

# WESTERN CO-CURRICULAR RECORD VALIDATOR MANUAL



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## WHAT IS THE WCCR?

The Western Co-Curricular Record (WCCR) is an official university document that recognizes structured learning experiences outside academic coursework and under the oversight of Western staff or faculty. It complements the academic transcript by highlighting engagement, transferable skills, and learning through leadership, service, research, employment, and community roles.

## PURPOSE OF THE WCCR

- » **A planning tool:** Students use the WCCR to explore approved co-curricular opportunities and to plan involvement based on interests and skill goals. Approved activities are intentionally designed and supervised.
- » **A learning tool:** Activities provide opportunities to apply knowledge, take responsibility, and develop transferable skills—often supported by reflection.
- » **A recognition tool:** Once validated, activities appear on a student's official WCCR for sharing with employers, graduate programs, or scholarship committees.

## PRINCIPLES OF EXPERIENTIAL LEARNING AT WESTERN

Western's experiential learning guidelines adapt the Ministry of Training, Colleges, and Universities (MTCU) principles to our context. Use the table below as a reference when reviewing activities.

MTCU Principle	Western Guideline
The student is in a workplace or simulated workplace.	The experience enables application of knowledge and skills in a workplace or realistic workplace scenario.
The student is exposed to authentic demands that improve employability and interpersonal skills.	The experience strengthens transferable skills, career competencies, and citizenship.
The experience is structured with purposeful, meaningful activities.	The experience emphasizes ethical partnership and engagement, includes learning outcomes, and provides active, continuous supervision/mentorship as appropriate.
The student applies program knowledge and/or essential employability skills.	The experience facilitates reciprocal connections between theory and practice.
The experience includes self-assessment and evaluation by employer and/or institution.	The student engages in guided reflection and the experience includes formal evaluation of learning outcomes by the institution (and partner, where applicable).
The experience counts for credit/credential OR is formally recognized as meeting the above criteria.	The student receives recognition on a curricular or co-curricular record.

## WCCR TYPOLOGIES

Each approved activity is assigned one typology that best represents the primary learning structure. Choose the single best fit when validating student participation.

### **Career Preparation/Professional Development**

Structured experiences to explore careers and build professional skills.

### **Education Abroad**

International or intercultural learning (in-person or virtual) that builds global competence.

### **Entrepreneurship**

Create and test a product/service or venture idea with mentorship and resources.

### **On-Campus Work Experience**

Paid roles within Western faculties/units that build experience in a professional setting.

### **Project Based Learning**

Collaborative projects with community or industry partners (incl. Community-Engaged Learning and Industry Projects).

### **Research**

Supervised experiences carrying out research-related activities.

### **Student Clubs & Associations**

Recognized student-led groups; activities may be EL in nature when designed to meet EL principles.

### **Student Government**

Elected or appointed roles providing leadership, advocacy, and governance experience.

### **Student Leadership**

University-sanctioned roles that grow leadership while contributing to campus life.

### **Volunteerism**

University-sanctioned, unpaid contributions with community organizations.

### **Work Integrated Learning**

Paid, supervised work experiences outside for-credit programs (e.g., Summer Enhanced Work Study).

## SIGNATURE EXPERIENTIAL LEARNING TYPES

While many activities can map to multiple areas, Western commonly recognizes the following signature types:

- » **Education Abroad:** International or cross-cultural learning as the core experience.
- » **Entrepreneurship:** Idea development, venture creation, or innovation activities.
- » **Project-Based Learning:** Time-bound projects with concrete deliverables and partner collaboration.
- » **Research:** Inquiry and analysis under supervision, contributing to knowledge creation.
- » **Work-Integrated Learning:** Applied learning anchored in professional/workplace settings.

## VALIDATOR ROLE & RESPONSIBILITIES

As a validator (Western staff or faculty), you confirm that students met participation expectations for an approved activity/position and ensure accurate, consistent records. Key responsibilities include:

- » Review student involvement against the approved role description and timelines.

- » Confirm completion or level of participation and select the most accurate typology.
- » Complete validations accurately and apply consistent standards across students.
- » Coordinate timelines: compile @uwo.ca emails for students who completed requirements by May 31 each year. You may validate individual requests as they arrive or complete a bulk upload in May; students understand that individual requests may remain “pending” until summer.

## VALIDATION WORKFLOW (AT-A-GLANCE)

1. Receive a student’s validation request (or prepare for the annual bulk upload – the WCCR Team will provide you with a template).
2. Verify eligibility: role aligns with the approved activity and the student met minimum hour/intensity requirements (minimum of 10 total hours per year for WCCR recognition).
3. Confirm accurate dates and time commitment; note any exceptions.
4. Assign one typology that best represents the student’s experience.
5. Submit/approve the validation; retain any internal documentation as required by your unit.

## COMPETENCIES & SKILL DEVELOPMENT

Western maps positions to the [Conference Board of Canada’s Employability Skills](#) so you can identify, reflect on, and clearly communicate your learning in resumes, interviews, and graduate applications. Validators select the top competencies for each position in the WCCR system; using these terms helps you translate your record into employer-friendly language.

### Fundamental Skills

- » Manage Information
- » Think and Problem Solve
- » Communicate
- » Use Numbers
- » Use Digital Tools

### Social and Emotional Skills

- » Active Listening
- » Resilience
- » Working Together
- » Flexibility

### Personal Management Skills

- » Demonstrate Positive Attitudes and Behaviours
- » Be Responsible
- » Be Adaptable
- » Work Safely
- » Learn Constantly

### Teamwork Skills

- » Work With Others
- » Participate in Projects and Tasks

## SUPPORT & CONTACTS

For position requests, deadlines, and validation support, contact the Experiential Learning Coordinator, Co-Curricular Programs at [wccr@uwo.ca](mailto:wccr@uwo.ca).

Refer to Western’s [Principles and Definitions for Co-Curricular Learning](#) and institutional employability skills resources for additional guidance.