



PRIOR LEARNING AND ASSESSMENT RECOGNITION
Grade 11 & 12 Equivalent Credits Application



PLEASE COMPLETE AND RETURN THIS APPLICATION

STUDENT NAME: _____ DOB: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

PHONE: _____ EMAIL: _____

I am currently enrolled in or have been enrolled in:

Program	Length of time and Level or Credits earned / to be earned
ESL – English as a Second Language / Length of time & level	
LBS – Literacy and Basic Skills / Length of time & level	
U-Turn Program	
Adult Day School	
Independent Study	
Work for Credit	
E-Learning	
Night School	
Summer School	

Mature students who are working under OSS diploma requirements are eligible to apply for Grade 11 and 12 senior equivalent credits. In order to be granted senior equivalent credits under P.L.A.R., students must demonstrate that their prior learning relates directly to a majority of the expectations from the course being considered for equivalency.

It is important that students attempt to **provide** all of the information requested following in **as much detail as possible**. Where possible, attach **additional documentation** (letters, certificates, membership cards, etc.) Attaching a **current resume** is strongly recommended.

A) Evidence of Educational Learning – DOCUMENTS

Transcripts / Certificates / Diplomas

Type	Ontario	Other Province	Outside Canada	ICAS Verified
High School				
College/University				
G.E.D.				
Other				

B) EMPLOYMENT HISTORY

Please fill in the chart(s) below regarding any paid employment that you have had. Please attach a separate page(s) if you have had more than three previous employers. You must follow the same format when reporting these additional jobs.

Name of Employer	Location
Job Title	Length of Employment – months, years & hours per week
Job Description	Skills and Knowledge required

Documentation attached **Equivalent Credit** _____

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Job Description	Skills and Knowledge required

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C) FORMAL TRAINING

(Threshold, Personal Support Worker, conflict resolution, Smart Serve, WHMIS, resume/writing/job hunting, etc.). If you have more than two courses or educational experiences to report, please attach another sheet(s). You must follow the same format when reporting these additional courses or educational experiences.

Name of Course or Program	Location
Length of Involvement– weeks & hours per week	
Course Description	Skills and Knowledge gained
Name of Course or Program	Location
Length of Involvement– weeks & hours per week	
Course Description	Skills and Knowledge gained

Documentation attached **Equivalent Credit** _____

D) LANGUAGES – Are you fluent in a language other than English (read, write and speak)

Language	Duration – years & how did you learn it

Documentation attached **Equivalent Credit** _____

E) LEADERSHIP OPPORTUNITIES

Some people have had leadership opportunities in the workplace, through athletics, or in various clubs and organizations (coaching a sports team, training employees, etc.) Describe in detail any such (or other) leadership opportunities that you have had. What skills and knowledge did you acquire as a result of these opportunities?

Leadership Opportunity	Length of Involvement – months, years
Description in detail	Skills and Knowledge learned
Leadership Opportunity	Length of Involvement – months, years
Description in detail	Skills and Knowledge learned

Documentation attached **Equivalent Credit** _____

F) ENTREPRENEURIAL ACTIVITIES

Describe the knowledge and skills that you have developed through any entrepreneurial activities with which you have been involved, and for which you have been paid (selling Avon, running your own business, babysitting, etc)

Name of Activity	Length of Involvement – years & hours per week
Description in detail	Skills and Knowledge learned
Name of Activity	Length of Involvement – years & hours per week
Description in detail	Skills and Knowledge learned

Documentation attached **Equivalent Credit** _____

G) VOLUNTEER WORK

Provide details of any community involvement or volunteer work with which you have been involved. This can be formal volunteer work where you were attached to an agency or organization like Big Brothers/Big Sisters, a retirement home or coaching. It can be informal volunteer work, like helping out family or friends by babysitting for free, or cutting the grass for an elderly neighbour without charging. *Please note this does not include that community service completed to fulfil a criminal sentencing requirement.*

Name of Organization or Person	Length of Involvement – weeks, months, years & hours per
Description in detail	Skills and Knowledge learned

Documentation attached **Equivalent Credit** _____

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Description in detail	Skills and Knowledge learned

Documentation attached **Equivalent Credit** _____

H) PARTICIPATION IN CLUBS, TEAMS, PROFESSIONAL ORGANIZATIONS.

