

Work Integrated Learning (WIL)

Version 2

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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