



R. B. RUSSELL VOCATIONAL HIGH SCHOOL

HEALTH CARE AIDE

Information and Guideline Sheet for Intake (2020-2021)

- You must live within the **Winnipeg School Division**, have your Grade 12 Diploma (or equivalent), and must have basic computer skills as well as regular access to the Internet and a computer. If you are not a Canadian citizen, we need to have a photocopy of your Landed Immigrant Letter or Permanent Residence Card if you are accepted.
- English Language Assessment Level is required in these courses. You are qualified if you have a/an
 - International English Language Testing System (Academic) (IELTS) - of Level 6 (in all areas of the assessment – reading, writing, listening, speaking); or
 - Canadian Language Benchmark (CLB) – of Level 7 (in all areas of the assessment – reading, writing, listening, speaking).

However, if you don't have any of the above, there are two options for you to get your assessment if you are a:

- NEW COMER – assessment is free at WELARC – beside Manitoba Start on Portage Ave.

A new comer a person who has lived in Winnipeg/Canada for less than 3 years; and is attending or has attended Manitoba Start Entry Program.

- NOT A NEW COMER –Applicants must complete the Red River College assessment prior to registration.

- It is advisable that you don't try to work more than 12 hours while you are in the HCA/CCA program, as course work is demanding and requires homework **every night** and many hours on weekends.
- For approximately the first four months of class we are in the classroom every day from 9:00 am to approximately 2:30 pm. Following this, you will begin attending your clinical placements, which can start as early as 6:00 am and run till as late as 3:45 pm. **Punctuality and attendance is critical to completing this course.**
- It is **essential** that you have dependable arrangements made for the other responsibilities in your life so that you can attend class and clinical. This means you must have daycare that starts early enough to allow you travel time to your clinical site, and that you have reliable back up day care for days that your children are sick. If your job **further steps** requires you to work evening shifts, you must insure you have enough time to complete your clinical shift and travel to work.
- Letters will be sent out in the next month to let you know if you have been accepted or not. Upon acceptance into the program you will receive a letter that you will need to be complete and return within a certain timeframe or you will lose your spot in the program and it will be offered to a person on the waiting list.
- There will be a set of interviewers who will ask you several questions regarding your suitability for the program. You must be at least 30 minutes prior to your scheduled interview.

INSTRUCTIONS FOR FILLING OUT FORMS:

Registration: R.B. Russell registration form:

Page 1

- a) Fill out the registration form. If you are 18 or above 18, you are your own legal guardian, so you can sign where it asks for a legal guardian signature.
- b) Remember to include your birthdate, country of birth and if you are not a Canadian citizen. Identify your status and the date you entered the country.
- c) You need to provide two contacts, “parent or legal guardian” and “emergency contact”.

Page 2

- a) Aboriginal Identity Declaration. This is optional, and can be completed if you identify yourself as Aboriginal.

Page 3

- a) Informed Consent. Complete the top, the paragraph and the media sections, and then sign at the bottom.

Page 4

- a) R.B. Russell Code of Conduct. Read and sign the Student Agreement.

Page 5

- a) R.B. Russell Attendance Policy.