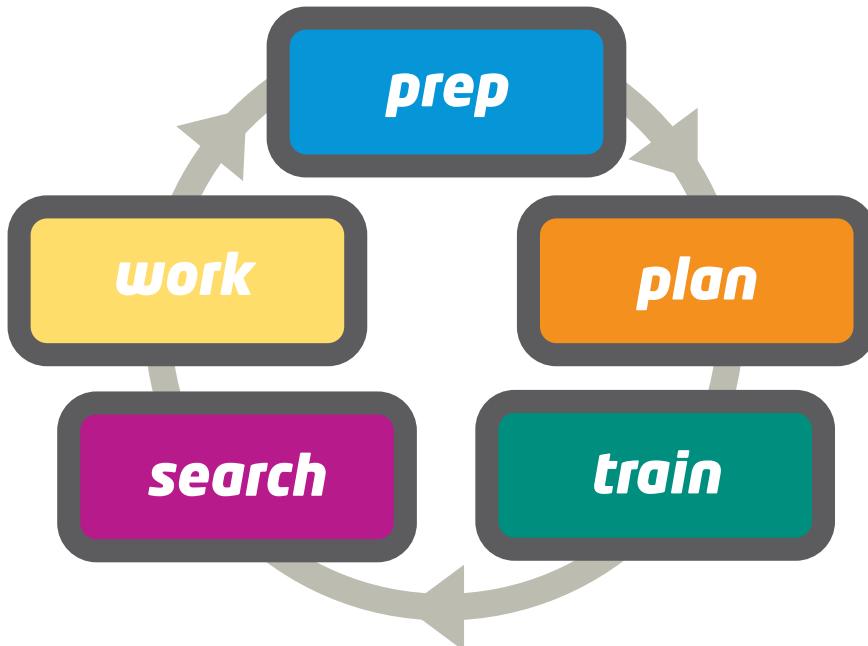


NWT Education, Training and Employment Guide

This Guide helps you find your way through the many educational, training and employment opportunities available in the Northwest Territories (NWT). We put the available programs and services into different stages that are part of your career path. This Guide lists some important sources of information at each of these five stages:



About the Department of Education, Culture and Employment

This publication was created by the Government of the Northwest Territories (GNWT) Department of Education, Culture and Employment (ECE). ECE's mission is to invest in, and provide for the development of the people of the NWT, enabling them to reach their full potential, to lead fulfilled lives, and to contribute to a strong and prosperous society.

ECE is here to help you succeed. This publication will help you succeed in career planning and finding work.



Northwest Territories Education, Culture and Employment

Working Together

The economy in the NWT continues to develop. ECE partners with industry, Aboriginal governments, non-government organizations, other GNWT departments, the Federal government and other agencies to provide the support, programs and services needed to help Northerners succeed.

Prep

High School Graduation

Graduating high school is the first step in getting you prepped for where you want to go. With a high school diploma you increase your chances of landing a job and open lots of doors to tons of postsecondary opportunities.

To graduate high school in the NWT you need a minimum of 100 course credits and English 30-1 or English 30-2. Within that 100 credits, there are a specific number of course credits you need in certain areas of study. The requirements are:

Specified Credits

English / Français Language Arts	15 credits
Social Studies	10 credits
Math	10 credits
Science	10 credits
Career and Technology Studies (CTS) or SNAP	5 credits
Fine Arts	3 credits
Physical Education	3 credits
Northern Studies	3 credits
Career and Life Management	3 credits
Career and Program Planning (CPP)	1 credit
Community Service	1 credit
Additional Grade 12 credits at the 30 level	10 credits
Required Total	74 credits
Unspecified Course Credits	26 credits
Grand Total	100 credits



Prep

On top of getting 100 course credits, some courses have Grade 12 Diploma Examinations. To earn credit for these courses, the combined class and exam marks have to add up to a passing grade. Courses with Diploma Examinations include:

- English 30-1/30-2
- Pure Math 30* or Pre-Calculus 30-1
- Applied Math 30** or Foundations of Math 30-2
- Social Studies 30-1/30-2
- Biology 30
- Chemistry 30
- Physics 30
- Experiential Science 30
- French Language Arts 30
- Français 30

The type of courses you take and your success in them, determines what your options are post graduation. Different universities and colleges have different entrance requirements for specific programs. On the next pages are examples of entrance requirements for different programs at different postsecondary institutions.

