

January 26, 2022

## Richmond Education Assistant Program (REAP)

### Full Time REAP 2023

July 2023 – November 2023

## STUDENT APPLICATION PROCESS

Full Time REAP 2023 courses will be delivered in person and sometimes online via Zoom and other online platforms. Also, all practica will be in-person in a Richmond School District schools.

#### **ALL APPLICANTS MUST HAVE THESE REQUIREMENTS:**

- secondary school graduation from Canada or equivalent
- strong written and oral English skills
- passed English 12, Communications 12, or the REAP English Test

*If you do NOT have English 12 or Communications 12, you must take the REAP English Test (\$30)*

#### **STRONG APPLICATIONS WILL INCLUDE THE FOLLOWING:**

- work experience (volunteer or paid) with individuals with special needs
- post-secondary studies/specialized training in child development, education, psychology, special education, health care or related fields
- proven track record of care for others
- working independently and collaboratively as a team member

## REAP STUDENT APPLICATION PROCESS

**Step One:** Complete your Application Package:

- \_\_\_ Application Form - completed
- \_\_\_ Letter of Intent\* → hand written; not typed; 3-5 pages
- \_\_\_ Secondary school transcript of grades (copy)
- \_\_\_ Secondary Graduation certificate (copy)

\* Describe what you know about the role of an Education Assistant, characteristics about yourself that fit this career field and how your work experiences and educational background relate to being an Education Assistant.

**Step Two:** Scan all of your documents related to your application to single PDF and email it to:  
RCE@sd38.bc.ca  
Attention: Kathy Champion, REAP Administrator

**Deadline: Thursday, April 6, 2023 @ 4:00 pm**

*Late applications are welcome but will only be considered after on-time applications are processed. Apply on time to avoid disappointment.*

**Step Three:** You will receive an email to acknowledge that your application has been received along with a link to pay your \$40 application fee (non-refundable).

**NOTE:** *Your application will NOT be reviewed until the \$40 application fee is received.*

**Step Four:** All applicants will be notified by mid April if you have been selected for an individual interview via Zoom. If you are not selected for an interview, you may re-apply for the next REAP intake.

If you have any questions, please contact Kathy Champion by email, [kchampion@sd38.bc.ca](mailto:kchampion@sd38.bc.ca) or by phone, 604.668.6123.

## **REAP SHORTLISTING PROCESS**

Each application package will be evaluated on its contents, submission by the deadline, clarity and strength of the letter of intent.

If your application is shortlisted, you will be invited to an individual interview via Zoom.

**NOTE:** The viability of REAP will be dependent on sufficient enrollment, instructors, resources and other factors. Richmond Continuing Education reserves to right to change or cancel any aspect of the program as required. Completion of REAP does not guarantee employment.

*Full Time REAP 2023 courses will be taught in person and sometimes online. Practica will be in-person in a Richmond School District elementary or secondary school.*