

Validator Guide

Processes and Guidelines for Validation

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2. Introduction

This document serves as a comprehensive guide for validators, detailing the processes for recognizing student experiences on the Experience Record. It provides clear instructions for both validator initiated, and student requested validations, ensuring accurate and consistent record keeping. Additionally, this guide outlines validator roles and responsibilities, available tools and resources, key deadlines, and contact information for further support.

3. Key Definitions & Concepts

What is Validation?

Validation is the process of recognizing a student's participation in an approved experience by adding a notation to their Experience Record. This ensures that their involvement is accurately documented and acknowledged. Validation is completed by a validator through UMConnect once the student has met the required criteria for the experience.

What is an Experience Record?

The Experience Record is a record that documents students' participation in Experiential Learning (EL) and Student Involvement (SI) experiences at the University of Manitoba. It captures validated experiences from Fall 2020 onwards, providing with a record of their engagement and the competencies they have developed.

What is the UM Competencies Framework?

The [UM Competencies Framework](#) helps students identify, develop and articulate the knowledge, skills, and dispositions they gain through their academic and co-curricular experiences. It provides a structured approach to recognizing transferable skills that contribute to students' academic, professional, and personal growth. Further information on the stages, areas, categories, and definitions of the framework is available on the [Competencies Framework](#) website.

What is UMConnect?

[UMConnect](#) is the University of Manitoba's online platform for managing and validating student participation in curricular and co-curricular Experiential Learning (EL) and Student Involvement (SI) experiences. It allows validators to track student engagement, update competencies, and ensure accurate recognition of experiences. Access is restricted to UM students and staff using their university login credentials.

What is the Experience Catalogue?

The [Experience Catalogue](#) is a centralized listing of approved curricular and co-curricular Experiential Learning (EL) and Student Involvement (SI) experiences at the University of Manitoba. It provides students with information on recognized experiences, including available positions, required competencies, and eligibility for recognition on their Experience Record.

4. Processes Overview

Sections 4.1 – 4.2a highlight the objectives, scope, stakeholders and steps for the two different processes of validation. Sections 4.3 – 4.3a highlight the objectives, scope, stakeholders, and steps for time tracking student participation hours.

4.1 Validator Initiated Validation

Objective

The main objective of this process is to ensure that all students who participated in an experience on the Experience Record gain recognition for their involvement.

Scope

To ensure every student involved in the experience receives recognition, this process uses student UM emails and the UMConnect platform to upload a complete list of participants. This guarantees that no student is overlooked, provided the validator has an accurate list of participants

Stakeholders

Validators or their delegate are the individuals whose responsibility it is to complete this process of validation.

4.1a - Steps

1. From the UMConnect homepage select [Co-Curricular Opportunities Home](#). This is located within the drop-down menu at the top left of the page. Refer to Figure 1.
2. Select the [Validator for the Following Activities](#) tab. This will take you to a list of all positions you are a validator for. Refer to Figure 2.
3. Select the position you would like to complete validation for. This takes you to the position overview. Refer to Section 5.2 Specific Guidelines – Selecting a Position and Figure 3.
4. Select the [Participants](#) tab. This is where students who have received recognition for this position will be listed. Refer to Figure 4.

5. Select the circle button located at the bottom right-hand side of the page. This will open a drop-down menu. Refer to Figure 5.
6. Select Add Position to Student Record. This will open a pop-up window. Refer to Figure 6.
7. **To validate one student:** Type the students' UM email address in the first box labelled User Look-up. Select the students name that appears underneath the user look-up field. Refer to Figure 7.
8. **To validate more than one student:** Type or copy and paste a list of the students' UM email addresses in the second box labelled User to add. Refer to Section 5.2 Specific Guidelines – Handling Bulk Validation and Figure 7.
9. Select the field under Validation Status and set it to approved. Refer to Figure 7.
10. Select the sliding button under Email the newly added participants. The button will change from an ex to a check mark. Refer to Figure 8.
11. Select Add. Refer to Figure 8.

Figure 1

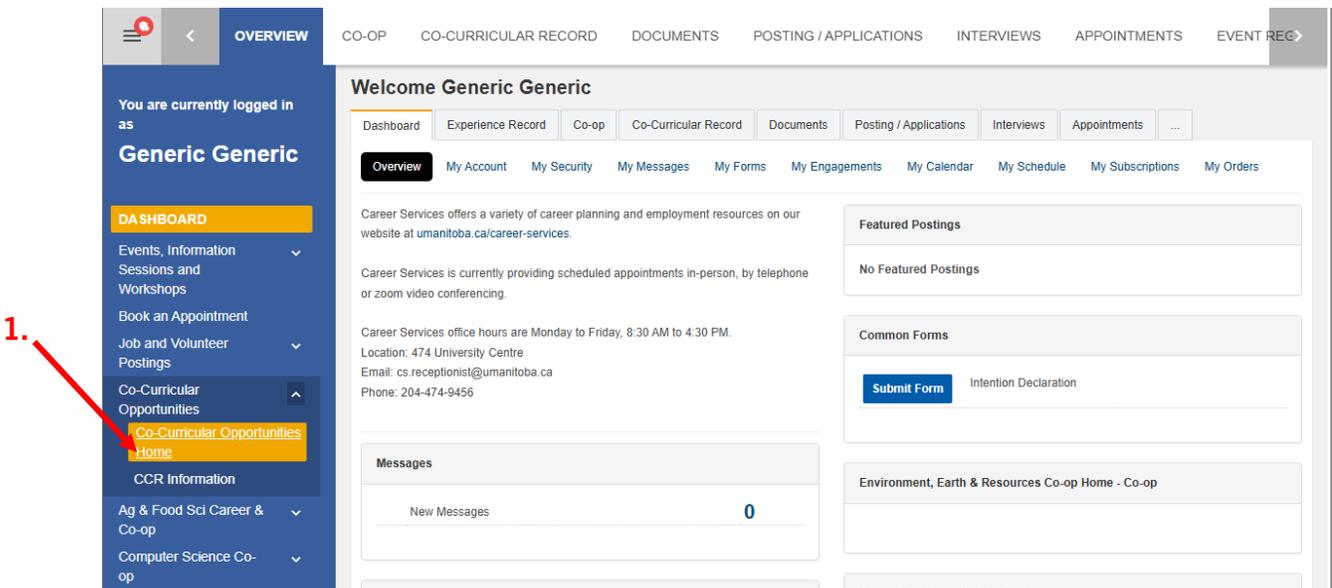
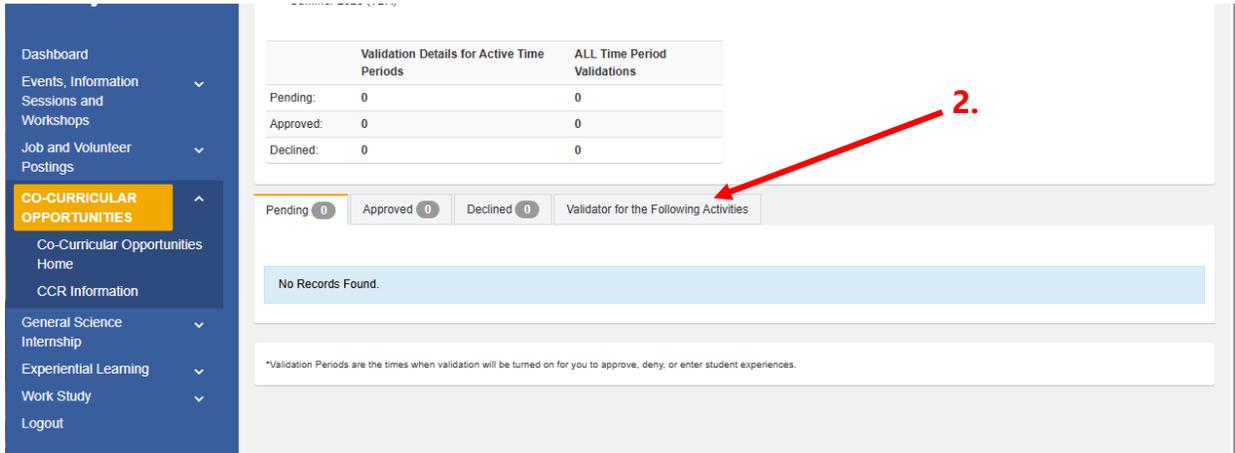


