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### 1) **What is the Self-Study Plan Program (SSPP)?**

- The SSPP will assist Apprentices/Trade Qualifiers to develop their own personal study plan and explore and review resources such as examination study guides and sample quizzes.
- The SSPP was designed by focusing on study habits, techniques, how-to, do's, don'ts, tips, mnemonic devices, memorization skills, and mastering multiple choice with the Block, Provincial and Inter-provincial exams.
- The program provides a counselling session with the Apprentice/Trade Qualifier.
- The minimum duration to remain on this plan is 30 days. If you need additional time to prepare, the maximum duration allows for up to 90 days.
- The benefits will:
  - \* gain your attention
  - \* inform you of learning objectives/sub-tasks
  - \* stimulate recall of prior learning
  - \* provide guidance and encouragement
  - \* elicit performance
  - \* provide feedback from exam results breakdown to identify strengths/weaknesses
  - \* provide organization and structure for study purposes
  - \* assess performance during and at the end of the plan

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### 2) **Am I eligible for the SSPP?**

To be eligible you need to meet the following three criteria:

- You are recommended by your Apprenticeship Program Officer (APO).
- Your most recent exam was written within the last 10 years.
- During the last two years you have remained active in your trade.

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### 3) **What steps are involved concerning participation with the SSPP?**

- If you meet the criteria described in #2, the APO will recommend that you partake in the SSPP as the 1<sup>st</sup> option.
- Download the SSPP **Registration Form**.
- Select the date/time you are available for a group counselling session, and submit this form to [selfstudyplan@gov.nl.ca](mailto:selfstudyplan@gov.nl.ca).
- Upon registration into the SSPP, a confirmation email with next steps will be sent to you.
- The self-study student kit will be included in a follow-up email. The documents included in the kit will assist you in taking a positive approach to preparing for your rewrite examination. Please review the material before the session takes place.

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#### 4) **What is a Group Counselling Session?**

- Includes participation from Apprentices and/or Trade Qualifiers across the province, via tele-conference, for at least 50 minutes. The three steps to completing the SSPP are talked about first and foremost. Provides guidance and assistance with focus on Multiple Choice exam format; several ways to obtain a 70%; areas to be studied; and three study methods used. Time is given for questions and answers at the end of the session. Other items of information are discussed that will help with preparation of an exam re-write.
- You are active on the plan once registered and the counselling session is complete.
- Counselling sessions are available for either Block/Level, Provincial or Inter-provincial exams – choose to join one session only. Sessions occur the last of every month.
- **ATTENDANCE IS MANDATORY.** If you are unable to make the session, email [selfstudyplan@gov.nl.ca](mailto:selfstudyplan@gov.nl.ca) to discuss.

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#### 5) **What are the criteria to complete for the SSPP?**

- Participate in a counselling session.
- Remain in the program for minimum of 30 days and no longer than 90 days maximum.
- When you feel ready and prepared to register for the rewrite exam, return the **Completion/Agreement** by regular mail or send to [selfstudyplan@gov.nl.ca](mailto:selfstudyplan@gov.nl.ca).

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#### 6) **What happens if I am not ready to re-write by the 90-day deadline?**

- If the reason for an extension request is warranted, contact the Program Development Specialist (PDS) at [selfstudyplan@gov.nl.ca](mailto:selfstudyplan@gov.nl.ca) to discuss an alternate timeline.

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#### 7) **What happens when I complete the SSPP?**

- Once you are ready and feel confident in writing your exam, return the **Completion/Agreement** via email to [selfstudyplan@gov.nl.ca](mailto:selfstudyplan@gov.nl.ca) or send by mail to the address noted on the form.
- Approvals to register for the re-write exam are provided by the PDS, and the email sent to you is copied to the Exam Coordinator and APO. Note that approvals verify you have completed the SSPP and now meet the criteria to register for the exam.
- The link to access and download the rewrite registration form is included in the email.
- The information regarding fees is included in the body of the email for Interprovincial rewrite candidates.
- Registering to rewrite your exam is completed through [blockexams@gov.nl.ca](mailto:blockexams@gov.nl.ca) (**Block**) or [certificationexams@gov.nl.ca](mailto:certificationexams@gov.nl.ca) (**Red Seal**).

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For more information on how to access the Self-Study Plan Program, contact the Apprenticeship and Trades Certification Division's Program Development Specialist for Student Supports at [selfstudyplan@gov.nl.ca](mailto:selfstudyplan@gov.nl.ca).