

# WORK EXPERIENCE OR EXPERIENTIAL LEARNING

Office of the Registrar/Student Services  
Fax (403) 556-4711 [www.oldscollege.ca](http://www.oldscollege.ca)



## GENERAL INFORMATION

- Students must have confirmation of acceptance as an Olds College student in order to be considered for Prior Learning Assessment.
- Recognition for work experiences and experiential learning may be granted by providing proof that you have acquired the competencies of a course. This process may include a variety of methods and will in the majority of cases entail an interview. Please provide a letter outlining your rationale for this request.
- There is a processing fee of \$30/credit to a maximum of \$100 per course and the receipt must be attached to this form before submitting to Student Services/Office of the Registrar.
- Requests for this recognition must be submitted **NO LATER THAN August 15** for the **Fall Semester** and **November 15** for the **Winter Semester**.

## PERSONAL DATA (PLEASE PRINT CLEARLY)

Olds College Student Number

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Surname (legal)

First Name (legal)

Program and Major

Local Address

Phone #

Email Address

Please list the course(s) for which you are requesting an assessment and **attach your letter outlining the rationale for this request.**

OC Course \_\_\_\_\_  
OC Course Description \_\_\_\_\_  
Credit Value \_\_\_\_\_

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This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. Public inquiries regarding the collection, use and disclosure of personal information provided on this form should be directed to the FOIP Coordinator of Olds College at 4500 – 50 Street, Olds, AB T4H 1R6.

## HOW TO APPLY

### Work Experience or Experiential Learning

#### *Step One*

Complete a “**Work Experience or Experiential Learning**” application form and pay the processing fee of \$30.00/credit to a maximum of \$100.00 per course.

**Include a letter outlining the rationale for why you are requesting the evaluation of Work Experience or Experiential Learning.**

#### *Step Two*

You will be contacted by Student Services/Office of the Registrar outlining further details. You may be required to provide specific information in a portfolio format. This information may include:

- Performance Test
- Personal Resume
- Letters of Reference
- Photos/Videos
- Work Assessment Report/Performance Appraisal
- Non-credit certification or diplomas
- Course description(s)
- Certificate or Diploma
- Transcripts

#### *Step Three*

Student Services will work with the appropriate Program Coordinator and arrange the assessment setup and interview if required.

#### *Step Four*

Student Services will notify the student of the results. If credit is granted, the credit will be indicated on the Olds College transcript as “PLA”.

The evaluation process may take up to 4 weeks to complete.

## DO YOU HAVE?

- A Green Certificate
- Pesticide Application License
- Land Agent License
- Work Experience or Life Skills that complete course competencies

## APPLY FOR PLAR

### Questions?

Contact Cheryl Lumley, PLAR Mentor, in Student Services/Office of the Registrar at 1-800-661-6537 or email [clumley@oldscollege.ca](mailto:clumley@oldscollege.ca)