

## APPLICATION FORM – Guided Workplace Experience

**Personal** (please print clearly)

Student No.:

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

**COURSE FOR GUIDED WORKPLACE EXPERIENCE:**

non-credit course | minimum 250 hours/8 weeks each course

\_\_\_\_\_  
Street Address (include Apt. number)

\_\_\_\_\_  
City

\_\_\_\_\_  
Course No. Course Name

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Telephone (include area code)

- |   |          |  |                             |
|---|----------|--|-----------------------------|
| <input type="checkbox"/> Administration fee | \$75.00  | <input type="checkbox"/> Early Bird Administration fee | \$25.00 till March 16, 2012 |
| <input type="checkbox"/> GWE 150            | \$400.00 |  | (April 16 to June 8, 2012)  |
| <input type="checkbox"/> GWE 250            | \$400.00 |  | (April 16 to June 8, 2012)  |

\_\_\_\_\_  
E-mail Address – **will be used to contact Student**

### Admission Requirements

To be considered for college credit courses, applicants must submit a High School Graduation Diploma or General Education Diploma. **Anyone applying with mature student status must meet with a College representative prior to start date.**

\_\_\_\_\_  
Name of High School

\_\_\_\_\_  
General/Academic Diploma

\_\_\_\_\_  
Other Education/ Training

\_\_\_\_\_  
Certificate/Diploma

Continue on new sheet if you need more space.

### Current Employer (Child Care Centre)

\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Director's Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address of Employer

\_\_\_\_\_  
Director's E-mail

Attaching your resume or additional information is optional.

### Finally

*1) Submit application form directly to NSCECE. 2) Enclose your non-refundable administration fee with this application. The College will not process the application nor notify you if it is not included. 3) Sign, date and mail this application.*

Payment may be made by cash, cheque, debit, VISA or MasterCard.

How did you find out about our program? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## LEVEL I CLASSIFICATION

Applicants for LEVEL I Classification must complete the following...

1. **ORIENTATION** – This is offered by the Nova Scotia Department of Community Services – check the web site <http://www.gov.ns.ca/coms/families/provider/training/ClassificationforStaff.html>.
2. **COURSES** – three (3) courses are required. Refer to the list of courses and times offered below.
  - Behaviour Guidance – Spring 2012
  - Introduction to Curriculum – Summer 2012
  - Child Growth and Development – Fall 2012, and so on.
3. **GUIDED WORKPLACE EXPERIENCE (GWE)**  
Participants for Level I Classification are required to provide proof of completion of a GUIDED WORKPLACE EXPERIENCE providing opportunities to link course work with practice. The GWE takes place in your own licensed centre.

**Guided Workplace Experience I:** April 16 to June 8, 2012  
Introductory Seminar is April 14, 2012 (mandatory)

**Guided Workplace Experience II:** April 16 to June 8, 2012  
Introductory Seminar is April 14, 2012 (mandatory)

Length of each GWE will be at least eight (8) weeks and include not less than 250 hours of work experience. Applications for the GUIDED WORKPLACE EXPERIENCE are available from our web site at [nscece.ca](http://nscece.ca).

EARLY BIRD REGISTRATION \$25.00 | Sign up by March 16, 2012 and save \$50.00 off the administration fee.

### Definition of GUIDED WORKPLACE EXPERIENCE:

- a work experience in a licensed child care facility (does not alter your employment status or pay);
- advisory function by a supervisor from a training institution;
- supported by an early childhood contact staff in the workplace.

To help guide the participant through a meaningful experience, an initial meeting will take place including the college supervisor, centre director, early childhood contact staff and participant to 'set the stage'. At this time the centre will be provided with a Guided Workplace Experience Package to support the participant during their guided workplace experience.

Success will be based on completion of all requirements of the Guided Workplace Experience. Participants will receive a transcript from NSCECE which will identify a 'complete' or 'incomplete' status for this non-credit course.