* As of the academic year starting September 2011 the course required is Pre-Calculus Math 30-1.

** As of the academic year starting September 2011 the course required is Foundations of Math 30-2.

Prep

Aurora College in NWT

Environmental and Natural Resources Technology Diploma (available at Thebacha Campus)

- English 30-2
- Applied Math 30 (valid up until the end of the 2010 – 2011 academic year)
- Foundations of Math 30-2 (valid starting in the 2011 – 2012 academic year and going forward)
- Biology, Chemistry or Physics 30

Bachelor of Education

- Grade 12 (or equivalent) including a minimum of:
 - English 30-1 or 30-2
 - Math 20 Applied, Math 20 Pure, Pre-Calculus 20-1 or Foundations of Math 20-2
 - Science 10

Minimum mark of 65% in English and Math.



Prep

Bachelor of Nursing (available at Yellowknife/North Slave Campus)

- Grade 12 (or equivalent) including a minimum of:
 - English 30-1 or 30-2 or ALBE English equivalent
 - Math 20 Applied, Math 20 Pure; ALBE Math 150/160 Pre-Calculus 20-1; or Foundations of Math 20-2
 - Biology 30
 - One level 20 or 30 Science (Physics, Biology or Chemistry) or ALBE equivalent

Minimum mark of 65% or the passing grade required for ALBE equivalent courses.

The University of Alberta in Edmonton, AB

Bachelor of Arts

- English Language Art 30-1
- Four subjects from: Biology 30; Chemistry 30; a Fine Arts Course; Pure Mathematics 30; Mathematics 31; Pre-Calculus 30-1; Physics 30; Science 30; Experiential Science 30; Computer Science; Advanced CTS (5 credits); Social Studies 30-1; 30-level languages other than English

The entrance grade average for this program is 70%.

Prep

Bachelor of Science

- English Language Arts 30-1
- Pure Mathematics 30 or Pre-Calculus 30-1
- Two of: Biology 30; Chemistry 30; Mathematics 31; Physics 30; Computing Science; Advanced Level CTS (5 credits)
- One of: Biology 30; Chemistry 30; Science 30; Experiential Science 30; Mathematics 31; Physics 30; Computer Science; Advanced Level CTS (5 credits); Social Studies 30-1; 30-level Language; Fine Arts Course.

The entrance grade average for this program is 73%.

Bachelor of Science (Engineering)

- English Language Arts 30-1
- Pure Mathematics 30; Pre-Calculus 30-1 or Mathematics 30-1
- Chemistry 30
- Physics 30

The entrance grade average for this program is 80%.

The information in this Guide is for reference only in your career planning. If you have any questions about entry requirements for specific postsecondary institutions, contact their Office of the Registrar.

Got questions about graduation?

Don't be afraid to speak up and ask questions. There is no need to be shy when it comes to your future and there are lots of people you can turn to for help if you have questions about high school graduation requirements and the course selection process:

1. Career Development Officers at your regional ECE Service Centre;
2. Guidance Counsellors at your school; and
3. Principal or teachers at your school.

Adult Literacy and Basic Education (ALBE)

Adults who have not graduated from high school or who did not take the courses needed to gain admission to postsecondary studies, can enroll in ALBE programs through Aurora College (see page 20).

Plan

Here are some places in the NWT you can go for help with planning your career:

ECE Service Centres

There are six regional ECE Service Centres in the NWT that offer programs and services to help you plan your career path, improve your skills and find work. Career Development Officers work with you to provide career planning assistance, including:

Career Planning Assistance, including:

- individual and group counselling;
- interest analysis and self-assessment (tools to help you decide what you want to do);
- labour market information (information about the type of jobs available in the North);
- occupational profiles (descriptions of different types of jobs); and
- a career resource library.



Plan

Education and Training Resources, including:

- education planning workshops;
- trades entrance exams and exam supervision;
- specialized supports for apprenticeships;
- college and university calendars from across Canada;
- internet access to postsecondary websites;
- NWT Student Financial Assistance (SFA) applications and information;
- scholarship information;
- telephone and faxing services for education purposes; and
- career planning workshops.

Work search tools, including:

- work search and resume workshops;
- access to computers and the Internet for resume writing and work searches;
- telephone and faxing services for work searches;
- www.jobsnorth.ca; and
- *Career Cruising*.

