grant writing and proposal writing
- Public speaking

Skills Summary

- 60+ Words per minute typing speed
- Extensive office/secretarial experience and training including daily use of word processors, spread sheet applications, databases, Power Point and various email management applications as well as advanced skills in troubleshooting office equipment and software issues
- Easily establish rapport with people of all ages and backgrounds
- Very effective in team environments and also thrive on individual projects and challenges
- Success in training, managing, motivating, potential and current employees.
- Outstanding interpersonal skills, including presentations, verbal and written communication skills.
- Evaluate reports to ensure desired outcomes are being accomplished.
- Conflict resolution with quick remedies.

Other

My parents own a 30-unit apartment block and I have been managing these units for six months every year for the last five years. Through this experience I have dealt with contractors, engaged in hiring and firing, and have become very knowledgeable in dealing with the tenancy act. I have also been directly involved in the renovation process choosing materials, submitting the budget for the costs for approval.

*Blank template starts on next page

Knowledge Resume Cover Sheet

First, Middle Name:	
Last Name:	
Student ID:	
Current Program of Study:	
Date Submitted:	

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