Describe any experience you have had as a member of a team or professional organization. Describe the knowledge and skills you developed as a result of your involvement with this group. Be sure to provide the name of the group and how long you have been or were a member.

Name of Club, Team, Professional Organization	Length of Involvement – years & hours per week
Description in detail	Skills and Knowledge learned
Name of Club, Team, Professional Organization	Length of Involvement – years & hours per week
Description in detail	Skills and Knowledge learned

Documentation attached **Equivalent Credit** _____

I) FITNESS ACTIVITIES

Provide a detailed description of any fitness activities with which you have been involved and for what period of time (member of a gym or recreation centre, played on a sports team, runner, jogger, etc.)

Name of Activity	Length of Involvement – years & hours per week
Description in detail	Skills and Knowledge learned
Name of Activity	Length of Involvement – years & hours per week
Description in detail	Skills and Knowledge learned
Name of Activity	Length of Involvement – years & hours per week
Description in detail	Skills and Knowledge learned

Documentation attached **Equivalent Credit** _____

J) HOBBIES

Describe any hobbies that you have (computers, sewing, hiking, etc.). In particular, you should emphasize the skills and knowledge that you have developed as a result of your experience with this hobby.

Hobby	Length of Involvement – months, years
Description in detail	Skills and Knowledge learned

Equivalent Credit _____

Hobby	Length of Involvement – months, years
Description in detail	Skills and Knowledge learned

Equivalent Credit _____

K) PARENTING / CAREGIVING

Fill out the chart below if you are a parent or have cared for other children or a family member.

Name & Ages of Person/People cared for	Relationship to you
Length of Involvement – weeks, months, years & hours per week	
Description of Care	Skills and Knowledge gained / required
Name & Ages of Person/People cared for	Relationship to you
Length of Involvement – weeks, months, years & hours per week	
Description of Care	Skills and Knowledge gained / required

Equivalent Credit _____

L) OTHER LIFE EXPERIENCES

Describe any other prior learning experience that you were unable to include in any of the categories above. For example, do you live independently? If so, for how long? Did you cook for yourself /family? Do you have a variety of interpersonal relationships? If so please describe. Do you drive, own your own car? Do you manage your own finances or family finances? Have you lived in more than one city/province /country or lived in an alternate housing arrangement? Describe the knowledge and skills that you have as a result of this experience

Name of Experience or Special Ability	
Length of Involvement – weeks, months, years & hours per week	
Description of Experience / Special Ability	Skills and Knowledge gained / required

Documentation attached **Equivalent Credit** _____

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Length of Involvement – weeks, months, years & hours per week	
Description of Experience / Special Ability	Skills and Knowledge gained / required

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APPLICANT DECLARATION – PLEASE READ AND SIGN

✓	Please check that you have read each statement.
	I wish to have my education and /or training credentials and related documentation assessed through the P.L.A.R. equivalency process.
	I wish to have my credentials and related documentation considered for all possible senior equivalent
	I am aware that my credentials and documentation will be evaluated against the expectations outlined in the appropriate curriculum policy document(s).
	I am aware that a maximum of 10 credits may be granted through the equivalency process for courses in Grades 11 and 12.

I hereby give permission to the Hamilton Wentworth District School Board Assessment Centre to contact any of the persons and/or institutions, employers or organizations that I have identified as able to verify my experience. I understand that I may revoke this permission in writing at a later date.

Student Name: _____

(Please print clearly)

Student Signature: _____

Date: _____

Revised May 2015