

Student Information: This PLAR Fieldwork 'Professional Skills Evaluation' is to be completed by your PLAR referee and/or supervisor. The person that you ask to complete this reference form should be a person who observed you during your work duties, so they can evaluate your professional skills and abilities.

**SECTION I:**

Name of Student Applicant

Applicant's Phone:

Applicants Email:

Employer/School/Club:

Employer/ School/Club Address:

Employer/ School/Club Phone:

Supervisor's Name:

Supervisor's Phone:

Supervisor's Email:

Work/Volunteer Start Date and End Date:

Number of Hours per Week:

Total Hours Completed:

Job Title of Applicant:

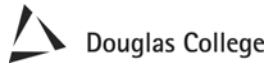
Description of Duties (brief)

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 PRIOR LEARNING ASSESSMENT  
 EMPLOYER/SUPERVISOR REFERENCE FORM

**SECTION II:**

Please check **one line**, in each of the 16 categories, that best describes the applicant's performance during the work/volunteer time. To calculate total marks at the end, simply add all of the marks (marks identified in brackets) for each of your 14 assigned check marks.

<b>1. Attitude - Application to Work</b> <input type="checkbox"/> __ Outstanding in enthusiasm (4) <input type="checkbox"/> __ Very interested and industrious (3) <input type="checkbox"/> __ Average in diligence and interest (2) <input type="checkbox"/> __ Somewhat indifferent (1) <input type="checkbox"/> __ Definitely not interested (0)	<b>2. Ability to Learn</b> <input type="checkbox"/> __ Learned work exceptionally well (4) <input type="checkbox"/> __ Learned work readily (3) <input type="checkbox"/> __ Average in understanding work (2) <input type="checkbox"/> __ Rather slow in learning (1) <input type="checkbox"/> __ Very slow to learn (0)	<b>Communication Skills</b> <b>3. Oral</b> <input type="checkbox"/> __ Very good (2) <input type="checkbox"/> __ Satisfactory (1) <input type="checkbox"/> __ Need improve(0) <b>4. Written</b> <input type="checkbox"/> __ Very good (2) <input type="checkbox"/> __ Satisfactory (1) <input type="checkbox"/> __ Need improve (0)
<b>5. Initiative</b> <input type="checkbox"/> __ Self-starter – seeks work (4) <input type="checkbox"/> __ Starts independently at times (3) <input type="checkbox"/> __ Does all assigned work (2) <input type="checkbox"/> __ Hesitates (1) <input type="checkbox"/> __ Lacks motivation (0)	<b>6. Sense of Responsibility</b> <input type="checkbox"/> __ Exceptionally responsible (4) <input type="checkbox"/> __ More responsible than average (3) <input type="checkbox"/> __ Adequate (2) <input type="checkbox"/> __ Rarely accepts responsibility (1) <input type="checkbox"/> __ Irresponsible (0)	<b>7. Quality of Work</b> <input type="checkbox"/> __ Excellent (4) <input type="checkbox"/> __ Good (3) <input type="checkbox"/> __ Average (2) <input type="checkbox"/> __ Below average (1) <input type="checkbox"/> __ Very poor (0)
<b>8. Relations with Others</b> <input type="checkbox"/> __ Exceptionally well accepted (4) <input type="checkbox"/> __ Works well with others (3) <input type="checkbox"/> __ Gets along satisfactorily (2) <input type="checkbox"/> __ Has difficulty working with others (1) <input type="checkbox"/> __ Works very poorly with others (0)	<b>9. Judgement</b> <input type="checkbox"/> __ Exceptionally mature in judgement (4) <input type="checkbox"/> __ Above average in making decisions (3) <input type="checkbox"/> __ Usually makes the right decision (2) <input type="checkbox"/> __ Often displays poor judgement (1) <input type="checkbox"/> __ Consistently displays bad judgement (0)	<b>10. Organization and Planning</b> <input type="checkbox"/> __ Excellent ability to manage time and schedule tasks (4) <input type="checkbox"/> __ Good ability to organize (3) <input type="checkbox"/> __ Adequate (2) <input type="checkbox"/> __ Inconsistent organization & planning (1) <input type="checkbox"/> __ Disorganized; fails to plan (0)
<b>11. Organization Skills</b> <input type="checkbox"/> __ Excellent preparation and organization in leadership(4) <input type="checkbox"/> __ Often prepared and meets most organizational challenges(3) <input type="checkbox"/> __ Average ability to prepare and organize (2) <input type="checkbox"/> __ Has difficulty perceiving what need to be organized (1) <input type="checkbox"/> __ Poor organizational skills (0)	<b>12. Leadership Skills</b> <input type="checkbox"/> __ Leads individuals and/or groups extremely well (4) <input type="checkbox"/> __ Good leadership skills (3) <input type="checkbox"/> __ Satisfactory leadership skills (2) <input type="checkbox"/> __ Inconsistent leadership skills (1) <input type="checkbox"/> __ Poor leadership skills (0)	
<b>13. Attendance</b> <input type="checkbox"/> __ Regular (1) <input type="checkbox"/> __ Irregular (0)	<b>14. Grooming</b> <input type="checkbox"/> __ Appropriate(2) <input type="checkbox"/> __ Inconsistent(1) <input type="checkbox"/> __ Inappropriate (0)	<b>15.Punctuality</b> <input type="checkbox"/> __ Good (2) <input type="checkbox"/> __ Inconsistent(1) <input type="checkbox"/> __ Poor (0)
<b>16. Safety Procedures</b> <input type="checkbox"/> __ Satisfactory (1) <input type="checkbox"/> __ Unsatisfactory (0)		
<b>Total Marks: _____ / 50 marks</b>		



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**SECTION III:**

Describe the applicant's ability to lead as a practitioner.

What would you identify as the applicant's particular strengths?

Did you perceive any particular areas of difficulty with this applicant? (Please specify.)

\_\_\_\_\_  
Signature of Employer/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Applicant

\_\_\_\_\_  
Employer/Supervisor Contact Phone Number

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VERIFICATION OF PLAR FIELDWORK HOURS (must total at least 15 hours)

**SECTION IV:**

Student Information: This PLAR Fieldwork 'Hour Verification Sheet' is to be completed by your PLAR referee and/or supervisor. The person that you ask to complete this 'Hours Sheet' should be a person able to verify your 15 contact hours working with participants in a teaching, coaching and/or recreation setting.

Student Name: \_\_\_\_\_  
 Supervisor/Referee Name: \_\_\_\_\_  
 School/Organization: \_\_\_\_\_

Date	Teaching/Coaching Hours	Total Hours

Total Hours Verified : \_\_\_\_\_ Date: \_\_\_\_\_

Signatures: Supervisor: \_\_\_\_\_ Student: \_\_\_\_\_

\*Note: Referee, by signing this form you are verifying the hours above were completed by the student named.  
 \*Note: Student, by signing this form you are verifying that the total hours above were completed by you.

**PLEASE RETURN TO:**  
 DOUGLAS COLLEGE  
 C/O LORI HANLEY – SPORT SCIENCE DEPARTMENT  
 P.O. BOX 2503  
 NEW WESTMINSTER, BC V3L 5B2  
 Phone: (604) 527-5817 Fax: (604) 527-5032