

AMENDED PROCESS FOR WORK2LEARN DIPLOMA WORK PLACEMENT 2017/18

<h2>Fall 2017-18</h2>	<p>Register in MyHumber, Work 120 - Skills for Employment Term: Fall 2017 Continuing Ed., CRN: 50405, Fee: \$285 (non-refundable) Registration Deadline: September 26, 2017</p> <p>AMENDMENTS NOVEMBER 21, 2017:</p> <ul style="list-style-type: none"> ▪ Sign-Up for the WORK 120 Workshop via EventBrite (see Timeslots on reverse. The (mandatory) Workshop will be offered throughout the week of December 4, 2017 (see schedule on reverse), and repeated on select dates the week of January 2/18, the week of January 22/18, and in February 2018 ▪ Attend the one Job Search Workshop ▪ Work with an Advisor one-on-one to complete deliverables such as your resume ▪ WORK 120 SAT/UNS will appear in MyHumber
<h2>Winter 2018</h2>	<ul style="list-style-type: none"> ▪ Plan, manage and conduct a job search: Connect with people in your network, research and apply to organizations of interest to you ▪ Apply to jobs in the School's Student Job Portal ▪ Attend job interviews ▪ Complete the WHMIS Basic Knowledge module (recommended) <p>AMENDMENT – ADDITIONAL 1:1 SUPPORT WILL BE AVAILABLE Attend a Pre-Placement Coaching Meeting with an Advisor</p> <ul style="list-style-type: none"> ▪ Use the time with an Advisor to discuss what you need/want to focus on. You can schedule a mock interview or discuss how to refine your job search strategies. ▪ Pick up your Work Placement Student Kit, including important Health & Safety info
<h2>Spring 2018</h2>	<ul style="list-style-type: none"> ▪ Get Hired; Submit a Job Confirmation form to Work Placement Office ▪ Register for WORK 121 – Work Placement (WORK 122 for DEC)-No Additional Fees ▪ Submit a Student Report and Employer Evaluation by September 7, 2018 ▪ WORK 121/122 SAT/UNS will appear in MyHumber in Fall 2018

WORK2LEARN is the optional work placement initiative in designated Diploma programs. WORK2LEARN is a year-long process as shown in the chart above. The first phase is registration and preparation through the course WORK 120. The last phase is “working” as captured by WORK 121 (or WORK 122 for Interior Decorating).

WORK 120: Satisfactory completion on your academic record is based on attending the mandatory workshop and the quality of assignments submitted. Only those students who are eligible to work and receive a SAT (or PASS) in WORK 120 will receive access to the Student Job Portal.

WORK 121/WORK 122 (DEC): Satisfactory completion on your academic record is based on meeting the terms of your employment agreement, and successful submission of the final reports by the published due date.

INTERNATIONAL STUDENTS must be returning Fall 2018 and hold a valid Coop Work Permit in order to access the School’s Job Portal and advance to WORK121/122.

Workshop Schedule Fall 2017:

The Job Search Workshop plus personalized support from an Advisor will help you learn more about yourself, your career options and job search techniques, as well as help you develop a great resume and feel more confident in job interviews.

- **The AMENDED WORKSHOP SCHEDULE IS AS FOLLOWS: Students will only need to attend one Workshop. The (mandatory) Workshop will be offered throughout the week of December 4, 2017 (see schedule below), and repeated on select dates the week of January 2/18, the week of January 22/18, and in February 2018.**
- Plan to attend the Workshop, and work with an Advisor in-person or by email, to perfect your resume and intro.
- To help ensure your job search success, after the Workshop, Advisors will continue to assist you with mock interviews, suggestions on your job search plan as well as deal with any questions you encounter.
- The process starts with going to a Workshop – in December, January or February – whatever works best for you.

Sign-Up for a Timeslot in 3 Easy Steps:

1. Review the Timeslots in the chart below.
2. Select **only one Timeslot** that best fits your weekly schedule. Think about your other commitments - classes, personal activities, part-time job, etc. Perhaps you would like to take the workshop with your friends.
3. In late November you will receive an invitation via email, to sign-up for your Timeslot through a website called "Eventbrite". Each Timeslot will have its own Eventbrite link. Look for the Timeslot that you selected in Step (2) and reserve your seat by signing-up through Eventbrite, in **ONLY THAT ONE TIMESLOT**.

Workshop Timeslots Week of December 4, 2017:

The Workshop will be offered in 13 different Timeslots and last for 2 periods. Please arrive on time.

Period	Monday Dec4	Tuesday Dec5	Wednesday Dec6	Thursday Dec7	Friday Dec8
(1) 8:00 - 8:50					
(2) 8:55 - 9:45					
(3) 9:50 - 10:40		Timeslot #3 B203			Timeslot #11 L235
(4) 10:45 - 11:35	Timeslot #1 D237		Timeslot #6 B203		
(5) 11:40 - 12:30				Timeslot #7 F132	Timeslot #12 B214
(6) 12:35 - 1:25					
(7) 1:30 - 2:20		Timeslot #4 E456		Timeslot #9 F132	
(8) 2:25 - 3:15					Timeslot #13 B213
(9) 3:20 - 4:10					
(10) 4:15 - 5:05	Timeslot #2 B211	Timeslot #5 B201	Timeslot #8 B207	Timeslot #10 B207	
(11) 5:10 - 6:00					

What to Bring to the Workshop:

1. PREWORK – Read and sign the Work Placement Policy Agreement Form prior to the workshop (on our website).
2. A copy of your current resume if you have one.

As a courtesy to other students, and for accurate attendance tracking, please arrive on time.