Plan

Contact your regional ECE Service Centre:

Fort Simpson	Deh Cho Regional Education Centre 9802 98th Avenue	867-695-7338
Fort Smith	Sweetgrass Building 177 McDougal Road	867-872-7425
Hay River	Courthouse Building 8 Capital Drive	867-874-5050
Inuvik	Mack Travel Building 155 MacKenzie Road 2nd Floor	867-777-7365
Norman Wells	Edward G. Hodgson Building 1 Raven Road	867-587-7162
Yellowknife	Nova Plaza 5019 52nd Street	867-766-5100

Aboriginal Skills and Employment Training Strategy (ASETS)

If you're wondering where to find a job or how to upgrade your skills, ASETS may be your answer. The Aboriginal Human Resources Development Strategy is being renamed and restructured under ASETS.

ASETS is designed to help Aboriginal people find jobs and upgrade skills. NWT ASET holders offer programs best suited to the communities they serve. If you are between the ages of 15 and 30, check out the information on youth programs. If you have children, NWT ASET holders may be able to help with child care while you work or learn. Scholarships, bursaries or other financial supports may also be available.

To learn more about how to access ASETS programs and services, contact the ASET holder in your area:

Akaitcho Territory
Government
General Delivery
Fort Resolution, NT X0E 0M0
867-394-3313
www.akaitchotreaty8.com

Dehcho First Nations
PO Box 89
Fort Simpson, NT X0E 0N0
867-695-2610
www.dehcho.org

Gwich'in Tribal Council
PO Box 1509
Inuvik, NT X0E 0T0
867-777-7925
www.gwichin.nt.ca

Inuvialuit Regional Corporation
Bag Service 21
Inuvik, NT X0E 0T0
867-777-2737
www.irc.inuvialuit.com

Northwest Territory Métis
Nation
PO Box 1508
Fort Smith, NT X0E 0P0
867-872-3630
www.nwtmetisnation.ca

Sahtu Dene Council
PO Box 155
Deline, NT X0E 0G0
867-589-4719
www.sahtu.ca

Plan

Aboriginal Skills and Employment Partnerships (ASEP)

The ASEP program supports multi-year training-to-employment strategies leading to long-term skilled jobs for Aboriginal people in existing and emerging industries through formalized partnerships between governments, Aboriginal organizations and the private sector. In the NWT, there are three ASEP projects targeted to address regional training and employment needs, including the Building Inuvialuit Potential Society, the Dehcho Futures Society and the Mine Training Society.

Building Inuvialuit Potential Society

The Building Inuvialuit Potential Society will deliver a comprehensive Training-to-Employment Plan to prepare Aboriginal residents of the Mackenzie and Beaufort Delta region for employment opportunities created through the construction, transportation and marine sectors, as well as their supporting industries. Through this project, at least 400 Aboriginal participants are anticipated to receive the training and workplace experience required to secure long-term, sustainable jobs.

If you have questions about the application process or want to know more, please contact the Building Inuvialuit Potential Society in Inuvik at 867-777-2999 or email tfraser@irc.inuvialuit.com.

Dehcho Futures Society

Dehcho Futures Society is a job creation partnership that oversees the implementation and management of a comprehensive Training-to-Employment Plan to prepare 11 Dehcho First Nations communities for employment opportunities created through construction, and petroleum exploration and production. Along with formal training, participants receive training in Health

Plan

and Safety and Work Readiness, which includes Case Management, Bridging Employment Skills Training and Job Search Strategies.

If you have questions about the application process or want to know more, please contact the Dehcho Futures Society in Fort Simpson at 867-695-2610 or toll-free at 1-866-995-3748 or email asep_exedir@dehcho.org.

Mine Training Society



The Mine Training Society (MTS) aims to provide training and skills development opportunities for at least 500 Aboriginal people leading to employment in the NWT mining industry. The MTS works closely with its partners to recruit, assess training requirements and chart a learning course tailored specific to each project participant.

If you have questions about the application process or want to know more, please contact the MTS office in Yellowknife at 867-765-0445 or visit the website at www.minetraining.ca.

Services TNO



Services TNO is a new French Language service centre for the NWT. The single-window centre brings together a variety of information and services of the GNWT, simplifying administrative steps and facilitating access to public services in French for citizens. For more information, please contact Services TNO toll-free at 1-866-561-1664 or visit www.servicestno.ca.

