

September 3, 2021

## **Richmond Education Assistant Program (REAP)**

### **Part Time REAP 2022**

January 2022 – February 2023

## **~ STUDENT APPLICATION PROCESS ~**

**NOTE:** *Part Time REAP 2022 courses will be delivered remotely and online via Zoom and other online platforms. There will be some occasions when students will be required to attend classes in-person. Also, all practica will be in-person in Richmond School District schools.*

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

##### **A complete application package that includes:**

- secondary school graduation from Canada or equivalent
- strong written and oral English skills  
(i.e. passed English 12, Communications 12, or the REAP English Test)
- work experience (volunteer or paid) with individuals with special needs
- Letter of Intent\*
- pass the Criminal Records Check for working with vulnerable children or adults

#### **ELEMENTS OF A STRONG APPLICATION (not required but beneficial)**

- comprehensive Letter of Intent
- 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
- \_\_\_ Secondary school transcript of grades (copy)
- \_\_\_ Secondary Graduation certificate (copy)

### \* LETTER OF INTENT

This is a very important component of your application. It is your opportunity to introduce yourself to the REAP team. It is helpful to make sure that you include the following:

- Describe what you know about the role of an Education Assistant,
- Your educational background and work and/or personal experiences that relate to being an Education Assistant.
- Your passion for choosing this career field (why do you want to become an Education Assistant?)

**Step Two:** Scan all of your documents as a single PDF and email it to:

RCE@sd38.bc.ca

Attention: Kathy Champion, REAP Administrator

**Deadline: Friday, October 15, 2021 @ 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).

**Step Four:** All applicants will be notified by early November 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 the right to change or cancel any aspect of the program as required. Completion of REAP does not guarantee employment.