Figure 2



Dashboard
 Events, Information Sessions and Workshops
 Job and Volunteer Postings
CO-CURRICULAR OPPORTUNITIES
 Co-Curricular Opportunities Home
 CCR Information
 General Science Internship
 Experiential Learning
 Work Study
 Logout

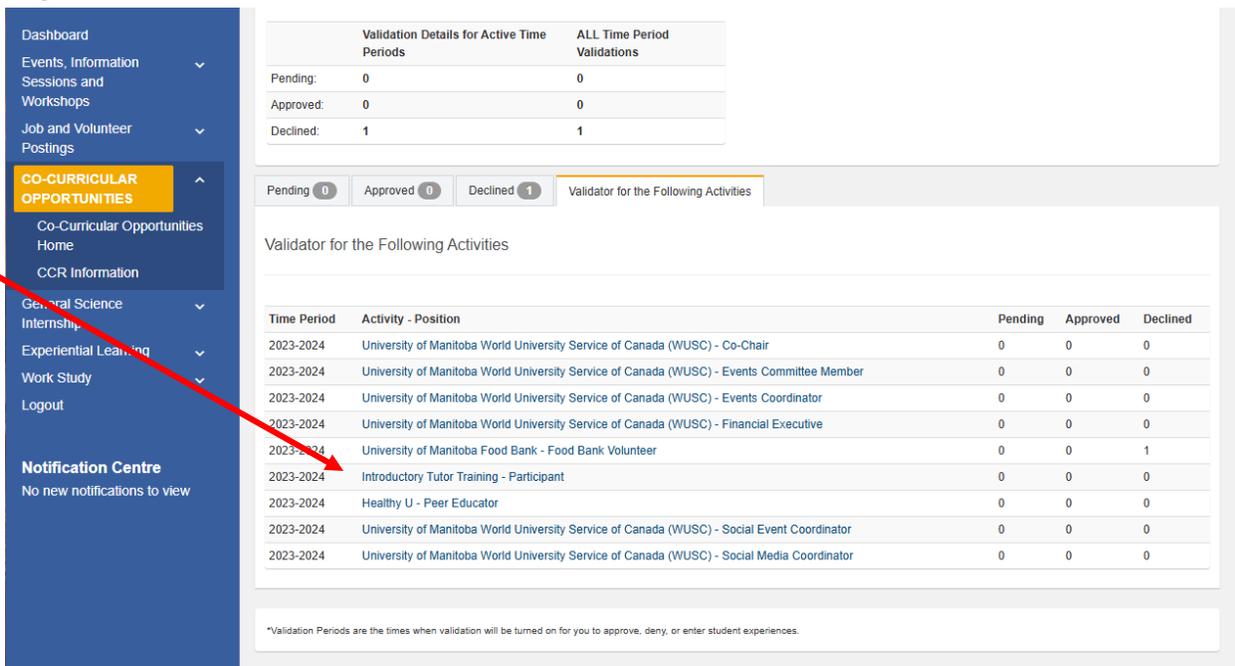
	Validation Details for Active Time Periods	ALL Time Period Validations
Pending:	0	0
Approved:	0	0
Declined:	0	0

Pending 0 Approved 0 Declined 0 Validator for the Following Activities

No Records Found.

*Validation Periods are the times when validation will be turned on for you to approve, deny, or enter student experiences.

Figure 3



Dashboard
 Events, Information Sessions and Workshops
 Job and Volunteer Postings
CO-CURRICULAR OPPORTUNITIES
 Co-Curricular Opportunities Home
 CCR Information
 General Science Internship
 Experiential Learning
 Work Study
 Logout

	Validation Details for Active Time Periods	ALL Time Period Validations
Pending:	0	0
Approved:	0	0
Declined:	1	1

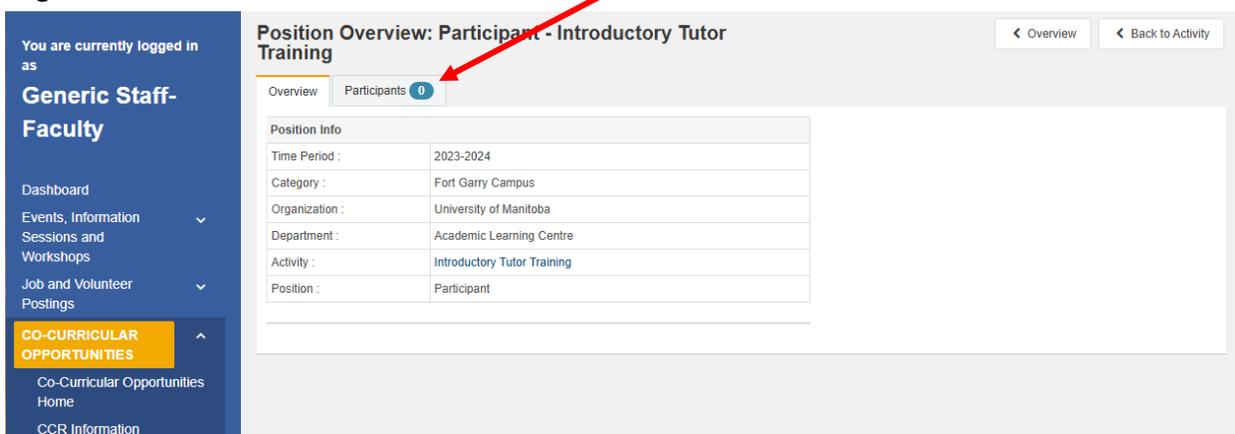
Pending 0 Approved 0 Declined 1 Validator for the Following Activities

Validator for the Following Activities

Time Period	Activity - Position	Pending	Approved	Declined
2023-2024	University of Manitoba World University Service of Canada (WUSC) - Co-Chair	0	0	0
2023-2024	University of Manitoba World University Service of Canada (WUSC) - Events Committee Member	0	0	0
2023-2024	University of Manitoba World University Service of Canada (WUSC) - Events Coordinator	0	0	0
2023-2024	University of Manitoba World University Service of Canada (WUSC) - Financial Executive	0	0	0
2023-2024	University of Manitoba Food Bank - Food Bank Volunteer	0	0	1
2023-2024	Introductory Tutor Training - Participant	0	0	0
2023-2024	Healthy U - Peer Educator	0	0	0
2023-2024	University of Manitoba World University Service of Canada (WUSC) - Social Event Coordinator	0	0	0
2023-2024	University of Manitoba World University Service of Canada (WUSC) - Social Media Coordinator	0	0	0

*Validation Periods are the times when validation will be turned on for you to approve, deny, or enter student experiences.

