

Daniel Institute

Credit for What You Know

Introduction

University-level learning does not always occur in the classroom. We understand that the skills and knowledge you have acquired may have come through learning in the office, on the factory floor, in the church ministry, or through various other life activities. And we believe you should be awarded college credit for that university-level learning. That is where our Prior Learning Assessment programmes can help. These options provide you, through course challenges, portfolio creation, and tests, the opportunity to earn college credits more efficiently and at a reduced cost. Prior Learning Assessment is credit for what you know.

The Office of Prior Learning Assessment is a Daniel Institute programme. Our goal is to provide convenient options to request credit for university-level learning and experience you may have gained through work and training, pastoral ministry or community service, online or individual study.

Daniel Institute

Portfolio Assessment Credit Request Form

Instruction to Students:

To officially receive credit for previous training or experience, you should consult your advisor to discuss the feasibility of pursuing the credit. Developing a portfolio is a rigorous process where you will reflect upon and assess your experiences in order to determine what you have learned and how that knowledge and skill applies in other contexts. If the credit seems possible:

1. Review PLA Guide, Portfolio Application Procedure
2. Compile portfolio and list the courses for which credit is desired on this form
3. Schedule a meeting with the PLA Coordinator to review portfolio
4. Pay portfolio fee to Business Office, request a receipt
5. Return the portfolio development form, receipt of payment, and portfolio to PLA Coordinator
6. PLA Coordinator submits Portfolio to all approving parties & student will be noticed of results

NOTE: Requested credit must meet the degree requirement

Step 1: Student Information Section *(Must be completed prior to assessment)*

Name:

Student No.: Program

Address:

Step 2: Credit Requested *(A separate form must be submitted for each course)*

List all courses for which credit is desired: (if requesting more than five classes please fill out another form)

Course Prefix & Number	Course Name	Cr Hrs

By signing, I agree to the terms and conditions of the Credit for Prior Learning Policy at Daniel Institute. I understand that a petition for prior learning assessment for this course will result in an assessment fee being added to my bill, regardless of credit outcome, payable by me, due upon receipt.

Signatures

Student/Applicant

Date

DI Prior Learning Assessment Policy and Forms

PLA Coordinator Signature:

Step 3: Business Office Section

Portfolio Fee +
Tuition:

Date
Paid:

Step 4: Signatures *(Required if approved)*

1. *Head of Department*

Date Paid

2. *Academic Secretary*

Date Paid

Step 4: Faculty Assessor Letter Grade earned by student after completing assessment

Course Number	Course Name	Credit Hours	Letter Grade

Assessment method: Credit by Exam Portfolio

Name of Faculty Assessor

Department/Division

Signature of Faculty Assessor

Date

Step 5: Faculty Assessor must submit form to the PLA Office located in the Academic Office, for processing. Forms may be submitted by campus mail or email attachment.

PLA Office Designee Signature

Date

Step 6: The Prior Learning Assessment (PLA) Office will submit completed form to the Academic Secretary's office for grade and credit transcription and student is billed for the assessment fee.

Post in term	Approved by

Prior Learning Assessment Portfolio Release Form

I, HEREBY, GIVE NOTICE THAT THE MATERIAL CONTAINED IN THIS PORTFOLIO:

_____ May be used by Daniel Institute for any legitimate academic purpose, including but not limited to, research, or review, by students of Portfolio Development as an example or publication, while maintaining student confidentiality.

_____ May be used by Daniel Institute only to petition for assessment of credit through prior learning and then kept and its confidentiality protected.

I understand that: This Portfolio and its content become the property of Daniel Institute subject to the condition stipulated above per my initials.

Name of Student

Student ID

Signature of Student

Date

For PLA Office:

Daniel Institute, Central University
P. O. Box CU 3, Mistso, Ghana

The individual whose signature appears above, _____
appeared before me on this date, being duly sworn (or affirming), upon his/her oath says that the statement above is true to the best of his/her knowledge and belief.

Sworn (or affirmed) and subscribed to in my presence this _____ day of _____, 20_____

(SEAL or STAMP)

Signature of PLA Officer

Daniel Institute, Central University Prior Learning Assessment **Academic Honesty Statement**

I, hereby, give notice that the material contained in this portfolio honestly and accurately reflects my life, learning, and work experience.

I understand that the penalty for falsifying any information or documentation is a grade of "F" in the Portfolio Development course, withdrawal of the portfolio from assessment, a letter of reprimand in my permanent Daniel Institute file, and may result in dismissal from Daniel Institute.

Name of Student

Student ID

Signature of Student

Date

Witness by a Senior Minister of Religion:

Church Address Here

The individual whose signature appears above, _____
appeared before me on this date, being duly sworn (or affirming), upon his/her oath says that the
statement above is true to the best of his/her knowledge and belief.

Sworn (or affirmed) and subscribed to in my presence this _____ day of _____, 20____

(SEAL or STAMP)

Name & *Signature* (A Reverend Minister)

Position/Rank in Church

Requesting Credit for *Human Relations (SP 22063)* using the following documentation:

- How to handle people with tact and skill
- Excelling as a first time supervisor
- How to conduct difficult conversation in the workplace

Student Name: C. S. Ansah		Student ID: MMIN 00121		
Date: 30/11/2021		Student Major: Divinity		
Course Being Evaluated: Human Relations		Course Number: SP 22063		
Programme	Bachelor of Divinity	Master of Ministry	Certificate in Divinity	Single Subject Certificate
Objective/Competencies:		Competency Achieved		
<input type="checkbox"/> Recognize and discuss ways in which the process of communication and the forms it takes are basic to how relationships develop, grow, or fail.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Rationale: Demonstrated by the letter of support provided by supervisor/plant manager (see Appendix II)
<input type="checkbox"/> Define and utilize different styles of listening and responding.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		See certificate “Excelling as a First-Time Supervisor”
<input type="checkbox"/> Analyze conflict situations and adopt different approaches of resolution.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		See certificates “How to handle people with tact and skill” (see Appendix I)
<input type="checkbox"/> Outline typical dilemmas that occur in interpersonal relationships.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Rationale: Resume/letter of support

