

Due Date: _____



PLAR for Mature Students

Senior Equivalent Credits Application

Student Name: _____ Date of Birth: _____

OEN/MEN: _____ Phone: _____

Please submit this application to Adult Education once completed.

Mature students who are working under OSS diploma requirements are eligible to apply for Grade 11 and 12 senior equivalent credits. To qualify, students must demonstrate that their prior learning experiences relate directly to expectations of the course being considered for equivalency.

Please provide detailed responses to the following questions. In addition, any examples or details included in this application require supporting documentation and/or evidence to be considered.

Please see last page for examples that could qualify under each category.

A) Please indicate the languages that you speak and write fluently.

B) **Hobbies:** Describe any hobbies that you have. In particular, you should emphasize the skills and knowledge that you have developed as a result of your experience with this hobby. How long have you been involved with this hobby? Please provide documentation/evidence that shows your involvement (awards, newspaper article, letters of participation, etc.).

REMINDER – Any examples or details included in this application need to have supporting documentation and/or evidence to be considered for equivalency credits.

C) Leadership Opportunities: Leadership opportunities are often presented in the workplace, through athletics, or in various clubs and organizations. Describe in detail any leadership opportunities that you have had. What knowledge and skills did you acquire as a result of these opportunities?

D) Volunteer Work: Provide details of any community service or volunteer work with which you have been involved. Be sure to include the name of the organization, a detailed description of your duties, and the knowledge and skills required to perform the work. Please also indicate years of volunteer service and approximate number of hours.

*Please note that community service completed to fulfil a criminal sentencing requirement does not count. Also community involvement hours completed as a high school student toward diploma requirements do not count.

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E) **Fitness Activities:** Provide a detailed description of any fitness activities with which you have been involved and for what period of time. You may wish to include copies of certificates or awards that will verify and demonstrate your prior learning in the fitness area.

F) **Entrepreneurial Activities:** Describe the knowledge and skills that you developed through any entrepreneurial activities with which you have been involved. For instance, you may include such entrepreneurial activities as selling Avon or Regal. You must give a detailed description of the activity and the associated time period.

G) **Participation in clubs:** Describe any experience you have as a member of a club or clubs. Describe the knowledge and skills you developed as a result of your involvement with this club or clubs. Be sure to provide the name of the club and how long you were a member.

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H) **Employment History:** Please answer the questions below regarding any paid employment that you have had.

Work Experience #1

Name of Employer:

Address and telephone #:

Job Title:

Period of Employment (from what date until what date):

Name of Supervisor:

Duties and responsibilities (indicate the knowledge and skills required to do the work):

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Work Experience #2

Name of Employer:

Address and telephone #:

Job Title:

Period of Employment (from what date until what date):

Name of Supervisor:

Duties and responsibilities (indicate the knowledge and skills required to do the work):

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Work Experience #3

Name of Employer:

Address and telephone #:

Job Title:

Period of Employment (from what date until what date):

Name of Supervisor:

Duties and responsibilities (indicate the knowledge and skills required to do the work):

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l) Formal Training Courses/ Education:

You must include copies of certificates and/or transcripts from the program. You may be asked to provide letters of verification and/or a course outline to support your claim of prior learning. 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.

Formal Training Courses/ Education Experience #1

Name of Institution/Training Deliverer:

Name of course or program:

Name of Instructor(s):

Training period: (eg January, 1994-March 8, 1994 every Tuesday and Thursday 6-9pm)

Main skills and knowledge required to complete/pass the course (you may wish to attach a course outline or an additional page if you require additional space):

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Formal Training Courses/ Education Experience #2

Name of Institution/Training Deliverer:

Name of course or program:

Name of Instructor(s):

Training period: (eg January, 1994-March 8, 1994 every Tuesday and Thursday 6-9pm)

Main skills and knowledge required to complete/pass the course (you may wish to attach a course outline or an additional page if you require additional space):

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J) **Parenting/Child Care:** Please describe any parenting or experience you may have living and/or working with children. Please provide a description of the child(ren)'s ages and the nature of your relationship as a family member/child care provider. (Please provide supporting documentation such as a copy of the child's birth certificate/health card, letter of reference from parent).

K) **Housing/Independent Living:** Please describe your current housing situation. Do you rent/own? Do you live in an apartment/condo/single family dwelling? Please provide a description of your living arrangements as they may relate to Social Studies courses (Please provide supporting documentation such as rent receipts, mortgage, etc.).

L) **Personal Financial Management:** Describe how you manage your personal finances and make independent financial decisions. Do you understand general banking products such as savings, investments, and credit products? Are you confident in your money-management skills?

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Applicant Declaration

I am aware that my credentials and documentation will be evaluated against the expectations outlined in the appropriate curriculum policy document(s). I am also aware that a maximum of 10 credits may be granted through the challenge and equivalency processes (combined) for courses in Grades 11 and 12.