Figure 4



You are currently logged in as
Generic Staff-Faculty

Dashboard
 Events, Information Sessions and Workshops
 Job and Volunteer Postings
CO-CURRICULAR OPPORTUNITIES
 Co-Curricular Opportunities Home
 CCR Information

Position Overview: Participant - Introductory Tutor Training

[← Overview](#)
[← Back to Activity](#)

Overview Participants 0

Position Info	
Time Period :	2023-2024
Category :	Fort Garry Campus
Organization :	University of Manitoba
Department :	Academic Learning Centre
Activity :	Introductory Tutor Training
Position :	Participant

Figure 5

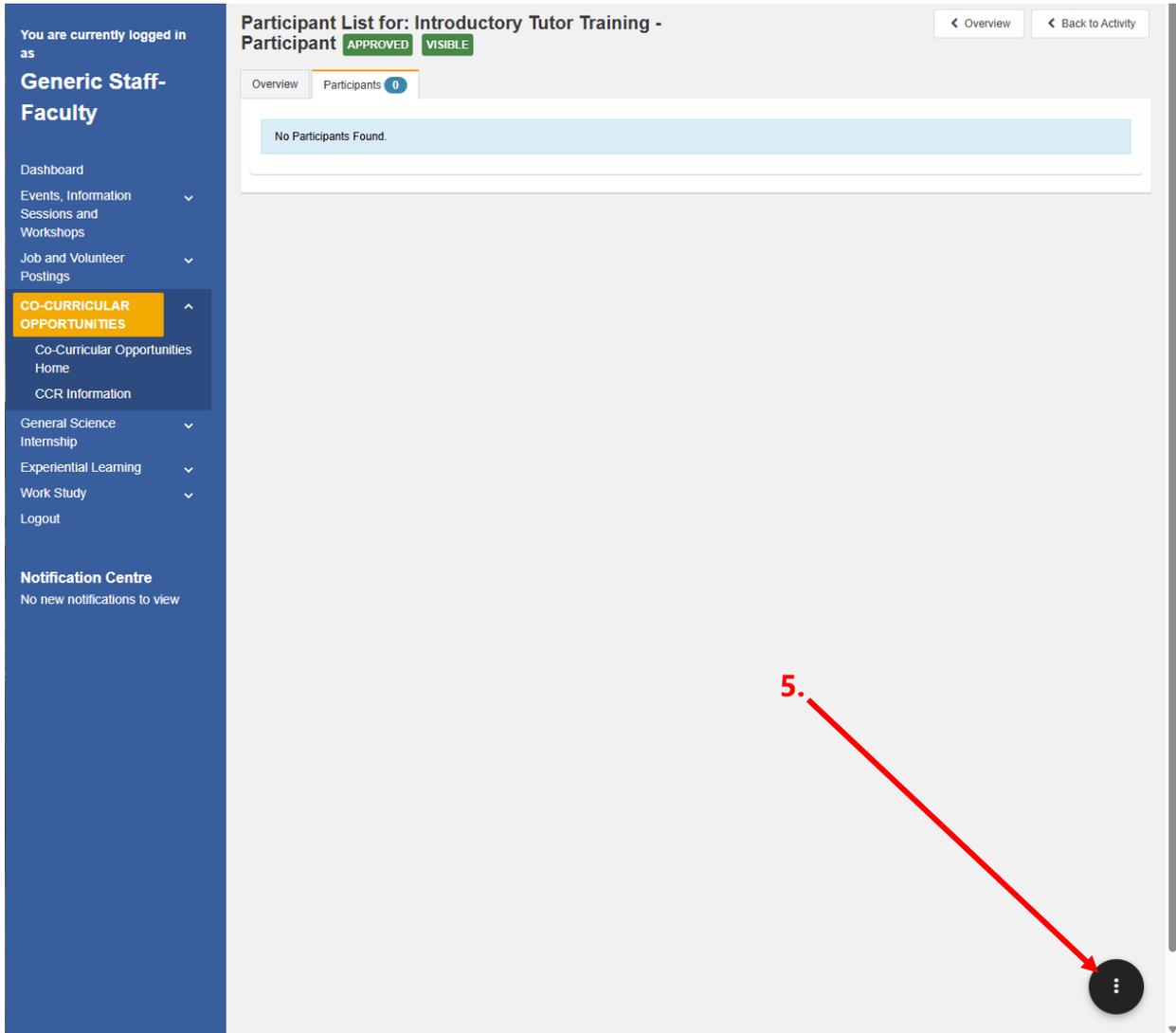


Figure 6

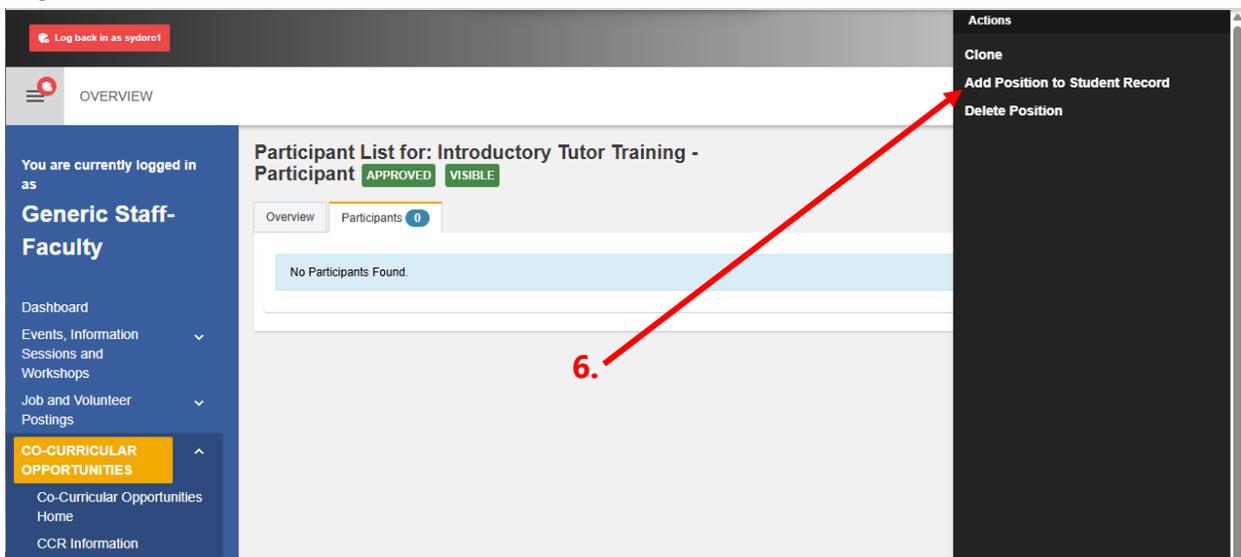


Figure 7

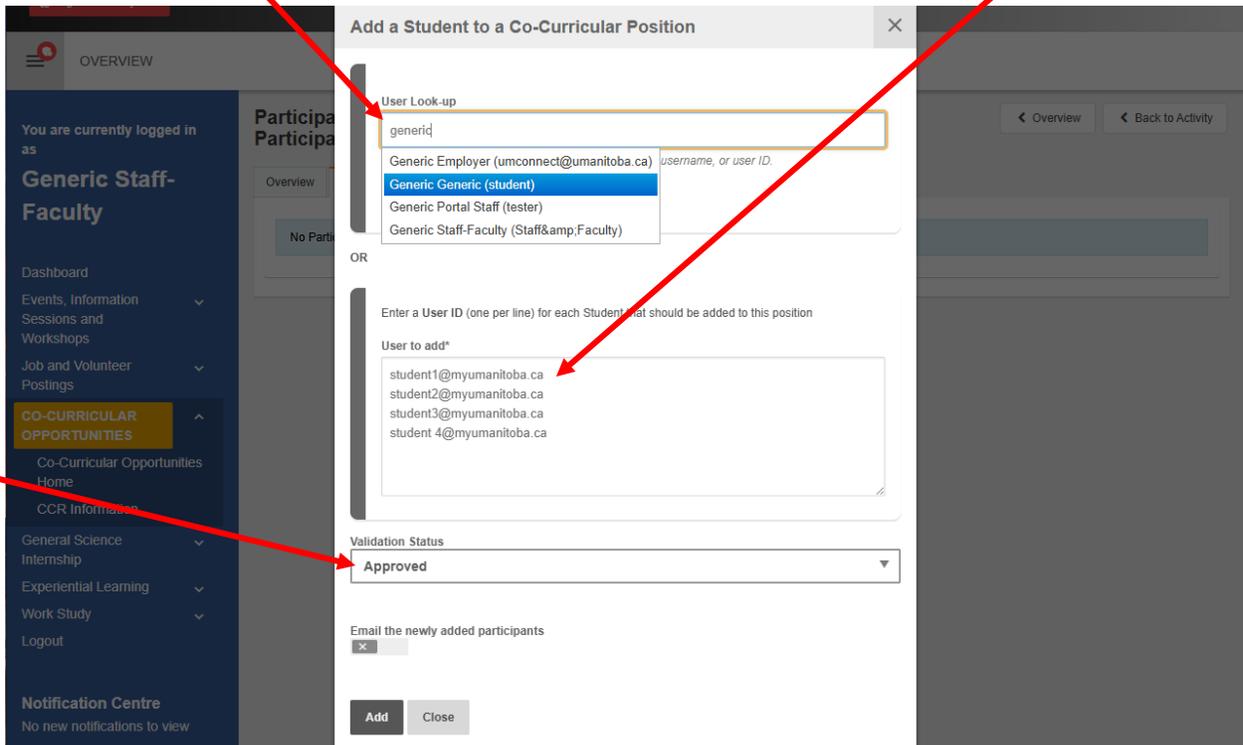
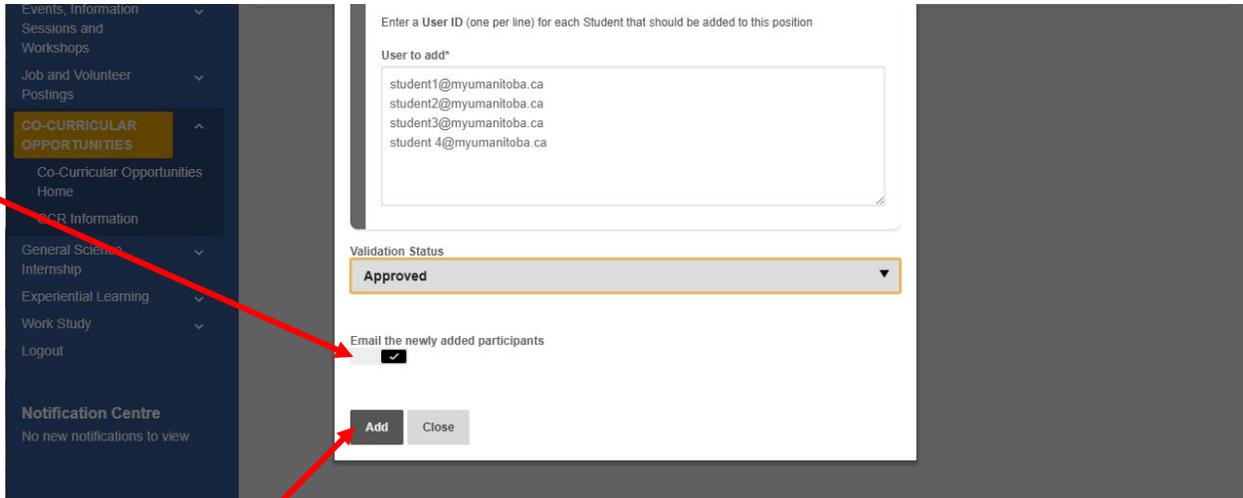


Figure 8



4.2 Student Requested Validation

Objective

The main objective of this process is to approve requests from students who completed all required qualifications of a position and decline those who have not.

Scope

This process serves as a secondary option to Process 1. All students have the opportunity to request recognition for any experience listed in the catalogue. In some cases, a student may believe they were not recognized