Plan

Service Canada

Service Canada offers a range of education and training programs and supports for Canadians, Aboriginal Peoples, families and children, new comers to Canada, veterans, seniors, youth and students, and persons with disabilities.

To learn more, visit www.servicecanada.gc.ca or contact the Service Canada Centre in your area:

Fort Simpson	9606 100 Street	867-695-2238	Federal Building
Fort Smith	149 McDougal Road	867-872-2747	Federal Building
Hay River	41 Capital Drive, Suite 204	867-874-6739	Federal Building
Inuvik	85 Kingmingya Road	867-777-2122	Blackstone Building
Yellowknife	5019 52nd Street, Main Floor	867-766-8300	Greenstone Building

Native Women's Association of the Northwest Territories

The Native Women's Association provides training and education programs for Native women in the NWT, so they can get ahead in work, education and at home. For more information call 867-873-5509 or visit www.nativewomens.com.



Native Women's Association of the N.W.T.



NWT Council of Persons with Disabilities

The NWT Council of Persons with Disabilities promotes awareness, opportunities, choices and participation in all aspects of life in the NWT. To learn more, call (867) 873-8230 or 1-800-491-8885 or visit www.nwtability.ca.



Status of Women Council of the Northwest Territories

The Status of Women Council is involved in research, public education, and support on behalf of women in the NWT. For information on how the Status of Women can help you with your training or career goals, call 867-920-6177 or toll-free 1-888-234-4485 or visit www.statusofwomen.nt.ca.



Yellowknife Association
for Community Living

Yellowknife Association for Community Living

The Yellowknife Association for Community Living (YKACL) offers a number of services that help people with intellectual and other disabilities find training and work. For more information call 867-920-2348 or visit www.ykacl.ca.



Tree of Peace Friendship Centre

The Tree of Peace Friendship Centre provides services in the areas of Adult Basic Education, Employment and Adult and Youth Addictions Counselling and Referrals. For more information, call 867-873-2864.

Plan

Career Cruising

Career Cruising is an online resource that can provide you with career suggestions and preferences based on your personal interests. Hundreds of different types of work are profiled with 'at a glance' overviews, job descriptions, information about earnings, education pathways and interviews with people who do that type of work. You can create portfolios to save your self assessment results and the work and education information you find while using the site.

All NWT schools, libraries and regional ECE Service Centres have site licenses for *Career Cruising*.

Other Organizations That Can Help Your School

If you are still in school, whether it is high school, adult basic education, or postsecondary schooling like Aurora College, you have a great resource for planning your future. Your instructors and classmates can help you figure out what your skills and strengths are. There may be a guidance counsellor or other advisors that can help you with planning. At Aurora College, you can access career development support through the Student Success Centre.

Transcripts

You need high school transcripts when applying for most postsecondary education and training. Visit www.ece.gov.nt.ca/Transcript/Transcript.htm or call 867-920-6235 to request NWT High School transcripts. Collect calls are accepted.

Train

Types of Training Available

Just like there are many steps in career planning, there's lots of training available depending on where you are at. Once you take the time to develop a plan, you may need adult literacy and basic education improvements to grades in some high school courses, apprenticeship and occupational certification, or one of the many forms of postsecondary education leading to a certificate, diploma or degree. Depending on what you need, there's also a range of financial supports to help with the cost of training.

There are libraries of information about postsecondary training opportunities that exist in Canada and around the world. Some of the best places to look for this information include your regional ECE Service Centre, local library and the Internet. To follow is a guide to more commonly accessed training services or organizations within the NWT.



Train

Aurora College

Aurora College is a vibrant learning environment in the NWT, supported through a large network of partnerships. Aurora College offers opportunity for Adult Literacy and Basic Education, through Community Learning Centres (CLCs) in most NWT communities, technical training for Apprenticeships and Occupational Certification, and a broad array of postsecondary education including certificates, diplomas, and bachelor degree programs offered through partnerships with southern Universities. Aurora College gives Northerners access to a wide range of educational opportunities without leaving the NWT and has arrangements for transfer of credits towards other postsecondary institutions.



