

## PROGRAM INFORMATION AND APPLICATION

### Workforce Exploration Skills Training (WEST)

#### Introduction

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The Workforce Exploration Skills Training (WEST) program is designed for individuals seeking employment opportunities in the mineral and natural resources industries. Students will gain key skills required by employers in the exploration, mining, forestry, natural gas and other natural resource industries.

This full-time program is delivered at a training camp for **40-days**, and classes run seven days a week with some evening activities. **Students live in camp for the duration of training.** The WEST program contains classroom and field components, and students are required to complete all training modules offered in the program to receive the WEST certificate. NWCC's training camp is drug and alcohol free with a zero tolerance policy for noncompliance.

Applicants will need to complete the attached application and demonstrate suitability for the program. Please note: The program has limited seating due to the applied nature of the training.

#### Courses and Certifications

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**Dates: May 11 – June 19, 2017**

**Cost: FREE – Funding provided by Aboriginal Affairs and Northern Development Canada**

**Meals Funded by TransCanada Coastal GasLink**

**Location: Camp Caledonia**

#### Program Curriculum:

- Mining Exploration Field Skills
- Natural Resources Field Skills
- Cultural Resource Management
- Job Maintenance and Workplace Effectiveness

In addition students may receive certification in the following:

- Occupational First Aid Level 1
- Bear Awareness
- Transportation Endorsement
- Chainsaw Safety
- Transportation of Dangerous Goods
- WHMIS
- S-100 Fire Suppression
- H2S Alive

## WEST Program Application Checklist

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### Carefully read and sign that you understand the expectations for training and employment.

- This information will help you understand the potential challenges in the course and the employment in the field this course is training you for. You should understand this and make an informed decision about whether this program is the right fit for you.

### Write a letter of intent indicating why you would like to take this program (Letter of Intent)

- Let us know why you think this program would be a good fit for you and help you reach your career goals – note that your answer will be used in the selection process!

### Complete the Applicant Questionnaire and Physical Aptitude Declaration.

- This information will help us determine how prepared you are (mentally and physically) to complete this 40 day program.

### Provide your current Resume

- This will tell us about your education and work experience.

### Provide your Most Recent Transcript

- This will tell us about your education.

### Provide two Character References

- These references will be able to attest to your abilities and suitability for the program. These references cannot be family members.

### Complete the Work Gear Size and Camp Information form

- This page will provide essential information if you are accepted to the program.

### Complete the NWCC SEM Registration Form & Additional Information Form

- Fill in completely, including Date of Birth, Telephone #, and Email Address.

### Review the Math Study Guide

- This is an example of the level of mathematics that will be essential to your success in this program.

### Follow up

- Submit your application by fax, mail, or email. (Contact info below).
- Call to ensure your application has been received.

**FAX: 1.866.497.3609**

**PHONE: 1.877.277.2288 Ext. 5877**

**EMAIL: [sem@nwcc.bc.ca](mailto:sem@nwcc.bc.ca)**

**MAIL:**

**Northwest Community College  
School of Exploration & Mining  
PO Box 3606, 3966 - 2<sup>nd</sup> Avenue  
Smithers, BC V0J 2N0**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

## Expectations for Training and Employment

**Please check each box to indicate that you have read and understand the following information:**

- This program prepares students for entry-level fieldwork in the natural resource sector. When I graduate, I will have the practical and technical skills necessary to assist geologists, biologists, technicians, engineers, researchers, and environmental monitoring professionals.
- I understand that this training program is a live-in, camp based program and will require my attendance 24hrs/day. This program is six weeks (40 days) long, with no days off.
- I understand that this program will take place in a location where there is very limited or no cellphone reception or internet service
- I understand that a large component of this program takes place outdoors. This program takes place in the spring; cold and wet conditions are likely. I am prepared to be outside for long periods of time regardless of the weather (except in extreme cases).
- I understand that this program requires me to hike and carry equipment in a variety of terrains and conditions. I am physically fit enough to participate in day-long hiking excursions.
- I understand that to be successful in this program I must be able to read, write, and do math at a minimum of a Grade 10 level. I have these skills.