when they should have been or may be leaving the university before the validation period closes. In such situations, students can request early recognition, and the validator will determine whether to approve or decline the request using the UMConnect platform.

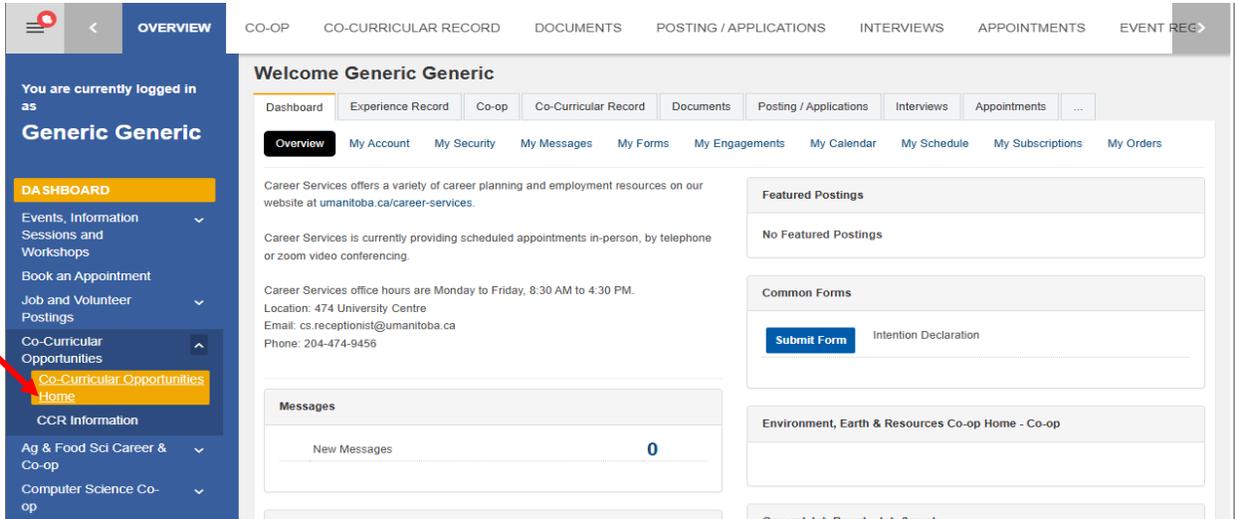
Stakeholders

Validators or their delegate are the individuals whose responsibility it is to complete this process of validation.

4.2a - Steps

1. From the UMConnect homepage go to Co-Curricular Opportunities Home. Refer to Figure 9.
2. If there are any request from students, they will show up listed under the Pending tab. Check the box next to the position you want to approve or decline for the appropriate student. Refer to Section 5.2 Specific Guidelines – Approving & Declining Requests and Figure 10.
3. Select the Actions tab located above the list of positions. This will open a drop-down menu. Refer to Figure 11.
4. Select the option Approve With Email or Decline With Email corresponding to the appropriate action for that student. This will open a confirmation pop-up window. Refer to Figure 11.
5. In the confirmation pop-up window, review your action and select OK. Refer to Figure 12.

