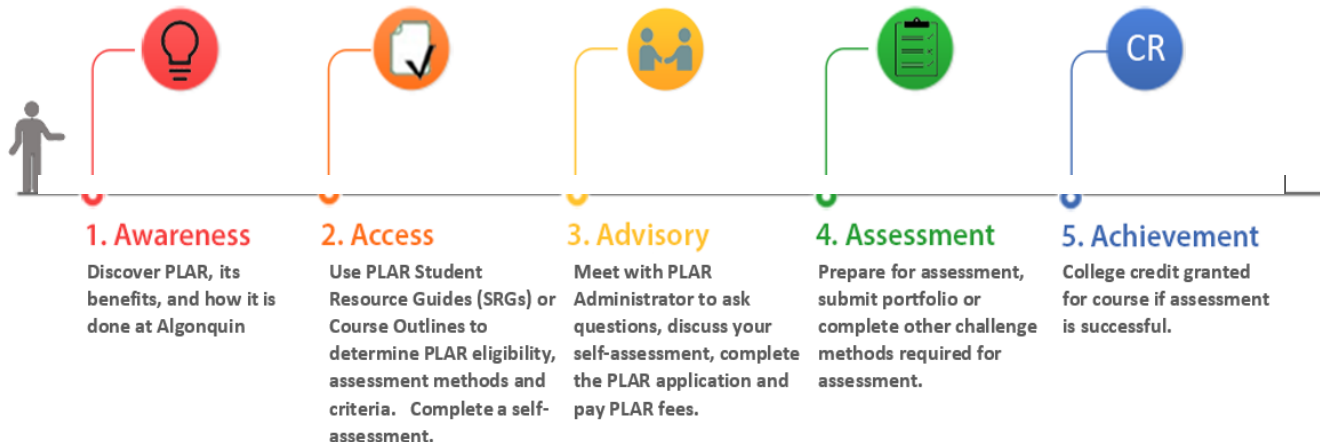


# Field Placement for Food Service

HLT6810

(PLAR) Prior Learning  
Assessment & Recognition  
**Student Resource Guide**

## PLAR Steps: 5 A's To Credit Recognition



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# Prior Learning Assessment & Recognition (PLAR) Student Resource Guide

## **Information Section**

Information to help a student decide whether  
PLAR is an option for them for:

## **Field Placement for Food Service Worker (HLT6810)**

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## ***Introduction***

The purpose of this resource guide is to help you follow the five steps of the Prior Learning Assessment and Recognition (PLAR) process for HLT 6810: Food Service Worker Field Placement:

1. [Awareness](#) – Understand PLAR and how it can benefit you.
2. [Access](#) – Self-assess against course requirements and review PLAR assessment criteria.
3. [Advisory](#) – Meet with PLAR Administrator to discuss questions, application and fees.
4. [Assessment](#) – Submit Workplace documentation for evaluation to satisfy course learning requirements.
5. [Achievement](#) – Credit recognition granted if assessment is successful.

## ***Exemptions***

*If you have previously taken a course through a recognized post-secondary institution in this subject area, you may be eligible for a course exemption. This is different from the PLAR process. You must complete a request for an exemption through the Registrar's Office. For more information visit the Registrar's Office. <http://www3.algonquincollege.com/ro/apply-to-college-and-program-eligibility/advanced-standingexemptions/>*

 **Step 1: Awareness*****Step 1: Awareness – Explore PLAR***

PLAR (Prior Learning Assessment and Recognition) is designed for people who have acquired significant knowledge and skills working in Long Term Care work settings and experiences outside of traditional accredited post-secondary institutions. You should be able to use this knowledge and these skills in a variety of new settings. If you have acquired such skills and knowledge, then you have the opportunity to prove your learning that relates to the applicable course learning requirements assessed and possibly recognized in the form of academic credit.

