

Work/Life Experience Portfolio

Approved by: Kurt Zellmann

Last updated: 3/30/2026

Employability Skills, FIRE-114, 3 CR

Work Life Experience Information

The Work and Life Experience Portfolio Evaluation lets students turn their real-world experience—whether from work, co-op education, or training—into college credit! Here are a few important things to keep in mind:

- Milwaukee Area Technical College will not award credit based solely on years of employment
- Experiences must be verifiable and demonstrate achievement of course competencies; determined by the Lead Faculty
- A [portfolio](#) must be submitted for each course you are requesting credit
- In addition to documentation, students may be asked to display specific skills and/or complete an interview to assess content knowledge

Steps for Students to Begin:

1. Select a [course \(see below\)](#) that matches your prior knowledge and skills
 2. Email cple@matc.edu to initiate the process with:
 - a. Name
 - b. Student ID#
 - c. Course information (e.g., ENG-201)
 3. A CPLE Specialist will notify the student when the fee is posted
 4. Pay the [nonrefundable fee](#) and obtain a receipt using one of the following methods:
 - a. In person at any MATC cashier's office
 - b. Online via [Self-Service](#)
 5. Submit the completed portfolio and any other documents required to cple@matc.edu
 6. CPLE Specialist reviews and submits the portfolio to lead faculty for evaluation
 7. After evaluation, the lead faculty will complete and submit the CPLE Request Form to cple@matc.edu, regardless of the outcome
 8. Next Steps:
 - **If the evaluation is approved**, credit(s) will be awarded, and the student's program plan will be updated
 - **If the evaluation is not approved**, students should consult their [Pathway Advisor](#) for further guidance
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Course Information

1. **Course title, number & credit value:**
 - a. Employability Skills, FIRE-114, 3 CR
2. **Course description:**
 - a. Employability Skills is designed to prepare students for entry into the Fire Service. Resume's mock interviews, fire service protocols and culture of operations.
3. **Students must demonstrate the course competencies by submitting: A Portfolio and any other artifacts required found below. *Note for Resumes: Lead faculty must verify the student's work history via a letterhead mail or phone interview.**
 - a. Documentation of 2500 hours of employment in the Fire Service. This course is designed to assist students in gaining employment in the Fire Service. 1 Year of full time employment in the Fire Service will equate to FIRE-114.
4. **Course Competencies that must be demonstrated:**

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1. Identify the different components of the Fire Service hiring process.

Assessment Strategies

- 1.1. Essay
- 1.2. Written Objective Test

Criteria

Performance will be successful when:

- 1.1. student lists the 14 identified hiring process components with 80% accuracy
- 1.2. learner explains the 14 identified hiring process components
- 1.3. student participates in a real/mock hiring assessment process

Learning Objectives

- 1.a. List the 14 different components of the Fire Service hiring process
- 1.b. Explain the 14 different components of the Fire Service hiring process

2. Demonstrate competence on Fire Service written evaluations.

Assessment Strategies

- 2.1. practice written tests
- 2.2. Mock Fire Service Assessment

Criteria

Performance will be successful when:

- 2.1. student completes 4 assigned practice tests
- 2.2. student identifies at least 6 different types of test questions
- 2.3. student develops written strategy for improved test performance

Learning Objectives

- 2.a. Identify different types of test questions used in Fire Service testing
 - 2.b. Describe different methods of improving performance on Fire Service Written Tests
- ### 3. Develop oral interview skills.

Assessment Strategies

- 3.1. Presentation of assigned Project
- 3.2. Skill Demonstration during Interview Lab
- 3.3. Performance during Interview Assessment

Criteria

Performance will be successful when:

- 3.1. student effectively demonstrates proper decorum for interview process during Fire Service Assessment
- 3.2. student answers 4 Oral interview questions during Fire Service Assessment

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with a score of 70% or higher 3.3. student responds to 3 scenario based taped interview questions with a score of 70% or higher

Learning Objectives

- 3.a. develop a plan to continually improve oral interview skills
- 3.b. Identify proper etiquette for effective performance in an oral interview
- 3.c. Participate in several classroom oral interview situations

4. Describe Physical Ability Requirements of the Fire Service.

Assessment Strategies

- 4.1. written test

Criteria

Performance will be successful when:

- 4.1. student list the eight CPAT events in order with 100% accuracy
- 4.2. student identifies at least one reason for failure of each CPAT event

Learning Objectives

- 4.a. Identify different physical requirements of the Fire Service
- 4.b. Explain need for physical ability testing in the Fire Service

5. Develop a plan for gaining employment within the Fire Service.

Assessment Strategies

- 5.1. exit interview

Criteria

Performance will be successful when:

- 5.1. student identifies strengths and weaknesses he/she possesses by evaluating assessment results
- 5.2. student verbalizes employment action plan with instructor

Learning Objectives

- 5.a. Assess and evaluate written test ability
- 5.b. Assess and evaluate interview ability
- 5.c. Describe methods of improving performance in Fire Service hiring process

6. Develop effective documentation of student achievement for the Fire Service hiring process

Linked Career Essentials

- Professionalism - Practice

Assessment Strategies

- 6.1. Resume
- 6.2. Portfolio

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Criteria

- 6.1. student writes a resume that is 100% grammatically correct
- 6.2. student assembles a Professional portfolio with a resume, cover letter, table of contents and documentation of all learner achievement
- 6.3. student writes a cover letter using correct business letter format and 100% grammatically correct

Learning Objectives

- 6.a. List components of an effective resume
- 6.b. Identify personal achievements, accomplishments and service that would be attractive to a potential employer
- 6.c. Prioritize achievements and accomplishments