**The last grade I have completed is Grade \_\_\_\_\_.**

- In order to gain employment, it is likely that I will be working in similar outdoor conditions. It is also likely that I will be living in similar camp situations. I am comfortable and prepared for these working conditions and a camp-work lifestyle.
- This program has a zero tolerance for drugs and alcohol, as do many places in which I may gain employment in the future. I am prepared to comply with these standards.

I have read and understood the above statements and feel that I am prepared for this training, as well as future employment opportunities in this field of work.

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Signature

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Date



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## Applicant Questionnaire

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The WEST Program is an intensive full time 40-day training program. Full participation, including attendance and assignment completion is mandatory in order to receive certification. This is a considerable commitment and we want to ensure this is the right choice for you. The following questions are useful to assist with identifying the factors that should be considered prior to committing to this program.

1. If you have children, please consider your family responsibilities carefully. Discuss how you will manage childcare, a child's illness, housekeeping, and any other family commitments you may have.

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2. This program requires a full time commitment for 40-days. Do you have a plan in place to support yourself and your family (if applicable) while attending full time camp training?

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3. If you hold any certificates (list of examples below), please submit a photocopy of each. You will still be required to take these courses as a part of this program.
  - a. Examples OFA Level 1 with Transportation Endorsement, WHMIS, TDG, Traffic Control etc.

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## Physical Aptitude Declaration

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This program requires candidates to complete strenuous field work outside in variable weather conditions and broken terrain.

I, \_\_\_\_\_ (applicant name) attest that to the best of my knowledge, I do not have any medical ailments or physical limitations that would limit or prevent me from participating in the program.

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Please attach a copy of your current Resume.

Please attach a copy of your most recent transcript (high school).

*This can be an unofficial transcript (contact your high school or other educational institution – most will give you one for free!)*

**Character References – these CAN NOT be family members!**

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1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone : \_\_\_\_\_ e-mail \_\_\_\_\_

What is your relationship to the reference above?

\_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail \_\_\_\_\_

What is your relationship to the reference above?

\_\_\_\_\_

**I give permission to Northwest Community College to check the references listed above.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

## Work Gear and Camp Information

Some equipment **may** be provided by NWCC.

Please indicate what sizes you require for **possible** provided equipment (Please be as accurate as possible so that the gear will fit properly. It's better to go a bit big than too small):

Boots:	Men's		Women's		Size: _____	
Jacket (Rain Gear):	XS	S	M	L	XL	XXL
Pant (Rain Gear):	XS	S	M	L	XL	XXL
Glove:	XS	S	M	L	XL	XXL
High Vis Vest:	XS	S	M	L	XL	XXL

Do you have any allergies?

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Do you have any specific dietary requirements?

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# NWCC Registration Form

*Last name:		*First name:		*Middle name:	
*Birthname or other surname(s) if different from above:			E-mail address:		
*Permanent address (mail will be sent to this address):			Local address (while attending NWCC):		
*City:	*Province:	*Postal code:	City:	Province:	Postal code:
*Home telephone #:	Business telephone #:		Cell #:	Other telephone #:	
Social Insurance Number:			<input type="checkbox"/> Female <input type="checkbox"/> Male	*Date of birth: YEAR MONTH DAY	
<input type="checkbox"/> Canadian citizen	<input type="checkbox"/> Other Please indicate: .....		<i>Immigration papers must be attached if applicant is not a Canadian Citizen</i>		
<input type="checkbox"/> Landed Immigrant	Country of primary citizenship: .....				
Optional statistical information: Do you identify yourself as an Aboriginal person? <input type="checkbox"/> Yes <input type="checkbox"/> No			Emergency contact name: .....		
If yes, select one or more: <input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit			Telephone: ..... Relationship: ..... <small>(include area or country code)</small>		

### COURSE INFORMATION (Please print clearly)

Course name(s)	Course dates	Fees
Total fees		

### PAYMENT INFORMATION

Funding agencies must follow instructions below. Students must fill out payment information.

