Seneca School of ECE Requirements for Field Placement - ABCD Steps

Requirements for Field Placement

As required by field placement organizations, all students must have valid documents prior to starting their field placement term. Documents must be valid for the duration of the field placement semester.

Students are responsible for completing the ABCD steps by the specified deadline prior to commencement of field placement each semester.

Please read each step carefully.

Preparing for your field placement

It's as easy as A, B, C, D

Due dates to complete ABCD Steps:

For **Winter 2026** semester: Friday December 12, 2025

For **Summer 2026** semester: Friday April 17, 2026

For **Fall 2026** semester: Friday August 14, 2026

- **Vulnerable Sector Check (VSC)** - can take up to 8 weeks to process. Must be valid for the duration of the field placement.

- **Medical Assessment Form** – can take up to 8 weeks to process.

- **Standard First Aid & CPR-C Training** – 14 to 26 hours of training

- **For International Students Only** – must have Co-op Work Permit or proof of application of Co-op Work Permit

- **Ministry of Labour Training Certificate** – complete the Worker Health and Safety Awareness Online Training

- **Consent Form** - in order to facilitate a Seneca authorized field placement, Seneca is required to collect, use and disclose personal information to assist in establishing the placement, supporting students throughout the placement, and monitoring and evaluating successful completion of the placement.

- **Field Placement Professional Conduct Agreement** - students are required to demonstrate professionalism at all times. Read and sign the agreement.

- **Telephone Number and Address** - ensure local telephone number, home and mailing address are accurate on Student Home before enrolling in a field placement course.

- **Student Profile Questionnaire** - complete the Student Profile Questionnaire as soon as you start preparing your field placement.

Clearance by Synergy Gateway Verified (SGV)

Seneca does not review confidential documents. Students must make an appointment with Synergy Gateway Verified to ensure all field placement steps are completed. Synergy will confirm your Medical Clearance and will let the Field Placement know you are ready to be assigned a placement.

Synergy will review the:

- **Vulnerable Sector Screen**

- **Medical Assessment Form**

- **Standard First Aid & CPR-C Training**

- **Ministry of Labour Training Certificate**

- **Co-op Work Permit (International Students ONLY)**

- **Consent Form (Collection, Use and Disclosure of Personal Information Consent Form for Field Placements)**

- **Field Placement Professional Conduct Agreement**

Once all documents and steps are completed above, book an appointment with Synergy Gateway Verified to have your documents assessed and validated.

For inquires about your documents, connect with the student help desk through your profile or by visiting www.synergyhelps.com.

You are ready to be assigned a placement when you have:

- Been cleared by Synergy Gateway Verified (**Vulnerable Sector Screen**; **Medical Assessment Form**; **Standard First Aid & CPR-C Training**; **Ministry of Labour Training Certificate**; **Co-op Work Permit (International Students ONLY)**; **Consent Form**; **Field Placement Professional Conduct Agreement**)

- Updated your **Telephone Number and Address**

- **Enrolled in courses** (select your section)

- Completed the **Student Profile Questionnaire**

Seneca WORKS

POLYTECHNIC

Field **Placement Information on SenecaWorks**

Students must log-in to the **Seneca Works Career Portal** to access their Field Placement details, starting the first week of the Winter 2026 semester.

Students will be notified when the field placement information is released. Field placement information will ONLY be released to students who have completed the ABCD Steps.

Steps to Viewing Student Field Placement Information