**Aurora
College**

For more information, contact:

Aurora Campus (Inuvik)	867-777-7800	toll-free 1-866-287-2655
Thebacha Campus (Fort Smith)	867-872-7500	toll-free 1-866-266-4966
Yellowknife Campus	867-920-3030	toll-free 1-866-291-4866
Aklavik Learning Centre	867-978-2224	
Behchokö Learning Centre	867-392-6082	
Colville Lake Learning Centre	867-709-2300	
Deline Learning Centre	867-589-3701	
Dettah/N'dilo Learning Centre	867-920-3107	
Fort Good Hope Learning Centre	867-598-2270	
Fort Liard Learning Centre	867-770-3061	
Fort Providence Learning Centre	867-699-3231	
Fort Resolution Learning Centre	867-394-5401	
Fort Simpson Learning Centre	867-695-7339	
Gameti Learning Centre	867-997-3200	
Hay River Learning Centre	867-874-6455	

Continued on following page



Hay River Reserve Learning Centre	867-874-3107
Lutsel'Ke Learning Centre	867-370-3902
Norman Wells Learning Centre	867-587-7154
Paulatuk Learning Centre	867-580-3071
Tsiigehtchic Learning Centre	867-953-3036
Tuktoyaktuk Learning Centre	867-977-2328
Tulita Learning Centre	867-588-4313
Uluhaktok Learning Centre	867-396-4213
Wekweeti Community Learning Centre	867-713-2123
Whati Community Learning Centre	867-573-3084

For more information about courses offered at Aurora College and their campuses, visit www.auroracollege.nt.ca.

ECE Apprenticeship and Occupational Certification

Apprenticeship and Occupational Certification is a hands-on means to get the training you need for jobs in the trades, while making an income at the same time.

Apprenticeship is a combination of on-the-job training and related classroom instruction under the supervision of a journey-level craft person or trade professional. You learn the practical and theoretical aspects of a highly skilled occupation.

If you are interested in a career in a trade or occupation, ECE Career Development Officers at any of the regional ECE Services Centres will work with you to ensure you get the supports you need to pass the trades entrance exam. They work with you and your employer to set you up in an apprenticeship program and access the technical training you need at each level of your apprenticeship.

Train

For high school students in the NWT interested in a career in trades, Schools North Apprenticeship Program (SNAP) allows you to stay in high school and be registered under the apprenticeship system.

For more information on a career in a trade or occupation or SNAP, contact your regional ECE Service Centre (see page 11 for contact information).

NWT Literacy Council



NWT Literacy Council

The NWT Literacy Council (NWTLC) promotes and supports literacy in all official languages of the NWT. The NWTLC works with communities to help develop local literacy projects, does research, develops teaching and learning resources and provides information about literacy to the public, governments and community groups. For more information, contact 867-873-9262 or visit www.nwt.literacy.ca.

Alberta Distance Learning Centre

If you need to upgrade your high school marks to meet admission requirements for postsecondary education, or to complete your high school diploma, the Alberta Distance Learning Centre helps you enrol in distance learning. For more information call 780-427-2766, visit www.adlc.ab.ca or contact a local school near you.

Private Vocational Institutions in the NWT

Academy of Learning

Yellowknife

867-669-2020

Great Slave Helicopters Flight Training Centre

Yellowknife

867-873-2081

Pentecostal S.A.L.T College

Fort Smith

867-872-3340

Financial Supports for Education and Training

Student Financial Assistance

ECE offers full and part-time assistance to NWT residents attending accredited postsecondary programs through NWT Student Financial Assistance (NWTSFA). For complete information about this program visit www.nwtsfa.gov.nt.ca or call toll-free at 1-800-661-0793 in Yellowknife.

Child Care User Subsidy

The Child Care User Subsidy provides financial assistance to help parents pay for child care costs while they work or go to school.

Parents are eligible to receive a set amount for full or part-time care of children under 12 years of age.

For more information, contact your regional ECE Service Centre (see page 11 for contact information) or visit www.ece.gov.nt.ca.

Income Assistance

The Income Assistance Program provides financial assistance to Northerners to help meet basic and enhanced needs. The program encourages and supports greater self-reliance to improve the quality of lives.

The program provides a set amount for food, shelter and utilities, and enhanced needs such as incidentals, clothing, allowances for seniors and persons with disabilities, furniture and educational assistance, depending on household income, size of family and community.

For more information, contact your regional ECE Service Centre (see page 11 for contact information) or visit www.ece.gov.nt.ca.