<b>FOR FUNDING AGENCIES:</b> 1. Have student complete the information above and sign the back of this form. 2. Drop off or fax this completed Registration Form along with an Authorization to Invoice letter to your local campus. Contact info for Northwest Community College campuses is listed on the other side of this form.	<b>FOR STUDENTS:</b> Cheque <input type="checkbox"/> Money order <input type="checkbox"/> Purchase order <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Credit card number: ..... Card security code: ..... Expiry date: ..... <small>(found on back of card)</small> Cardholder's name: ..... Signature of cardholder: .....
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## General Information

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The College may announce the names of students and use their photographs in promotion and communication materials. Students with privacy concerns are urged to advise campus staff at the earliest possible time.

### DECLARATION

1. The information in this registration form is to the best of my knowledge, complete and correct.
2. I agree to follow the rules and regulations of the College as listed on the Northwest Community College Web site or as amended by the College Board.
3. I agree to Northwest Community College's School of Exploration & Mining department policies for cancellation, withdrawal and refunds as listed on the Northwest Community College Web site.
4. I understand that courses may be subject to minimum enrolments.
5. I understand that personal information from this application will be used to verify my Personal Education Number (PEN) or one will be assigned to me for the purpose of research and evaluation. Any information released will be in a non-identifiable form.
6. I understand that both the information provided and any other information placed on my student record will be protected and used in compliance with *Bill 50 Freedom of Information and Protection of Privacy Act (1992)* and the operation of the *College Information collected and maintained as part of my student record is collected under the authority of the Colleges and Institutions Act*.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

## Additional Information Form

Information collected on this form is optional, and will be used for the purpose of assisting staff in program preparation and for statistical purposes.

Do you have a valid Driver's License?	<input type="checkbox"/> Yes	<input type="checkbox"/> No												
If you identify yourself as First Nations, which First Nation do you belong to?  _____														
Do you possess valid Occupational First Aid certification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No												
Where did you hear about this training program:  <table><tr><td><input type="checkbox"/> Facebook</td><td><input type="checkbox"/> Work</td></tr><tr><td><input type="checkbox"/> Email</td><td><input type="checkbox"/> WTCS Calendar</td></tr><tr><td><input type="checkbox"/> Poster</td><td><input type="checkbox"/> Advertisement</td></tr><tr><td><input type="checkbox"/> NWCC Website</td><td><input type="checkbox"/> Employment Service Provider</td></tr><tr><td><input type="checkbox"/> Friend / Family</td><td><input type="checkbox"/> First Nations Band or Organization</td></tr><tr><td><input type="checkbox"/> Former Student</td><td><input type="checkbox"/> Other: _____</td></tr></table>			<input type="checkbox"/> Facebook	<input type="checkbox"/> Work	<input type="checkbox"/> Email	<input type="checkbox"/> WTCS Calendar	<input type="checkbox"/> Poster	<input type="checkbox"/> Advertisement	<input type="checkbox"/> NWCC Website	<input type="checkbox"/> Employment Service Provider	<input type="checkbox"/> Friend / Family	<input type="checkbox"/> First Nations Band or Organization	<input type="checkbox"/> Former Student	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Facebook	<input type="checkbox"/> Work													
<input type="checkbox"/> Email	<input type="checkbox"/> WTCS Calendar													
<input type="checkbox"/> Poster	<input type="checkbox"/> Advertisement													
<input type="checkbox"/> NWCC Website	<input type="checkbox"/> Employment Service Provider													
<input type="checkbox"/> Friend / Family	<input type="checkbox"/> First Nations Band or Organization													
<input type="checkbox"/> Former Student	<input type="checkbox"/> Other: _____													

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Authorization to Release Personal Information

Information collected on this form is optional, and will be used for the purpose of assisting staff in program preparation and for statistical purposes and Employment Advising after program completion.

