

APPRENTICESHIP & CERTIFICATION

Question and Answers Self-Study Program



(1) What is the Self-Study Program (SSP)?

Page 2

(2) Do I qualify for the SSP?

Page 2

(3) What are the steps involved concerning participation with the SSP?

Page 3

(4) What is a Group Counselling Session?

Page 3 and Page 4

(5) What are the three steps in completing the SSP?

Page 4

(6) What happens if I am unable to meet the maximum deadline of 90 days?

Page 5

(7) What happens when I complete the SSP?

Page 5

QUESTION AND ANSWERS (Self-Study Program)

What is the Self-Study Program (SSP)

- ❑ The SSP will assist Apprentices/Trade Qualifiers to develop their own personal study plan, explore, and review resources such as examination study guides and sample quizzes.
- ❑ The SSP 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 Red Seal exams.
- ❑ The program provides a counselling session with the Apprentice/Trade Qualifier.
- ❑ The **minimum** duration to remain in this program 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

[Return to Table of Contents](#)

Do I qualify for the SSP?

To be eligible, for the program, you must meet the following **three** criteria:

- 1) Your Apprenticeship Program Officer (APO) refers you to the program.
- 2) Your most recent exam must be written within the last 10 years.
- 3) During the last two years, you have remained active in your trade.

[Return to Table of Contents](#)

What steps are involved concerning participation with the SSP?

- 1) If you meet the criteria described in #2, the APO **will recommend** that you partake in the SSP as the first option.
- 2) Download the **SSP Registration Form**. Your APO will provide the link or attach the document in the referral email.
- 3) Fill out the form and select the date/time you are able to participate in a group counselling session. Submit to email address on the form. You must submit by the deadline date provided for the month chosen.
- 4) Once scheduled for the counselling session and registered for the SSP, a confirmation email with the next steps will be sent to you within five days of receiving your registration form.
- 5) A **Student Kit** package will be forwarded to you through a follow-up email. The documentation included will assist you in taking a positive approach to preparing for your rewrite examination. Review the material before the session takes place.

[Return to Table of Contents](#)

What is a Group Counselling Session?

- Includes participation from Apprentices and/or Trade Qualifiers across the province, via tele-conference, for approximately **60** minutes.
- The **three steps** involved in completing the SSP are discussed, in detail, at the beginning of the session.
- Provides guidance and assistance to help prepare for the rewrite exam.
- Reviews the documents sent previously by email. The session discusses how each one can be used to benefit your study routine and preparation.
- Includes discussion about the Multiple Choice exam format using **three types** of questions to test your
 - Knowledge and recall abilities (**Type 1**)
 - Procedural and Mathematical skills (**Type 2**)
 - Abilities to think outside the box in order to solve a situation making use of critical thinking skills (**Type 3**)

[Return to Table of Contents](#)

QUESTION AND ANSWERS (Self-Study Program)

What is a Group Counselling Session? (Continued)

- ❑ Explains several measures that can be used to gain marks and avoid losing marks.
- ❑ Suggests structural methods to study effectively by using organizational strategies.
- ❑ Points you to the activities/objectives that are used to help with development of the exam.
- ❑ Suggests **three** study methods to help assist with the process of studying and preparing for the **Type 1, 2 and 3** questions you will potentially get on the exam.
- ❑ Discusses other items of information that will help with preparation of an exam re-write.
- ❑ Time is given for questions and answers at the end of the session.
- ❑ You are considered **active** in the program once registered and participation in the counselling session has taken place.
- ❑ Sessions occur the **last** Thursday and Friday of every month.
- ❑ You must participate in **only one** session.
- ❑ **ATTENDANCE IS MANDATORY.** If you are unable to make the session, email selfstudyplan@gov.nl.ca to discuss.

[Return to Table of Contents](#)

What are the three steps in completing the SSP?

- 1) Participate in a counselling session.
- 2) Remain in the program for minimum of **30** days and no longer than **90** days maximum.
- 3) When you feel ready and well prepared to register for the rewrite exam, return the **Completion/Agreement** by email, to selfstudyplan@gov.nl.ca

[Return to Table of Contents](#)

What happens if I am unable to meet the maximum deadline of 90 days?

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

[Return to Table of Contents](#)

What happens when I complete the SSP?

- ❑ Once you have submitted the **Completion/Agreement** through email to selfstudyplan@gov.nl.ca, the PDS will reply with confirmation of program completion and approval to register for the re-write, with a copy emailed to the Exam Coordinator and APO. Note that the approval verifies you have completed the SSP and now meet the **criteria** to register for the exam.
- ❑ The link to access and download the rewrite registration form is included in the approval email. **You must complete and submit this registration form to register for your rewrite.**
- ❑ The information regarding fees is included in the body of the email for Red Seal rewrite candidates.
- ❑ For a **Level Exam**, the registration form must be sent to blockexams@gov.nl.ca. For a **Red Seal Exam**, the registration form must be sent to certificationexams@gov.nl.ca.

[Return to Table of Contents](#)

For more information on how to access the Self-Study Program, contact the Apprenticeship and Trades Certification Division's Program Development Specialist with Student Supports at selfstudyplan@gov.nl.ca