I am submitting the following credentials and documentation for assessment through the equivalency process:

Please check the boxes below:

- transcript(s) from postsecondary education institution(s) (e.g., colleges, universities, or other similar institutions)
- transcript(s) from secondary schools/boards
- credential(s) from education and/or training program (e.g., apprenticeship certificate)
- documentation from employer(s) (past or current), giving details of knowledge and skills required to perform work-related tasks
- documentation from supervisor in a volunteer work setting, giving details of knowledge and skills required to perform assigned tasks
- Other: _____
- Other: _____

I request that my credentials and related documentation be considered for all possible senior equivalent credits.

I hereby give permission to **The Centre for Employment & Learning of the Avon Maitland District School Board** to contact the following intuitions, employers or organizations to verify my experience: _____

I understand that I may revoke this permission in writing at a later date.

Student Name	Signature	Date
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Reviewed By:

Site Coordinator	Signature	Date
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Please note these are examples are provided to inspire ideas to include in the application. **These are not the only activities that can be included.** Please share any possible activities/experience on the application.

Category:	Examples:	Possible Supporting Documentation:
Hobbies	<ul style="list-style-type: none"> ▪ Fixing or building cars/motorcycles ▪ Gardening ▪ Painting, drawing, photography 	<ul style="list-style-type: none"> ▪ Letters of involvement or recommendation ▪ Portfolio of artwork ▪ Receipts for participation fees
Leadership Opportunities	<ul style="list-style-type: none"> ▪ Coaching – sports, community groups ▪ Employment in supervisory roles 	<ul style="list-style-type: none"> ▪ Evidence of coaching certification/ involvement ▪ Job Descriptions for Employment
Volunteer Work	<ul style="list-style-type: none"> ▪ Food drives, toy drives ▪ Big Brothers/Sisters or Scouts, Girl Guide Leader ▪ Habitat for Humanity 	<ul style="list-style-type: none"> ▪ Letters of involvement ▪ Photos of your participation in volunteer events
Fitness Activities	<ul style="list-style-type: none"> ▪ Organized Sports Teams (hockey, soccer, baseball, etc.) 	<ul style="list-style-type: none"> ▪ Letters of involvement ▪ Awards ▪ Receipts for participation fees
Entrepreneurial Activities	<ul style="list-style-type: none"> ▪ Sales experience with products through Avon, Regal, Tupperware, Arbonne, etc. ▪ Running an at-home daycare ▪ Self-employment selling your own crafts, goods, or offering skilled services (haircutting, construction, teaching yoga, etc). 	<ul style="list-style-type: none"> ▪ Certification for sales positions – acknowledgement of involvement or proof of training ▪ Flyers, business cards, or letters of recommendation from customers ▪ Photos of booths or your participation in craft-shows, etc.
Participation in Clubs	<ul style="list-style-type: none"> ▪ Car/Motorcycle Clubs ▪ Theatre/Theatrical Productions ▪ Lions Club/Optimist Club/Scouts Canada 	<ul style="list-style-type: none"> ▪ Letters of involvement ▪ Photos of your participation in club events
Employment Experience	<ul style="list-style-type: none"> ▪ Any full or part-time jobs 	<ul style="list-style-type: none"> ▪ Records of Employment ▪ Paystubs/Reference Letters
Formal Training/Education	<ul style="list-style-type: none"> ▪ Training as an apprentice in trades (construction, auto/machinery, hairdressing, esthetics, etc.) 	<ul style="list-style-type: none"> ▪ Evidence of participation in training (receipts, report-cards/transcripts)
Parenting/Child Care	<ul style="list-style-type: none"> ▪ Parent with full/partial custody of your children ▪ Providing childcare ▪ Living with young siblings/relatives ▪ Leading children’s activities at schools, libraries, special events 	<ul style="list-style-type: none"> ▪ Copies of your child(ren)’s birth certificate(s), health card(s), etc. ▪ Receipts or letters of reference from parents for whom you’ve provided childcare services ▪ Photos or letters proving involvement with activities
Housing/Independent Living	<ul style="list-style-type: none"> ▪ Living independently in a rented/owned house/apartment ▪ Moving to different types of housing as an adult – seeking appropriate housing 	<ul style="list-style-type: none"> ▪ Rent receipts ▪ Mortgage statements/documents
Personal Financial Management	<ul style="list-style-type: none"> ▪ Balance a budget considering income and expenses ▪ Description of banking products you have and an understanding of how they work (savings account, overdraft protection, credit cards, etc.) 	<ul style="list-style-type: none"> ▪ Paystubs and copies of bills ▪ Print out of “Accounts” page from online banking (please be sure that any account #s are blocked out/not visible)