

How can I find information about the program?	Information can be found on the Yukon University (YU) website (under the Continuing Studies link), by calling 332-7079 or by emailing <a href="mailto:tiow@yukonu.ca">tiow@yukonu.ca</a> .
How do I apply to get into the program?	To apply, you will need to complete a short application form, which can be found under our program area on the YU website or at YU Admissions. Once we have received your application, we will be in touch to set up an interview time.
How many students are in the class?	There is space for 10 students per semester. Each term we have many more applicants than available seats in the program. Each term we will conduct interviews and make selections based on motivation, need, suitability and readiness.
<p><b>Stipends:</b></p> <p>How much is the stipend?</p> <p>What hours do I get paid for?</p> <p>When do I get paid?</p> <p>How do I get paid?</p> <p>How does my stipend affect my EI?</p> <p>How does my stipend affect my IA?</p> <p>Do I have to declare my stipend as income on my annual tax return?</p>	<p>Students are paid a stipend for <b>every hour spent in class and at the job placement</b>. The stipend is equal to minimum wage (as of April 2023, \$16.77 per hour). The stipend is paid by direct deposit every two weeks.</p> <p>If you have another income source, such as EI or IA, you will need to learn how the stipend affects these other sources of income. We can assist you with this.</p> <p>Taxes are not deducted from the stipend, and it is considered taxable income. You need to declare this income for income tax purposes and will receive a T4A from YU for this purpose. To get your T4A, you will need to log in to your Yukon University account or request a copy from YU in writing.</p>
When do classes begin and end?	The fall semester starts in early September and runs for 13 weeks until December. The winter semester starts in early January and runs for 13 weeks until April.

How do I register for the program once I am accepted into the program?	Registration forms will be available in the classroom and will be completed on your first day of class.
What supplies do I need to purchase/bring?	You do not need to purchase or bring any supplies or materials for the program. Each student is provided with a binder, paper, pens and copies of applicable handouts.
Will I have access to a computer?	Yes. As a Yukon University student, you will be given a student computer account that will give access to University Wi-Fi, student computers on campus as well as several useful computer applications such as MS Office (Word, Excel, PowerPoint). The Computers 030 course is part of the TIOW program and covers these applications. All students receive a re-furbished laptop as part of the program.
What are the days and hours for the class?	The program typically starts at 9:00 AM and runs until 3:00 PM, for a total of 5 hours per day. Lunch is from noon to 1:00 PM and there are usually two 15-minute breaks each day. There are several embedded courses within the program (Standard First Aid, Conflict Resolution, WHMIS etc.) and the hours will be longer during these courses.
Is there a daily schedule of activities?	Schedules are prepared and distributed to students a week at a time, one week in advance. <i>Note that sometimes circumstances require us to make last-minute adjustments to the schedule.</i>
What happens if I miss a class?	We appreciate knowing, in advance, when students are not able to attend class. We can be reached by phone or email.
What if I must leave early in the program?	If you have to leave within the first week, we will try to replace you in the class with the next person available on our waiting list. If you are being sponsored by a funder, <b>you</b> have the responsibility of advising the funder accordingly.

Is this a credit course?	Partially. Three academic credits are granted upon successful completion of Computers 030.
What are the minimum hours of class I need to graduate from TIOW?	Students are expected to take part in all aspects of the program. We recognize that personal, health and other unique circumstances may require students to take time away from the classroom. In these situations, we work with students individually to figure out the plan that best supports their wellness and the well-being of the group as a whole.
Do I get a certificate if I graduate?	Yes, each student who finishes the program will be presented with a certificate at our graduation ceremony on the last day of class.
Where are the classes held?	All classes are in person and are located in a classroom at Ayamdigut campus in Whitehorse.
What happens if I don't know how to use a computer?	No worries! Students with a wide range of computer skills attend the TIOW program. The course is designed to accommodate the needs of students who have no prior knowledge of computers.
Does the city bus go to the University?	Yes. Bus hours of operation are listed in the City of Whitehorse Transit Schedule (copies available in the classroom). With a validation sticker, that you can obtain on campus, your Student ID works as a bus pass that is valid while you are in the TIOW program.
Does TIOW accommodate persons with disabilities?	Yes. We try our best to ensure everyone's needs are met to enable them to be able to participate fully in the program. We meet with each student individually, early in the program, to help make this happen.
What if I have allergies?	Please tell us up front about any allergies you have, to help us deal with this in the most appropriate and effective manner.