Figure 9



Welcome Generic Generic

Dashboard | Experience Record | Co-op | Co-Curricular Record | Documents | Posting / Applications | Interviews | Appointments | ...

Overview | My Account | My Security | My Messages | My Forms | My Engagements | My Calendar | My Schedule | My Subscriptions | My Orders

Career Services offers a variety of career planning and employment resources on our website at umanitoba.ca/career-services.

Career Services is currently providing scheduled appointments in-person, by telephone or zoom video conferencing.

Career Services office hours are Monday to Friday, 8:30 AM to 4:30 PM.
 Location: 474 University Centre
 Email: cs.receptionist@umanitoba.ca
 Phone: 204-474-9456

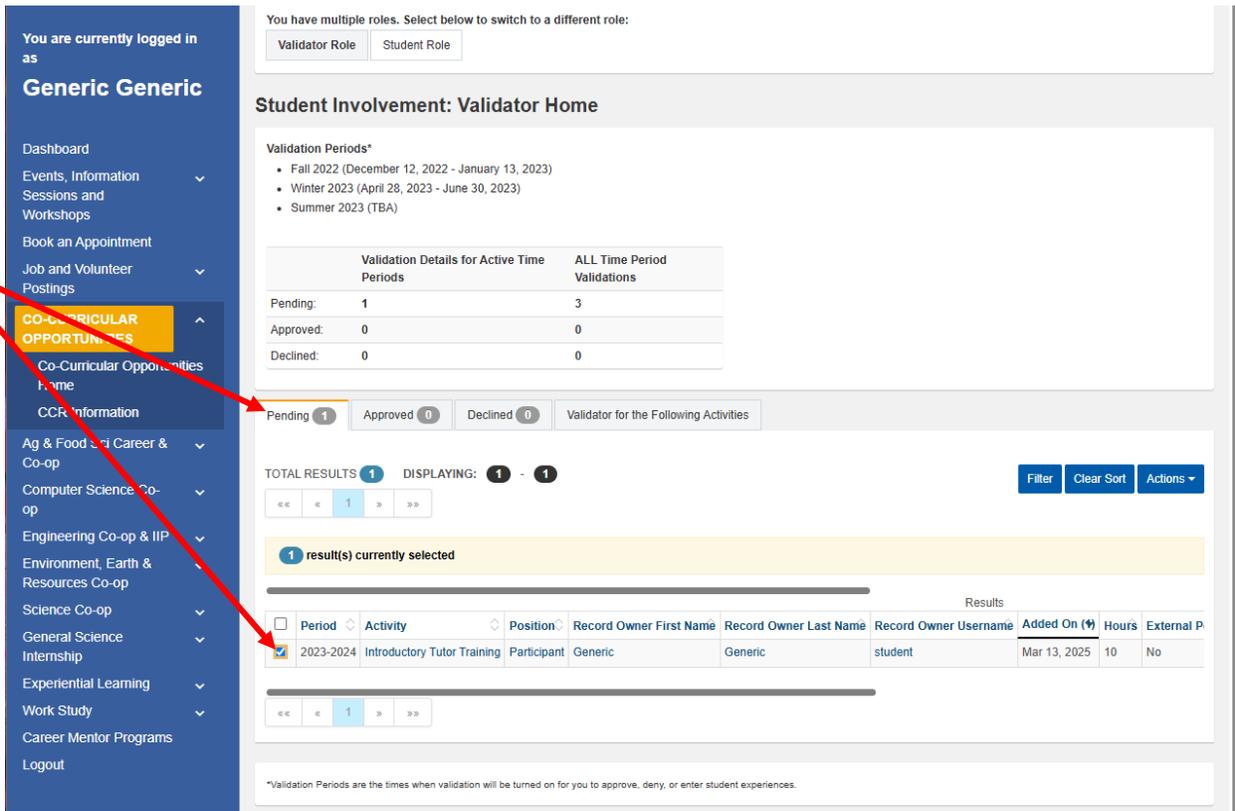
Messages: New Messages 0

Featured Postings: No Featured Postings

Common Forms: Submit Form Intention Declaration

Environment, Earth & Resources Co-op Home - Co-op

Figure 10



You have multiple roles. Select below to switch to a different role:
 Validator Role | Student Role

Student Involvement: Validator Home

Validation Periods*

- Fall 2022 (December 12, 2022 - January 13, 2023)
- Winter 2023 (April 28, 2023 - June 30, 2023)
- Summer 2023 (TBA)

	Validation Details for Active Time Periods	ALL Time Period Validations
Pending:	1	3
Approved:	0	0
Declined:	0	0

Pending 1 | Approved 0 | Declined 0 | Validator for the Following Activities

TOTAL RESULTS 1 | DISPLAYING: 1 - 1

Filter | Clear Sort | Actions

1 result(s) currently selected

<input type="checkbox"/>	Period	Activity	Position	Record Owner First Name	Record Owner Last Name	Record Owner Username	Added On	Hours	External P
<input checked="" type="checkbox"/>	2023-2024	Introductory Tutor Training	Participant	Generic	Generic	student	Mar 13, 2025	10	No

*Validation Periods are the times when validation will be turned on for you to approve, deny, or enter student experiences.

Figure 11

You have multiple roles. Select below to switch to a different role:

Validator Role Student Role

Student Involvement: Validator Home

Validation Periods*

- Fall 2022 (December 12, 2022 - January 13, 2023)
- Winter 2023 (April 28, 2023 - June 30, 2023)
- Summer 2023 (TBA)

	Validation Details for Active Time Periods	ALL Time Period Validations
Pending:	1	3
Approved:	0	0
Declined:	0	0

Pending 1 Approved 0 Declined 0 Validator for the Following Activities

TOTAL RESULTS 1 DISPLAYING: 1 - 1

1 result(s) currently selected

Period	Activity	Position	Record Owner First Name	Record Owner Last Name	Record Owner Username	Results
<input checked="" type="checkbox"/>	2023-2024	Introductory Tutor Training	Participant	Generic	Generic	student

*Validation Periods are the times when validation will be turned on for you to approve, deny, or enter student experiences.

Figure 12

Confirmation

Are you sure you want to approve these selected records and send an email?

OK Cancel

4.3 Time tracking

Objective

The main objective of this process is to ensure that students meet the required number of hours for positions where hour tracking is necessary.

Scope

This process is completed on UMConnect. Not all experiences require hour tracking. It is the validator's responsibility to determine whether a specific number of hours is a prerequisite for participation recognition.

Stakeholders

Validators or their delegate are the individuals whose responsibility it is to complete time tracking.

