Work Integrated Learning (WIL)

Version 2

Published 11/25/2024 by Danielle Totino Last updated 11/25/2024 4:07 PM by Danielle Totino

How do I PLAR a WIL Course?

- 1. Review the course outline(s) for the course(s) you are requesting prior learning credit towards.
 - Full-time course outlines can be found by searching the Seneca Subject Outlines page by subject code (e.g. ABC123).
 - Course outlines for courses offered through the Faculty of Continuing Education and Training can be found by searching the Search for Course Outline page.
 - If you are unable to obtain the current course outline from either of the above resources, please contact the Transfer Credit (TC) and PLAR Office at theservicehub@senecapolytechnic.ca for assistance obtaining the correct course outline.
- 2. Complete and submit the PLAR Application Form to the TC and PLAR Office at theservicehub@senecapolytechnic.ca. Your application will be reviewed to determine if you meet the PLAR preliminary eligibility requirements.
- 3. If you meet the preliminary eligibility requirements, the TC and PLAR Office will provide you with a WIL Pre-Screening form. Please complete the form and provide all requested documents, including a copy of your resume.
- 4. Your Pre-Screening form will be sent for review, and your prior experiences will be verified to confirm the legitimacy of your experience with your current or previous employer.
- 5. Once your Pre-Screening has been reviewed and your prior experience verified, a decision will be provided to you regarding your assessment eligibility.
 - a. If your PLAR request is denied, a rationale for the decision will be provided.

- b. If your PLAR request is approved, you will be enrolled in the requested course and charged the PLAR Assessment fee of \$107. Please notify the TC and PLAR Office once your fee has been paid.
- 6. If approved, you will then be provided with a PLAR Portfolio Assessment package. Please send your completed assessment portfolio package to the TC and PLAR Office.
- 7. Your completed assessment package will be sent for evaluation by a Subject Matter Expert (SME).
- 8. Once your assessment package has been evaluated, the TC and PLAR Office will contact you via email with your results. If successful, a grade will be added to your transcript for the course.

tags: plar