Employment Insurance

While you are between jobs and looking for work, you may qualify for Employment Insurance (EI) benefits. To find out more, call Service Canada toll-free at 1-800-206-7218.

University College Entrance Preparation Program (UCEP)

If you are First Nations or Inuit and require additional supports to meet postsecondary entrance requirements, the Government of Canada's University College Entrance Preparation Program (UCEP) can help. UCEP provides financial assistance to First Nations and Inuit students for academic upgrading. For more information call 867-669-2626 or visit www.servicecanada.gc.ca.

Other Supports for Education and Training

Northern Student Education Initiative

The GNWT supports the Northern Student Education Initiative in Edmonton, which provides Northern students and apprentices studying in the Edmonton area with tips, information, resources and support.

12046 77th Street NW
Edmonton, AB T5B 2G7
Phone: 780-477-6648 extension 235
Fax: 780-479-6199

Search

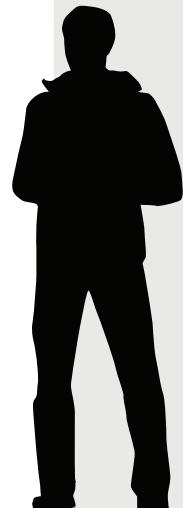
Looking for work is a job in itself. The most effective methods take time, organization and hard work. Although a resume and cover letter is the primary tool for a job search, it is important to make personal contacts and approach employers directly.

Preparing a Resume, Practicing Interview Skills and Other Job Search Help

ECE Service Centres offer workshops on resume writing and work skills, and a Career Development Officer can provide you with one-on-one help in this area. See page 11 for contact information.

NWT Job Futures

NWT Job Futures provides profiles and projections for 140 occupational groups common in the NWT. The profiles provide information about the main duties, sample job titles and typical education requirements for each occupation. They give expected job opportunities, typical salaries and NWT statistics. There is also information on other supports that will help you search, plan and get training for work in the NWT. Visit www.jobfutures.stats.gov.nt.ca for more information.



Search

jobsnorth.ca

www.jobsnorth.ca is an electronic labour exchange for both job seekers and employers in the NWT. The site is available in both English and French. Jobsnorth.ca allows you to search for jobs by category or location, apply for jobs online or post a resume. There are also links to education and training, student financial assistance and career and employment development.



Government of the Northwest Territories Human Resources

If you are interested in working with the Government of the Northwest Territories (GNWT), the Department of Human Resources has information about the current jobs posted, the competition process and how to apply. To learn more, visit www.gov.nt.ca and click on the eRecruit banner at the bottom of the page.



Northwest Territories

Work

Here is some information you should be aware of for working in the NWT:

Social Insurance Number

A Social Insurance Number (SIN) is a nine-digit number you need in order to work in Canada, and have access to government programs and benefits. To apply for a SIN visit www.servicecanada.gc.ca or call toll-free at 1-800-206-7218.

Employment Standards

The *Employment Standards Act* applies to most employees and employers and governs work performed in the NWT. The Act covers minimum wage, statutory holidays and hours of work. For more information, visit www.ece.gov.nt.ca or call toll-free at 1-888-700-5707 or 873-7486 in Yellowknife.

Human Rights

The *NWT Human Rights Act* protects and promotes our human rights. The NWT Human Rights Commission is an agency independent from government. You can find out more about the Act and your rights at www.nwthumanrights.ca or by calling toll-free at 1-888-669-5575 or 669-5575 in Yellowknife.



Work

Workers' Safety and Compensation Commission (WSCC)

Workers' compensation is insurance for workers and employers. Employers pay for this insurance. The WSCC oversees laws that protect workers in the Northwest Territories and Nunavut including the *Workers' Compensation Acts, Safety Acts and Regulations, Mine Health and Safety Acts, and Explosives Use Acts*. Visit www.wgcc.nt.ca for more information, or call toll-free at 1-800-661-0792.

WSCC Workers' Safety & Compensation Commission | *Workers' Safety & Compensation Commission*

Your Employer

Employers play an important role in preparing people for future and lasting employment. If you are already working, talk to your supervisor about the types of training and development available in your workplace.

Career development is a life-long activity and there may be training or other career opportunities in your workplace.



WHAT IS YOUR GOAL? WHAT IS YOUR PLAN?

Success doesn't happen overnight. Life can be tough but with hard work, you can find what you're looking for. Make the most of your choices and your future!

