

APPLICATION FORM – Guided Workplace Experience

A. Personal (Please print clearly)

ADMISSIONS PROCESS:

1. Complete Application - please complete all sections on the application.
2. Payment of application fee is required to process application. Payments may be made by cash, cheque, or online at nscece.ca
3. It is the responsibility of the applicant to ensure that all supporting documents are received by the admissions office.

_____	_____
First Name	Last Name

Street Address (include Apt. number)	

_____	_____
City	Province

_____	_____
Postal Code	Telephone (include area code)

E-mail Address (will be used to contact applicant)	

B. Course Information

COURSE FOR GUIDED WORKPLACE EXPERIENCE:
non-credit course minimum 250 hours/8 weeks each course.

<input type="checkbox"/> Administration fee \$75.00	<input type="checkbox"/> Early Bird Administration fee \$25.00
<input type="checkbox"/> GWE 150 - \$400.00	<input type="checkbox"/> GWE 250 - \$400.00

Introductory Seminar: Mandatory seminar is held preceding course start date.

C. Emergency Contact

_____	_____	()	_____
First Name	Last Name	Phone Number	Relationship

D. Education

To be considered, applicants must have a High School Graduation Diploma or General Education Diploma (GED). **For students whose Grade 12 transcripts do not convey the words “This student has successfully met the graduation requirement for the province of Nova Scotia” at the bottom of their High School Transcripts - please refer to the alternative assessment protocol.**

<input type="checkbox"/>	_____	_____	_____
	Name of High School	Years attended	General/Academic Diploma
<input type="checkbox"/>	_____	_____	_____
	Post-Secondary Institution	Years attended	Degrees/Diploma
<input type="checkbox"/>	_____	_____	_____
	Other Training	Years attended	Certificate/Diploma



E. Current Employer (Child Care Centre)

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Name of Child Care Centre/Organization/Other	Director's Name	Telephone
Address of Employer	Director's E-mail	

F. English Language Proficiency

Is English your first language? YES NO If no, proof of English Language Proficiency will be required.

ESL (English Second Language) Requirements:

- CLB (Canadian Language Benchmark) minimum of 7 in all areas
- IELTS (International English Language Testing System) completion of level 6 or higher
- TOEFEL® (Test of English as a Foreign Language) score of 80 or higher
- EAP (English for Academic Purposes) program completion.

Applicants must submit an official document from a recognized provider showing proof of English language proficiency indicating you have successfully completed one of the above ESL assessments.

LEVEL I CLASSIFICATION

Applicants for LEVEL I Classification must complete the following:

1. ORIENTATION – This is offered by the Nova Scotia Community College – check the web site <http://www.ecdsc.nsc.ca/orientation/home.htm>.

2. COURSES – three (3) academic courses are required – check the web site for dates <http://www.nscece.ca/part-time-studies/>

- Child Growth and Development
- Play as Curriculum
- Behaviour Guidance (Prerequisite is Child Growth and Development)

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: Introductory Seminar is mandatory and is held preceding the course start date.

Guided Workplace Experience II: Introductory Seminar is mandatory and is held preceding the course start date.

Length of each GWE will be at least eight (8) weeks and include not less than 250 hours of work experience.

EARLY BIRD REGISTRATION \$25.00 - 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.

Participants will attend an introductory seminar (mandatory) at NSCECE. At this time the participant will be provided with a Guided Workplace Experience Package to support them during their guided workplace experience. To help guide the participant through a meaningful experience, an initial meeting will take place at the centre including the college advisor, centre director, early childhood contact staff and participant to 'set the stage'.

Success will be based on completion of all requirements of the Guided Workplace Experience. Participants may print an unofficial transcript on our online student database "CampusLogin". Transcripts will identify a "P - Pass" or "F - Fail" status for this non-credit course.