Other than in formal classroom situations, learning for field placement can be gained through:

- ✓ Employment experience (a minimum 200 working hours as a Food Service Worker in a Long Term Care Facility)
- ✓ Volunteer work or community service (a minimum 200 working hours as a Food Service Worker in a Long Term Care Facility)

***Possible Benefits of PLAR***

- Accelerate program of study completion.
- Save time by taking fewer classes.
- Gain confidence and self-esteem from having your previous accomplishments recognized.
- Strengthen the links between your formal studies and your work and life experience, and offers a reflective learning experience for future success.

 **Step 2: Access***Step 2: Access – Review Course Learning Requirements and Self-Assess***Food Service Worker (HLT 6810)****Prior Learning Assessment & Recognition PLAR*****Course Description***

Students gain practical real-world experience in a healthcare facility.

***Course Learning Requirements***

1. Communicate effectively in the workplace.
2. Recognize the critical elements of customer meal service.
3. Use safe work habits while operating and cleaning food service equipment.
4. Prepare daily menus based on menu planning principles and agency guidelines.
5. Provide meal service in compliance with home standards and requirements.
6. Adhere to correct receiving/storage procedures.
7. Assist with the preparation of food items.

***Eligibility Requirements to proceed with PLAR***

1. Employment experience (a minimum 200 working hours as a Food Service Worker in a Long Term Care Facility).  
OR
2. Volunteer work or community service (a minimum 200 working hours as a Food Service Worker in a Long Term Care Facility).

After reading the course description and learning requirements, you may be asking yourself, ***“What does this mean for ME?”*** The self-assessment will help you determine what you have done in the past that might qualify you for a PLAR credit in this course.

## Self-Assessment

This self-evaluation is designed to assist you in determining whether you have prior learning that might be used to prove competence to achieve credit for this field placement. Review the following statements below. Give yourself one mark for each statement you feel you can demonstrate at a post-secondary level based on your prior learning. Add your score at the end and compare your total to the scoring scale below.

1. I can utilize verbal and non-verbal communication techniques to effectively communicate with residents, co-workers
2. demonstrate positive customer service skills
3. provide good meal service following the basic principles of hospitality
4. utilize personal characteristics and behaviors that a Food Service Worker might use to motivate a resident to eat
5. operate equipment, dismantle (if necessary), correctly clean/sanitize and reassemble (if necessary)
6. ensure proper safety measures are taken while operating and cleaning equipment including wearing protective clothing, footwear and protective equipment
7. interpret a menu
8. use appropriate menu substitutions
9. identify foods that may cause allergic reactions
10. identify individual reactions and potential consequences of specific food allergies
11. identify the importance of sequence and timing preparation of menu items
12. select suitable menu accompaniments and garnishes
13. set-up and deliver a tray using the established procedure for a resident
14. maintain the principals and importance of safe and sanitary meal service
15. store food and non-food items in appropriate locations at the proper temperatures
16. ensure rotation of stock
17. use various food preparation and cooking methods
18. utilize basic food preparation skills and appropriate cooking terms
19. prepare attractive, flavorful food items for residents
20. prepare quantity foods using appropriate production sheet

Total: \_\_\_ / 20

Compare your results with the scoring scale below to determine your likelihood of obtaining credit for this course through PLAR.

Scoring	Scale
<b>18-20</b>	You are a good candidate to proceed with the PLAR process. Continue to Step 3 in this guide.
<b>15-18</b>	You may need additional prior learning to be successful in completing the PLAR process. Please meet with the PLAR administrator.
<b>0-14</b>	You are unlikely to be successful in completing the PLAR process. It is recommended that you enroll in the course.

## Step 3: Advisory

### *Step 3: Advisory - Meet with the PLAR Administrator*

If, after you have completed the self-evaluation in Step 2, your score was fifteen or higher, the next step is to go to the PLAR office to meet with the PLAR Administrator. The PLAR Administrator will discuss your self-evaluation results with you and provide details on completing the application, fees and the assessment process. You may then decide to proceed with the PLAR process or register for the course.