By completing and signing this document I, \_\_\_\_\_ am consenting to the disclosure of the information below and authorizing Northwest Community College School of Exploration & Mining to exchange the personal information specified on this consent form with the organizations specified below. I understand that Northwest Community College School of Exploration & Mining may contact these parties to share this information currently stored and maintained by NWCC under the Freedom of Information and Protection of Privacy Act.

NOTE: Northwest Community College School of Exploration & Mining must verify students' attendance for the purpose of reimbursement of travel funds to attend the classes the student is enrolled in. The College, however, is not allowed to release students' personal information without permission.

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I hereby authorize Northwest Community College School of Exploration & Mining to provide the information specified below to potential employers, employment service providers, and funding organizations:

Attendance/ progress (funders only)

· Funder name Aboriginal Affairs and Northern Development Canada

Final grade/graduation status for the specified programs or courses:

· Workforce Exploration Skills Training (WEST) \_\_\_\_\_  
· \_\_\_\_\_  
· \_\_\_\_\_

Official Transcript

Contact information for specified below:

Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

It is often a priority for industry to train and hire from local Aboriginal/First Nations communities surrounding their operations. By providing this information NWCC SEM is better able to connect students with potential employers:

· Aboriginal/First Nations Affiliation: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Math Study Guide

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**Remember - this is just for practice - to help you be successful in the program.** Try each question out and if you have difficulty, get some help. You can check your answers at the end. You do not have to send this in.

1. If 3.28 feet equals 1.0 meter, how many feet are in 7 meters?
2. Multiply the following numbers:  $3 \times 13 \times 28 \times 52$ .
3. How many meters does 220 centimeters equal?
4. List the following numbers in order (or sequence) from the lowest to highest value?  
3335.4, 3432.4, 3335.6, 3432.1, 3335.0
5. What percentage is 3.4 meters of 5.2 meters?

6. Calculate the answer to the following question. Express your answer as a percent.  
(20cm + 45cm + 72cm + 120cm)

400cm

7. In a core box there are many pieces of core with various lengths. In centimeters (cm), calculate the total length of core given the following six pieces.  
Piece #1 is 14 cm, Piece #2 is 32cm, Piece #3 is 64 cm, Piece #4 is 9cm, Piece #5 is 73cm, and Piece #6 is 25 cm.

8. If .3048 meters equals 1.0 foot, how many meters is 4.2 feet?

9. What percentage is 40 cm of 112 cm?

10. Calculate the answer to the following question. Express your answer as a percent.  
(10cm + 54cm + 7cm + 23cm + 35cm + 62cm + 5cm)

500 cm

**ANSWERS:**

1. Multiply 7 times 3.28 to get the correct answer. Answer: 22.96 meters

2. Answer: 56,784

3. There are 100 centimeters in 1 meter. Divide 220 by 100. Answer: 2.2 meters

4. Answer: 3335.0, 3335.4, 3335.6, 3432.1, 3432.4

First compare the whole number (the number to the left of the decimal), then compare the decimal number in the tenth position, then compare the decimal number in the hundredths position and so on (1.234 – the one is the whole number, the 2 is in the tenth position, the 3 is in the hundredths position, the 4 is in the thousandths and so on...)

5. Answer: 65.38%

Percent means per 100.

Example: if 10 of the 200 apples were bad, what percent is that?

As a fraction,  $10/200 = 0.05$

As a percentage it is:  $(10/200) \times 100 = 5\%$

**5%** of those apples were bad

$3.4/5.2 \times 100 = 65.38\%$

6. Answer: 64.25

Rule 1: First perform any calculations inside parentheses. (←Parentheses are brackets like these →)

Rule 2: Next perform all multiplications and divisions, working from left to right.

Rule 3: Lastly, perform all additions and subtractions, working from left to right.

7. Answer: 217 cm

Add the pieces together to get the total length.

8. Answer: 1.2802 m

$.3048 \times 4.2 = 1.2802$

9. Answer: 35.71%

Because:

Dividing 40 by 112 =  $40/112 = 0.357142857142857$

As a percentage it is:  $(40/112) \times 100 = 35.71\%$  (to 2 decimal places)

10. Answer: 39.20