Is there a standard dress code?	No, <i>Yukon Dress Code</i> is fine. But, of course, everyone is expected to maintain appropriate hygiene standards and respect the needs and rights of fellow students and staff. Note that Yukon University is a scent free environment.
How do I get/stay organized?	The TIOW staff, along with your binder, will be a big help. Additional resources are available if required and desired. Please do not hesitate to ask if you need help.
What are my responsibilities as a student in this program?	We discuss this early on in the program so that everyone has a shared understanding of individual responsibilities and expectations. Being respectful of others and participating to the best of your ability are the most important responsibilities.
Where can I smoke?	There are a number of designated smoking areas on campus. All other areas are smoke free.
How do I best prepare for success in the program?	<ul style="list-style-type: none"> <li>• Participate in all discussions</li> <li>• Ask questions</li> <li>• Be on time</li> <li>• Always call ahead if you are going to miss time in class</li> <li>• Search out potential employers and explore opportunities for a possible work placement</li> <li>• Understand that learning can, and should be, fun</li> <li>• Laugh lots</li> <li>• Be prepared to meet some wonderful new friends. Each class ends up becoming a family.</li> </ul>
What will I learn?	The major focus will be on employability skills and the essential things you will need to know to get and maintain a meaningful job. More details are available on the website <a href="https://www.yukonu.ca/programs/older-workers-program">https://www.yukonu.ca/programs/older-workers-program</a> . Many past students have commented that the program really helped them improve their self-confidence and make valuable connections in the community.

<p>What if I get a job before the program ends?</p>	<p>If you find work part way through the program, then you will have graduated with honors, since the purpose of the course is to help you find meaningful employment.</p>
<p>Do I have to be unemployed in order to qualify for entry into the program?</p>	<p>Not necessarily. The program is intended for people who are unemployed or under-employed. We consider a person working fewer hours than they want, or need to work to make ends meet, to be under-employed.</p>
<p>What if I discover that I need more training at the end of the course?</p>	<p>The goals of this program are to increase the employability of unemployed and under-employed older workers, through a variety of group and individual activities and to support participants to identify and seek suitable employment, undertake further training or education and/or improve wellbeing. Moving on to further training could be a successful result of taking the program.</p>
<p>What if I do not want to do some parts of the program?</p>	<p>We expect students to participate in all parts of the program. We always have a very diverse group of students and we hope that each student will be open to a range of course topic areas to meet everyone's interests and needs.</p>
<p>Can I do my job placement at more than one place?</p>	<p>The work placement period is short (4 weeks) and we have seen the most benefit for students and employers when students complete just one placement during the work placement period. Each student is different, however, and we work hard to ensure that work placements are tailored to each individual student.</p>
<p>How successful has the program been to date?</p>	<p>We are currently operating at a 76% success rate, meaning that most of our students find a job at the end of the program. Please always know that the staff at TIOW is <b>not</b> here to <b>get you a job</b>. We are here to <i>help you get a job</i>. You need to take the lead and show initiative as we encourage and support you.</p>

<p>If I do not get a job at the end of the program, is there still some follow-up help from the staff at TIOW.</p>	<p>Yes. We often continue to help students find work after their course is finished. Sometimes students need further training, beyond what the TIOW course has provided, and we can help with this as well. There is, however, no monetary support for students from the program once the course has ended.</p>
<p>What should I be concerned about?</p>	<p>“There is nothing to fear but fear itself”.</p>