## Step 4: Assessment

### **Challenge Package**

The challenge package is a verification of prior learning which describes your relevant experience, identifies and analyses your learning achievements as they relate to the course learning requirements, and provides validation of your applicable learning through an employer.

To achieve credit recognition through the PLAR process, you need to submit a portfolio which includes:

1. A letter from a Long Term Care Home confirming a minimum 200 working hours in the dietary/nutrition/food service department of a long term care home. (See Process Resource Section of this Guide for the template).
2. Current resume detailing work or volunteer experience as a Food Service Worker.
3. PLAR Field Placement verification of prior learning form completed and signed by current employer (nutrition manager/ dietary manager/ Foodservice manager in Long term care home), which verifies the Course Learning requirements (CLR's) achieved. (see Process Resource Section of the Guide.)

### **Portfolio Requirements**

Components of Portfolio	Satisfactory	Unsatisfactory
A) Introductory Letter confirming minimum 200 hours in Long Term Care Home		
B) Resume detailing experience as Food Service Worker/ dietary aide		
C) Employer Verification of Learning Form, Sign-off to satisfy Course Learning Requirements (CLRs)		

Each component of the portfolio must meet a minimum of satisfactory level. All components must achieve this overall satisfactory level in order for a PLAR credit to be granted.



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## CR Step 5: Achievement

### *Step 5: Achievement - Credit Recognition*

Once the portfolio is assessed, you will be notified of the results by the PLAR Office. The assessor will have completed a form detailing his/her assessment. That information is available to you. The grade CR will appear on your transcript if the assessment criteria were met.

#### For More Information:

Please contact the PLAR Office  
Phone: (613) 727-4723 x 7027  
[plar@algonquincollege.com](mailto:plar@algonquincollege.com)

PLAR information:

<http://www3.algonquincollege.com/plar/>

<http://www3.algonquincollege.com/directives/policy/prior-learning-assessment-and-recognition/>

# Prior Learning Assessment & Recognition (PLAR) Student Resource Guide

## **PLAR Process Resources**

Support for the student once the decision has  
been made to proceed with PLAR

**Field Placement for Food Service Worker  
(HLT6810)**

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## **PLAR CHALLENGE PACKAGE (HLT 6810)**

### **What are the Essential Components?**

1. Letter from current employer of 200 or more hours in dietary/nutrition department of Long Term Care Home.

Note: You will find a template in this resource section which can be provided to your employer, with a request that the information be provided on company letterhead.

2. Résumé  
See requirements later in this section.
3. Verification of Learning Form to support the Course Learning Requirements signed by current nutrition manager/food service manager or supervisor.

Note: You will find a checklist in this resource section which can be provided to your employer, with a request in writing by the student/employee to complete it, sign it, and return it to the student/employee in the return envelope provided.

### **Submitting the Package**

The portfolio should be submitted to the PLAR Office. The portfolio will be examined to determine if all the components outlined in this guide are in place. In addition, the documentation section will be reviewed to determine if there is a clear link to the course learning requirements. If the documentation does not appear to be substantial, you may need to supplement the documents provided.

The application form must be completed and payment made to the PLAR Office before the portfolio is forwarded to the assessor.

### **1. Employer Verification of Hours Worked**

Required for proof of paid or volunteer work related to the Algonquin course '**Field Placement for Food Service Worker (HLT 6810)**'.

Elements of letter required from current employer of 200 or more hours within the dietary/nutrition /food service department of Long Term Care Home.

To be completed by Supervisor or Employer on company letterhead.

Employee Name \_\_\_\_\_

I, \_\_\_\_\_ verify that \_\_\_\_\_ has  
accumulated \_\_\_\_\_ hours in the dietary/nutrition/food service department  
within \_\_\_\_\_ (Long Term Care Home name).

Signature \_\_\_\_\_

Title of position within the organization \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Contact number \_\_\_\_\_ -

## 2. Résumé

The résumé is a general summary of your education and employment background.