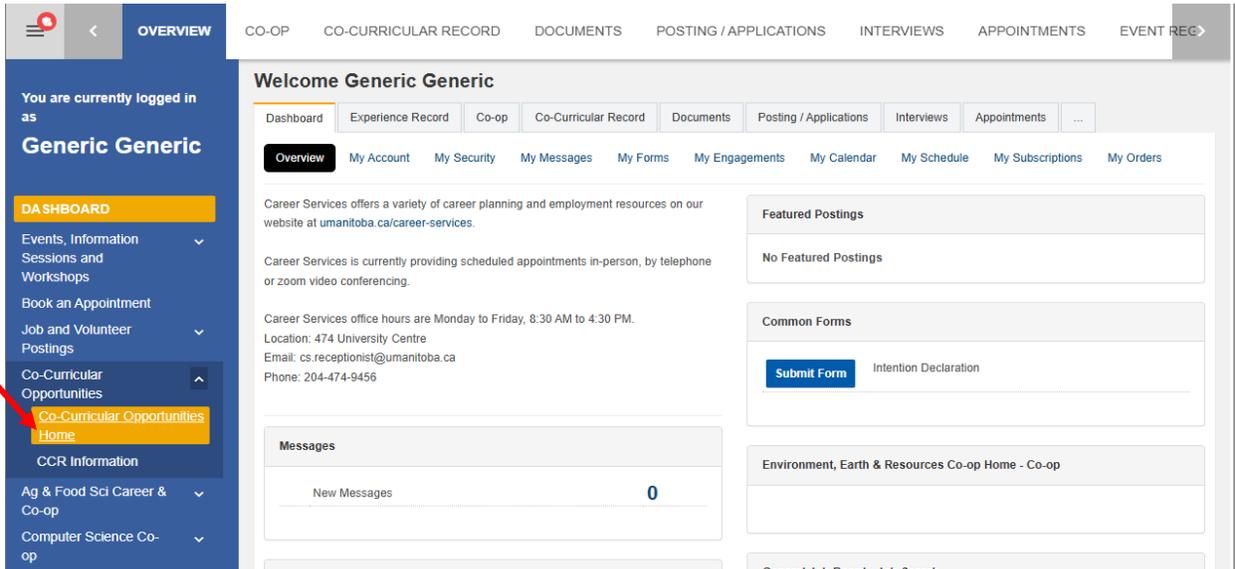
4.3a - Steps

1. From the UMConnect homepage go to [Co-Curricular Opportunities Home](#). Refer to Figure 13.
2. Select the [Validator for the Following Activities](#) tab. Refer to Figure 14.
3. Select the position you would like to edit hours for. This takes you to the position overview. Refer to Section 5.2 Specific Guidelines – Selecting a Position and Figure 15.
4. Select the [Participants](#) tab. Refer to Figure 16.
5. Select [View Record](#) on the corresponding row for the student you want to edit hours for. Refer to Figure 17.
6. Under Time Tracking, select the [Log Time](#) button. Refer to Figure 18.
7. Edit the hours within the pop-up window and select [Update](#). Refer to Figure 19.

Note:

- *To track hours for another student, navigate back to the list of pending requests.*

Figure 13



OVERVIEW CO-OP CO-CURRICULAR RECORD DOCUMENTS POSTING / APPLICATIONS INTERVIEWS APPOINTMENTS EVENT REC

Welcome **Generic Generic**

Dashboard Experience Record Co-op Co-Curricular Record Documents Posting / Applications Interviews Appointments ...

Overview My Account My Security My Messages My Forms My Engagements My Calendar My Schedule My Subscriptions My Orders

You are currently logged in as **Generic Generic**

DASHBOARD

- Events, Information Sessions and Workshops
- Book an Appointment
- Job and Volunteer Postings
- Co-Curricular Opportunities
 - Co-Curricular Opportunities Home**
 - CCR Information
- Ag & Food Sci Career & Co-op
- Computer Science Co-op

Career Services offers a variety of career planning and employment resources on our website at umanitoba.ca/career-services.

Career Services is currently providing scheduled appointments in-person, by telephone or zoom video conferencing.

Career Services office hours are Monday to Friday, 8:30 AM to 4:30 PM.
Location: 474 University Centre
Email: cs.receptionist@umanitoba.ca
Phone: 204-474-9456

Featured Postings

No Featured Postings

Common Forms

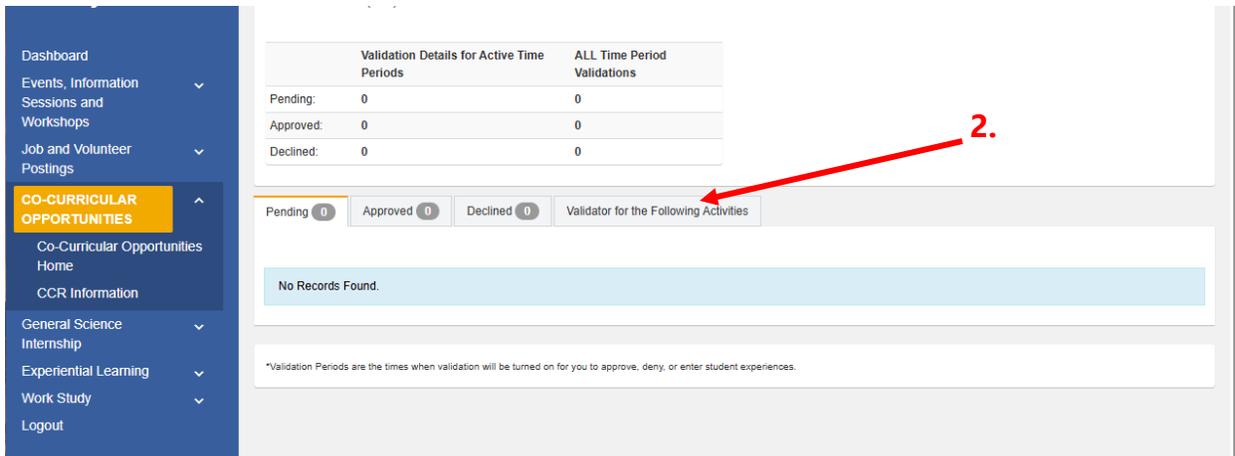
Submit Form Intention Declaration

Messages

New Messages **0**



Figure 14



Dashboard

- Events, Information Sessions and Workshops
- Job and Volunteer Postings
- CO-CURRICULAR OPPORTUNITIES**
 - Co-Curricular Opportunities Home
 - CCR Information
- General Science Internship
- Experiential Learning
- Work Study
- Logout

	Validation Details for Active Time Periods	ALL Time Period Validations
Pending:	0	0
Approved:	0	0
Declined:	0	0

Pending **0** Approved **0** Declined **0** Validator for the Following Activities

No Records Found.

*Validation Periods are the times when validation will be turned on for you to approve, deny, or enter student experiences.



Figure 15

Dashboard

Events, Information Sessions and Workshops

Job and Volunteer Postings

CO-CURRICULAR OPPORTUNITIES

Co-Curricular Opportunities Home

CCR Information

General Science Internship

Experiential Learning

Work Study

Logout

Notification Centre

No new notifications to view

	Validation Details for Active Time Periods	ALL Time Period Validations
Pending:	0	0
Approved:	0	0
Declined:	1	1

Pending 0
Approved 0
Declined 1
Validator for the Following Activities

Validator for the Following Activities

Time Period	Activity - Position	Pending	Approved	Declined
2023-2024	University of Manitoba World University Service of Canada (WUSC) - Co-Chair	0	0	0
2023-2024	University of Manitoba World University Service of Canada (WUSC) - Events Committee Member	0	0	0
2023-2024	University of Manitoba World University Service of Canada (WUSC) - Events Coordinator	0	0	0
2023-2024	University of Manitoba World University Service of Canada (WUSC) - Financial Executive	0	0	0
2023-2024	University of Manitoba Food Bank - Food Bank Volunteer	0	0	1
2023-2024	Introductory Tutor Training - Participant	0	0	0
2023-2024	Healthy U - Peer Educator	0	0	0
2023-2024	University of Manitoba World University Service of Canada (WUSC) - Social Event Coordinator	0	0	0
2023-2024	University of Manitoba World University Service of Canada (WUSC) - Social Media Coordinator	0	0	0

*Validation Periods are the times when validation will be turned on for you to approve, deny, or enter student experiences.