PRIOR LEARNING ASSESSMENT (PLA) APPLICATION

PLA Process:

1. Applicants interested in the PLA programme, first apply to take the **Recognition of Prior Learning course**. At the end of the course, they submit a PLA portfolio for credit should schedule an appointment with the PLA Coordinator; Email: pla@mydanielinstitute.com
2. During this meeting, the PLA Coordinator will review the student's record to make sure that s/he is eligible to earn credits through PLA, will outline the procedures for submitting a portfolio, and will provide the student with a copy of the PLA Student Handbook and the PLA Application packet, which includes a PLA Portfolio Contract, and a PLA Portfolio Review Sheet.
3. The PLA Coordinator and student will discuss possible course options for the PLA portfolio as appropriate. It is recommended that the student obtain and review the descriptions and syllabi for the course(s) identified.
4. The PLA Coordinator will direct the student to the appropriate dean to discuss selected course options. The student is strongly encouraged to complete the Proposal section of the PLA Portfolio Contract, including the one-page description of relevant activities, prior to meeting with the dean.
5. If the dean determines that a course is appropriate for credit through PLA portfolio, s/he, in conjunction with the convener, will identify a faculty member to act as the portfolio assessor.
6. The student then meets with the designated faculty assessor to discuss the PLA portfolio. Together, they should come to a clear understanding of: a) the portfolio requirements; b) the criteria that the assessor will use to determine if the student has met the learning outcomes of the course; and, c) a timeline to complete the process.
7. The student and faculty assessor complete and sign the PLA Portfolio Contract. The student is responsible for obtaining the dean's signature on the PLA Portfolio Contract. The dean's office will return the completed Contract to the PLA Coordinator, who posts the assessment fee to the student's account.
8. The student and faculty assessor complete and sign the PLA Portfolio Contract. The student is responsible for obtaining the dean's signature on the PLA Portfolio Contract. The dean's office will return the completed Contract to the PLA Coordinator, who posts the assessment fee to the student's account.
9. The student submits completed PLA portfolio, including PLA Portfolio Review Sheet, to the faculty assessor by the agreed deadline.
10. The faculty assessor reviews the completed PLA portfolio and meets with student if a meeting is part of portfolio.
11. The assessor completes the PLA Portfolio Review Sheet and either approves/disapproves awarding credit for the PLA portfolio or recommends re-submission. The faculty assessor notifies student in writing of assessment result and submits portfolio and PLA Portfolio Review Sheet to PLA Office.
12. The PLA Office will process credit requests for all portfolios approved for credit.

Fee structure: 2021-2022 Academic year

Fee description	Cost	Charge schedule
Assessment fee	GHC 300 per course sought through portfolio	Charged once PLA contract is signed & submitted to PLA Coordinator

DANIEL INSTITUTE

PLA PROGRAMME
P. O. Box CU 3 Miotso, Ghana
Tel: 0547 379 383 / 0269 482 682
www.mydanielinstitute.com

PRIOR LEARNING ASSESSMENT (PLA) PORTFOLIO CONTRACT

Name: _____ Reg. No. _____

Address: _____

Cell phone: _____ Email: _____

Undergraduate Programme (Check one): BD Cert. Div. Single Subject Cert.

PLA Proposal (To be completed prior to initial meeting with faculty assessor):

I am requesting to submit a PLA portfolio for the following course/class:

Course No and Title (e.g., BDIV 121 Music) _____

For more than three (3) courses, contact the PLA Office for the Worksheet for Multiple Requests.

Please attach a one-page Word document, which describes the work or volunteer experience, training, non-academic courses, or other things you have done that you believe have met the objectives and outcomes of the course listed above.

PLA Agreement of Expectations (To be completed in conjunction with faculty assessor):

Please describe the materials that you will present for review as part of your PLA portfolio for the course noted above. These may include (but are not limited to): research essay, narrative essay, resume, web pages, other documents, audio/video files, photography, and certificates of training or completion.

Deadline for submission of completed portfolio to assessor: _____

Name of faculty assessor: _____

Signature of faculty assessor: _____ Date: _____

Student signature: _____ Date: _____

I understand that by entering into this PLA contract, I am responsible for payment of all assessment fees, regardless of whether credit is awarded for the PLA portfolio.

Dean's Signature: _____ Date: _____

Please return this completed form to the PLA Office by Email: pla@mydanielonline.com. Thank you!

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PRIOR LEARNING ASSESSMENT (PLA) PORTFOLIO REVIEW SHEET

This page must be included when submitting your completed or revised portfolio for review.

To be complete by student:

Name: _____ Reg. No. _____

Signature: _____

.....
Faculty Assessor name: _____

The above-named student's portfolio for the following course: _____

Has been approved for credit on the basis indicated below. No of credits awarded for portfolio: __

Is insufficient for review at this time. Student must resubmit portfolio by _____ (date) and with the revisions noted below (required). Failure to meet the re-submission deadline or the outlined revisions will result in a decision of no credit awarded.

Has not been approved for credit; no option for re-submission. Please briefly indicate reasons for no credit awarded(required):

Faculty assessor's Signature: _____ Date: _____

Please return this completed form to the PLA Office by Email: pla@mydanielonline.com. Thank you!