- It should be written to emphasize your strengths and abilities and to highlight your accomplishments as they relate to the CLR (Course Learning Requirements).
- The following areas of information should be included:
  - education
  - work experience
  - activities and interests
  - career aims or goals

### 3. Employer Verification of Learning Form: Competency Checklist

Required for proof of competency in the knowledge and skills required for the Algonquin course 'Field Placement for Food Service Worker (HLT 6810)'.

Employee Name: \_\_\_\_\_

Completed by: \_\_\_\_\_ Position: \_\_\_\_\_

Relation to employee: (supervisor, manager etc) \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

I hereby state that I have observed the individual performing the following (If haven't observed, please confirm with other supervisors):

<b>KNOWLEDGE &amp; SKILLS THE FOOD SERVICE WORKER SHOULD HAVE TO MEET COURSE LEARNING REQUIREMENTS</b>	<b>The Food Service Worker has met this requirement</b>  <i>S-Satisfactory</i> <i>U- Unsatisfactory</i>	
<b>COMMUNICATION AND CUSTOMER SERVICE</b>		
<b>THE STUDENT...</b>	<b>S</b>	<b>U</b>
1. Communicates effectively in the workplace utilizing verbal and non-verbal communication techniques with residents, family members, volunteers, co-workers etc.		
2. Provides positive customer service acknowledging critical elements of meal service utilizing techniques to personalize customer service following basic principles of hospitality (Friendly, knowledgeable, efficient, timely, flexible, consistent, communicates well, establishing trust and exceeds expectations).		
3. Identifies and resolves conflict within their area of role and responsibility.		
4. Responds effectively to an upset resident		
Comments		
<b>SANITATION AND SAFETY</b>		
<b>THE STUDENT...</b>	<b>S</b>	<b>U</b>
1. Demonstrates positive personal hygiene and grooming practices expected by the industry and adheres to sanitation standards.		

2. Identifies foods most frequently involved in food borne illness and foods that are potentially hazardous and is able to determine methods of protection.		
3. Applies sanitation techniques in the preparation of food and practices safe-food-handling.		
4. Identifies hazardous practices and conditions in food service that can cause strains, cuts, burns, falls, slips, etc. and practices injury prevention.		
5. Applies safe work habits while operating and cleaning/sanitizing kitchen equipment and wears Protective clothing/footwear and personal protective equipment as required.		
6. Identifies fire hazards in food service, follows basic procedures to prevent fire related injuries and is aware of steps to follow in case of fire.		
7. Practices proper handling and storage of hazardous materials used in food service operations as outlined in WHMIS legislation.		
8. Upholds general home sanitation and safety standards and practices quality improvement.		

Comments

**NUTRITION**

**THE STUDENT...**

**S**

**U**

1. Recognizes the importance of nutrition, health and nutritional information on food products.		
2. Substitute's food items appropriately ensuring maximum nutritional value.		
3. Identifies foods that may cause allergic reactions/intolerances and understands individual reactions and potential consequences of specific food allergies and intolerances.		

Comments

**FOOD PREPARATION AND PRODUCTION**

**THE STUDENT...**

**S**

**U**

1. Interprets and applies menu principles by identifying the importance of preparation sequence and timing and identifying suitable menu accompaniments and garnishes.		
2. Provides meal service adhering to the established procedures for a resident (set-up and delivery of trays) and safety and sanitation meal standards.		

3. Demonstrates correct receiving/storage procedures (stores food and non-food items in appropriate locations, in proper containers and at the correct temperature) and understands the principles and importance of rotating stock.		
4. Demonstrates, as appropriate, various food preparation and cooking methods used in quantity food production and uses basic cooking terminology.		
5. Assists in the preparation of quality food items for residents following a production sheet and understands the importance of preparing attractive dishes using different textures and the expected results that should exist for the preparation of each meal item.		
6. Operates/dismantles/reassembles foodservice equipment (as necessary) adhering to sanitation and safety standards.		
Comments		