

<p>How do I apply to get into the program?</p>	<p>Just call or e-mail us at 456-8601 or TIOW@yukoncollege.yk.ca and we will put your name on the list for the next available semester and get back to you accordingly. There is a two page application form to complete.</p>
<p>How many students are in the class?</p>	<p>There is only space for 10 students per semester. We often have many more than that apply. Each term we will conduct interviews and make selections based on motivation, need, suitability and readiness.</p>
<p>Stipends:</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 SA?</p> <p>Do I have to declare my stipend as income on my annual tax return?</p>	<p>We pay minimum wage for every hour you spend in class, volunteering and at your job placement. The minimum wage is currently \$12.71 per hour. The method of payment is by direct deposit into your bank account (every two weeks) and on a Friday.</p> <p>If you are on EI or SA, you will need to talk to your respective case manager to learn how the stipend affects any of these other sources of income.</p> <p>Yes, you do need to declare this for income tax purposes and you will get a T4A for this purpose.</p>
<p>What do I need to know about Yukon College?</p>	<p>The very first day of class we will do a fun scavenger hunt (with prizes) to help you to get to know the college. We will also have speakers from different areas of the college come into our class to tell you about their student services and/or department.</p>

When do classes begin and end?	The fall semester starts around the middle of September and runs for 14 weeks until the middle of December. The winter semester starts around the middle of January and runs for 14 weeks until mid-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?	We will provide each student with a binder, paper, pens and copies of applicable handouts. Feel free to bring your own laptop and/or iPad if you wish.
Will I have access to a computer?	Yes, computer classes will happen each week in one of our computer labs and you will have access to a Yukon College computer account for the duration of your time in the program. Wi-Fi is available to Yukon College students on their own devices while they are on campus. We also have additional computers for student use at the YC library and one in our classroom.
What are the days and hours for the class?	With a few exceptions, all classes start at 9:00 AM and run until 3:00 PM for a total of 5 hours per day. Lunch is from noon to 1 PM and there are usually two 15 minute breaks each day.
Is there a daily schedule of activities?	Schedules are done weekly and are posted in the classroom. Copies are available to students. <i>Note that sometimes circumstances require us to make last minute adjustments to schedule.</i>
What happens if I miss a class?	Where possible, please let us know if you are not available to attend class. We can be reached by phone or email. Remember that you will not be paid if you are not here.
What if I have to leave early in the program?	If you have to leave within the first two weeks, we will try to replace you in the class with the next available person on our waiting list. If you are being sponsored by a funder, you have the responsibility of advising the funder accordingly.

Is this a credit course?	No, but you will gain knowledge that will not just provide you with employment skills but that will assist you if you continue your education in other programs at Yukon College.
What are the minimum hours of class I need to graduate from TIOW?	We are somewhat flexible on this as long as you have completed the core TIOW components and are a full participant where possible. Allowances are made for illness and emergencies.
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 which happens on the last day of class.
Where are the classes held?	In classroom A2319.
What happens if I don't know how to use a computer?	No worries, the course is designed to accommodate the needs of students who have no prior knowledge of computers.
Does the city bus go to the College?	Yes, hours of operation are listed in the City of Whitehorse Transit Schedule (copies available in the classroom). All Yukon College students get a free bus pass.
Does TIOW accommodate persons with disabilities?	We try our very best to ensure everyone's needs are met. We meet with each student individually, prior to the start of the course, to help make this happen.
What if I have allergies?	Tell us up front about any allergies you have, in order 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 College 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?	Early in the course, we will have a fun exercise where every student gets to help develop a class contract that outlines how we will operate as a great team. Otherwise, be here, make friends, respect your classmates, fully participate, try your best and have fun.
Where can I smoke?	There is a smoking hut outside the west wing on the student parking lot. All other areas are smoke free. We also offer workshops to help smokers to quit.
How do I best prepare for success in the program?	<ul style="list-style-type: none"> • Participate in all discussions. • Ask questions. • Volunteer. • Do research. • Be on time. • Quite a few employers want their staff to have security clearance. Depending on the type of work you desire, it is wise to apply for this early in the program. We can help you with this, if required. • Always call ahead if you are going to miss time in class. • Search out potential employers and explore opportunities for a possible work placement. • Understand that learning can and should be fun. • Laugh lots. • Be prepared to meet some wonderful new friends. Each class ends up becoming a family.
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 job. More details are available on the program brochure. Many past students have commented that the program really helped them improve their self-confidence.

What if I get a job before the program ends?	Then you will have graduated with honors, since the purpose of the course is to help you find employment.
Do I have to be unemployed in order to qualify for entry into the program?	Generally this is the rule. But there is sometimes a need to more broadly interpret what we mean by unemployed and this may also need to be reviewed pending the number of persons applying to the program.
What if I discover that I need more training at the end of the course?	The major program goal is to find work but if this course leads you to further training in preparation for work or life, than we consider this to be a success.
What if I do not want to do some parts of the program?	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.
Can I do my job placement at more than one place?	Yes, we will do our best to make your placement(s) fit the mutual needs of you and the employer.
How successful has the program been to date?	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 not here to get you a job . We are here to help you get a job . You need to take the lead and show initiative as we encourage, train and support you.
If I do not get a job at the end, is there still some follow-up help from the staff at TIOW.	Yes, indeed. 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 to students from the program once the course has ended.
What should I be concerned about?	"There is nothing to fear but fear itself".