**Prior Learning Assessment**

**Knowledge Assessment/Transfer Worksheet**

Use this worksheet to track your prior learning experiences. Fill out one page for each experience. Copy an empty worksheet and paste it into a new page as needed.

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| **PLA – Transfer Worksheet** |  |
| **Experience** | * List as many different types of experiences that you can recall. Include all types of experience including different types of work, volunteer experiences, informal educational activities, workshops seminars, on-the-job training, licenses and certifications, community service, and any other activity that you feel would be appropriate to include. |
| **Dates & Time Spent** | * As accurate as you may recall, list all the dates (to and from), and the amount of time spent in each activity. |
| **Description of Duties & Tasks** | * Include a detailed description of duties performed and any tasks involved in the job |
| **Skills** | * What skills did you need or did you required to perform that particular activity. List as many skills as possible for each activity. Be sure to include the personal skills and the technical skills. |
| **Identified Knowledge Areas** | * What did you need to know in order to perform the identified skills. There may be several steps to this response. What did you learn from performing this activity? If you were training an individual or telling someone how to do this activity, what would you explain? Don't forget to tell the who, what, where, when, why, why not, and how. The richer your responses in this area, the better. |
| **Competencies** | * Looking at your responses to the above, do you see a pattern or grouping of competencies that you can identify? |
| **Outcomes** | * Identify final products or growth from this experience. Did you produce a document? Did you learn a new skill? Where you recognized for an accomplishment? What final outputs resulted from this task? |
| **Documentations** | * What documents or proof can you produce from this activity? |
| **College Courses** | * What college courses would align with the competencies or final outcomes (documentations) that you have identified? |
| **Learning Objectives** | * If you are required to write to a specific course syllabus, what are the course objectives? How can you align your identified competencies and outcomes with the course learning objectives/and or learning outcomes? |
| **College Program** | * What are the college programs/majors that match your identified college courses? |
| **CIP Codes** | * If you know the CIP code that corresponds to the class, list it here. |

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