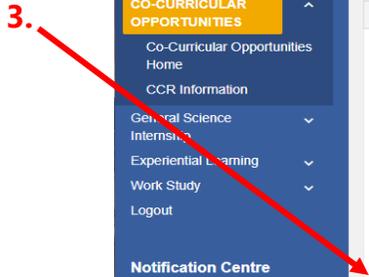


Figure 16

You are currently logged in as

Generic Staff-Faculty

Dashboard

Events, Information Sessions and Workshops

Job and Volunteer Postings

CO-CURRICULAR OPPORTUNITIES

Co-Curricular Opportunities Home

CCR Information

Position Overview: Participant - Introductory Tutor Training

[← Overview](#) [← Back to Activity](#)

Overview
Participants 0

Position Info

Time Period :	2023-2024
Category :	Fort Garry Campus
Organization :	University of Manitoba
Department :	Academic Learning Centre
Activity :	Introductory Tutor Training
Position :	Participant



Figure 17

You are currently logged in as

Generic Generic

Dashboard

Events, Information Sessions and Workshops

Book an Appointment

Job and Volunteer Postings

CO-CURRICULAR OPPORTUNITIES

Co-Curricular Opportunities Home

CCR Information

You have multiple roles. Select below to switch to a different role:

Validator Role
Student Role

Participant List for: Introductory Tutor Training - Participant

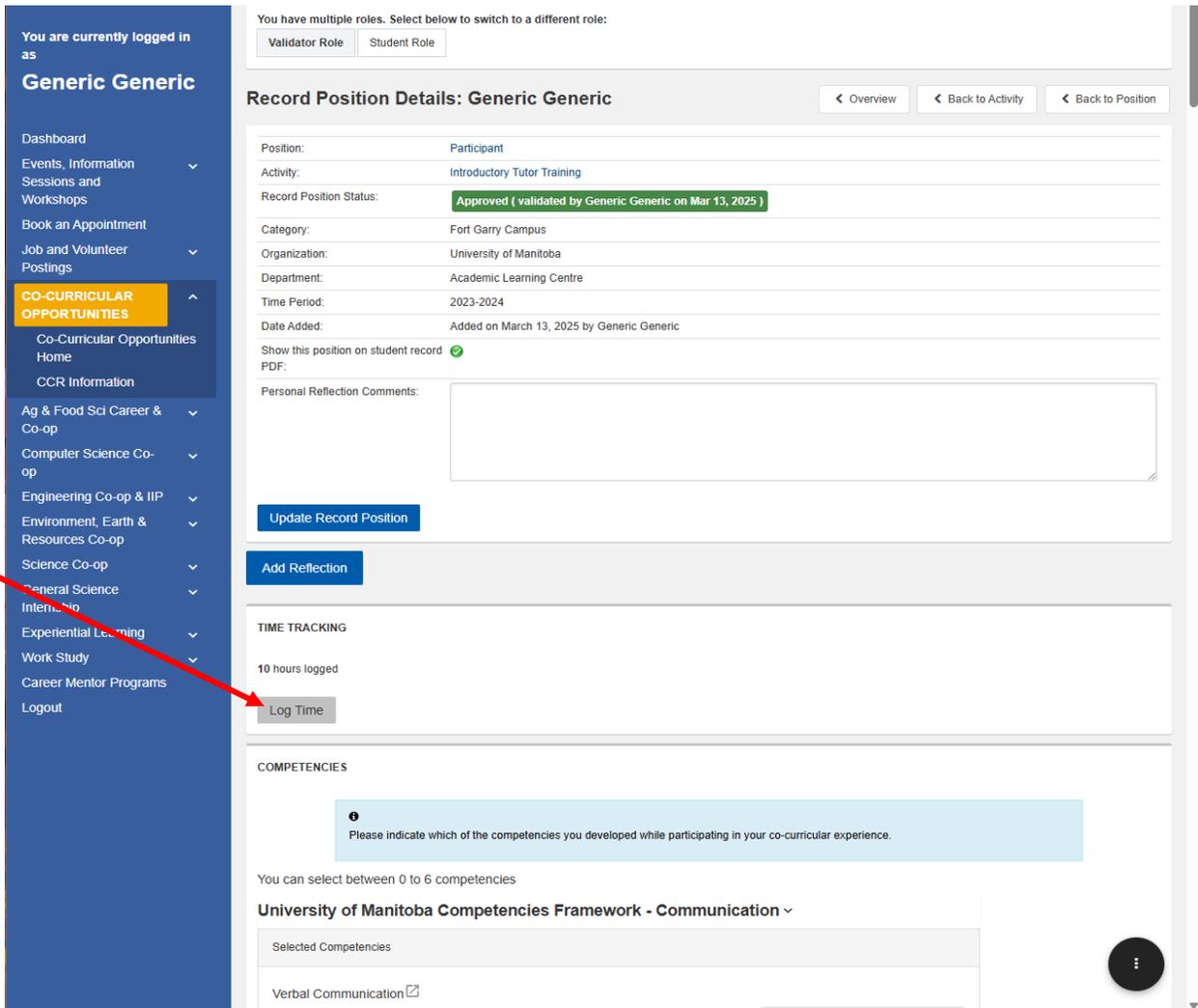
[← Overview](#) [← Back to Activity](#)

Overview
Participants 1

Position Status	Student	Record-Position Status	Record-Position Created	Validated By	Date Validated	Actions
Active	Generic Generic	Approved (validated by Generic Generic on Mar 13, 2025)	03/13/2025 12:09 PM	Generic Generic	03/13/2025 12:42 PM	View Record



Figure 18

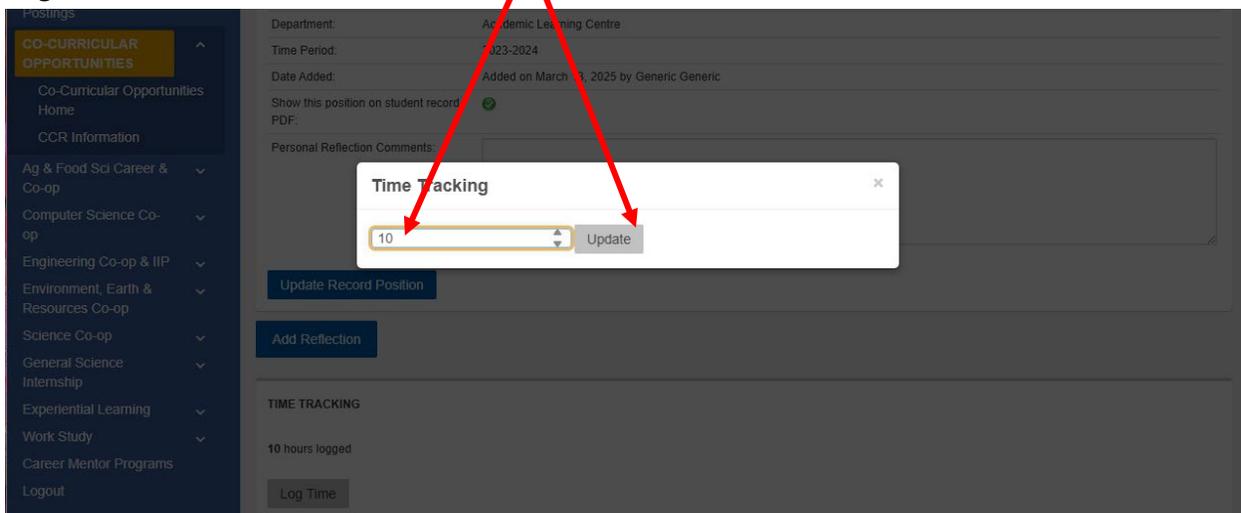


The screenshot shows the 'Record Position Details' page for a 'Generic Generic' role. The left sidebar contains a navigation menu with 'CO-CURRICULAR OPPORTUNITIES' highlighted. A red arrow labeled '6.' points to the 'Log Time' button in the 'TIME TRACKING' section. The main content area displays the following details:

- Position:** Participant
- Activity:** Introductory Tutor Training
- Record Position Status:** Approved (validated by Generic Generic on Mar 13, 2025)
- Category:** Fort Garry Campus
- Organization:** University of Manitoba
- Department:** Academic Learning Centre
- Time Period:** 2023-2024
- Date Added:** Added on March 13, 2025 by Generic Generic
- Show this position on student record PDF:**
- Personal Reflection Comments:** (Empty text area)

Buttons for 'Update Record Position' and 'Add Reflection' are visible. Below the details is a 'TIME TRACKING' section showing '10 hours logged' and a 'Log Time' button. A 'COMPETENCIES' section includes a message: 'Please indicate which of the competencies you developed while participating in your co-curricular experience.' and a dropdown menu for 'University of Manitoba Competencies Framework - Communication' with 'Verbal Communication' selected.

Figure 19



This screenshot shows the same interface as Figure 18, but with a 'Time Tracking' modal dialog open. A red arrow labeled '7.' points to the 'Update' button in the dialog. The dialog contains a text input field with the value '10' and an 'Update' button. The background content is dimmed.

5. Guidelines

5.1 General Guidelines

These best practices apply to all aspects of student validation and time tracking:

Validation Requirements

Ensure students meet all necessary criteria before approving their validation. If they do not meet the requirements, their request should be declined with a clear explanation.

Timely Validation

Complete validation tasks before the stated deadlines to ensure students receive proper recognition for their experiences.

Accurate Record-Keeping

Keep validation records up to date to maintain the integrity of the Experience Record.

Communication with Students

Notify students about their validation status, especially if further action is needed.

Updating Validator Information

Inform the Experience Record Team if there are any changes to validators to ensure records remain accurate.

Maintaining the Experience Catalogue

Regularly review and update position details, descriptions, and competency areas to reflect current opportunities.

5.2 Specific Guidelines

These step-by-step instructions apply to validation tasks in UMConnect.

Handling Bulk Validation

- When adding multiple students for validation, ensure each UM email address is entered correctly, with one email per line and no extra spaces or characters.
- If errors occur during bulk validation, review the error message, correct the identified issues, and resubmit only the unprocessed entries.

Correcting Validation Mistakes

- If a student was validated incorrectly, use UMConnect to amend or remove the incorrect entry.
- Ensure all necessary corrections are made before the validation deadline to avoid errors in the Experience Record.

Time Tracking Adjustments

- For positions that require hour tracking, ensure reported hours are accurate before approval.
- If adjustments are needed, use UMConnect to update student records before the next academic year begins.

Approving & Declining Requests

- Approve validation requests only if students have fully met their position's requirements.
- Decline requests if students do not meet the requirements and provide a brief explanation in the system if necessary.
- When checking the box next to the position requests, you can checkmark multiple positions at once.

Selecting a Position

- When choosing the position from the list of options, select the position that corresponds with the current year.

Verifying a Validator Role

- To verify your validator role for a published position, you must be listed as the validator in our records.
- Visit the [Experience Record](#) website and access the Co-Curricular Experience Update Form.
- Select "My group, program, or club is already in UMConnect" and follow the prompts to confirm your validator role.

Adding a Validator

- Only existing validators listed in our records can request to add new validators to a published position.
- To add a validator, go to the [Experience Record](#) website and open the Co-Curricular Experience Update Form
- Select "My group, program, or club is already in UMConnect" and follow the prompts to add a validator.

6. Roles and responsibilities

6.1 Who can be a validator?

Validators include faculty members, staff, students, or approved external partners responsible for validating students. This role is typically assigned to executives of associations, program administrators, or activity facilitators. More than one validator may be assigned to a position.

6.2 Six Responsibilities of a Validator

Validators ensure that:

1. Recognition is given to all students who have completed the requirements of their role / position.
2. Requests from students meet the requirements of the position and proceed to approve and decline accordingly.
3. Information on the activity and positions published on the Experience Catalogue are up-to-date and accurate.
4. Each position within their experience has identified competency areas, in accordance with the UM Competencies Framework.
5. Updates and changes in validators are communicated to the Experience Record Team in a timely manner.
6. Information regarding validation and validator responsibilities is communicated to new validators of your experience.

7. Tools and Resources

7.1 Experience Catalogue

The [Experience Catalogue](#) is a centralized listing of approved curricular and co-curricular Experiential Learning (EL) and Student Involvement (SI) experiences at the University of Manitoba. It provides students with information on recognized experiences, including available positions and descriptions within various programs, organizations, and initiatives across the university.

7.2 UMConnect

[UMConnect](#) is the University of Manitoba's online platform for managing and validating student participation in curricular and co-curricular Experiential Learning (EL) and Student Involvement (SI) experiences. It allows validators to track student engagement, update competencies, and ensure accurate recognition of experiences. Access is restricted to UM students and staff using their university login credentials.

7.3 New Co-Curricular Experience Application

The [New Co-Curricular Experience Application](#) is used to submit new experiences for inclusion in the Experience Catalogue and Experience Record. This application ensures that student involvement experiences are formally recognized and accurately documented within UMConnect. Validators must provide key details, including the experience title, description, associated positions, and relevant competencies.

7.4 Co-Curricular Experience Update Form

The [Co-Curricular Experience Update Form](#) is used to modify details of an experience's position(s), including position names, position descriptions and details, verify validator role, and add validators. This ensures that all information remains accurate and up to date in the Experience Catalogue and UMConnect.

7.5 Experience Record

The Experience Record is a document that tracks students' validated Experiential Learning (EL) and Student Involvement (SI) experiences at the University of Manitoba. It provides a record of student participation in recognized co-curricular experiences and highlights the competencies they have developed. Students and validators can learn more about the Experience Record, how to access it, and guidelines for validation by visiting the [Experience Record](#) website.

7.6 Experiential Learning

The [Experiential Learning](#) website provides an overview of different types of hands-on learning opportunities available to students, including co-curricular activities, work-integrated learning, and research experiences. This resource supports faculty, staff, and students in integrating experiential learning into academic and co-curricular programs.

7.7 UM Competencies Framework

The [UM Competencies Framework](#) helps students identify, develop, and articulate key competencies gained through their university experiences. It provides a structured approach to recognizing transferable skills that contribute to academic, professional, and personal growth. The framework outlines competency stages, categories, and definitions, offering guidance on how students can apply and reflect on their skills.

8. Important Dates & Deadlines

- Application Cycle Deadline – **15th of each month at 4:30 PM.**
- ERCC Meeting – **Last Wednesday of each month.**
- Deadline for Students to Request Validation – **May 18, 2025.**
- Deadline for Validators to Validate Students – **June 30, 2025.**

9. Contact Information

9.1 Experiential Learning Partnership Office:

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Winnipeg, Manitoba R3T 2N2

Tel: 431-294-3161

Email: ExperienceRecord@umanitoba.ca

[Book a Meeting](#)