Second Career Program: Key Information

First Experience with Second Career:

Visit Employment Ontario’s website for detailed information on the Second Career/Skills Development Strategy, criteria and procedures: ontario.ca/secondcareer

The first step in the Second Career program is to make an appointment with an Employment Counsellor at your local Resource Centre. These counsellors determine if you’re eligible to participate. Seneca can’t assess your situation or provide information regarding your eligibility to participate in any training support program.

Employment Counsellors can also provide you with a wealth of information about getting back to work. Some Resource Centres offer career pathways, job finding clubs, resumé workshops, etc. Please check with your local Centre for more details on the services that they can provide.

To find the nearest Resource Centre, visit the Second Career website and click on “Where do I go?” or call 1-800-387-5656.

Already Met with Employment Counsellor:

Once you have met with your case manager and they’ve pre-qualified you to participate in the Second Career program, you can begin searching for a program of study. A program choice must be six months to two years in duration to be eligible for funding.

Seneca can’t determine whether a program will be funded by the Ministry, as it is dependent on your own individual case.

For a list of Seneca’s programs, visit: senecacollege.ca/program

Applying to a Program:

Seneca only accepts applications online via ontariocolleges.ca

NOTE: you must meet ALL of the admission requirements as outlined on the program’s website. There is a $95, non-refundable fee to apply to a program through Ontario Colleges.

Fee Breakdowns

All program fees and textbook costs are here: senecacollege.ca/registrar/fees/

Tuition, Book and Supply Costs and Start Dates

To get this information in pdf format that you can print and submit with your application, visit: senecacollege.ca/registrar/admissions/secondcareer/151

Seneca’s Admissions Handbook also outlines all fees and start and end dates for the 2015 academic year: senecacollege.ca/registrar/admissions/publications/
Accepted to Seneca & Inquiring about Second Career Application:

We understand that you may be waiting to hear back from Employment Ontario on the status of your application for funding. Seneca is not able to provide you with this information. To obtain any status updates, please contact your Assessment Centre. Your financial obligations to Seneca (tuition fees, deposits) are the same as all other Seneca students.

Application for Funding Denied:

If you’ve received word from the Ministry that your application for funding has been denied, there may be other options to help you return to school. Here are just a few:

**OSAP**

This is a government program designed to provide loans to qualifying students. These loans are interest-free for the duration you’re in school. Interest is accrued the day you graduate from a program.

For more information, visit osap.gov.on.ca.

There are also multiple **government grants** that you may be eligible for once you have applied to OSAP.

In addition to OSAP and grants, Seneca College offers over $5 million dollars in **awards, bursaries and scholarships** each academic year. For more information on financial aid opportunities at Seneca: senecacollege.ca/financialaid

There are also **externally available awards, bursaries and scholarships**. Here are two websites that list hundreds of options: studentawards.com and scholarshipcanada.com.

Application for Funding Approved:

Congratulations! Please bring your government contract into our Admissions department and they’ll let you know if there are any additional tasks required.
Second Career Program: Studying at Seneca

Pre-Admission Testing Fee & Sample Tests:
If testing is required for English and/or Math, the fee is $55. For practice tests: senecacollege.ca/registrar/admissions/admissionspolicy.html

Type of Instruction:
Course material may be delivered in a variety of ways including lectures, presentations, guest speakers, class discussions, group projects/presentations, self-assessments, workshops, field visits, case studies and collaborative learning. Different classes may utilize different methods, and many encompass an online component.

Class Size:
The average class size ranges from 25 to 40 students.

Fixed Curriculum or Individual Plan:
The curriculum is generally fixed. An individual learning plan may be developed if required.

Does Seneca evaluate course content?
Yes. All Seneca programs are evaluated regularly. This may involve bringing programs to the program advisory committees to review and update all course materials. In addition, prior to each semester start, individual course outlines are reviewed and modified, if needed, to ensure material covered is current and relevant.

Seneca Curriculum Development:
Programs are developed with the help of key industry professionals through program advisory committees. The Seneca faculty works vigorously with these industry professionals to ensure the material delivered in class is up-to-date and comprehensive. A program advisory committee consists of at least ten members from the College administration, faculty and staff, as well as employers, industry partners, professional and trade associations, regulatory bodies, etc.
Instructor Qualifications:
Instructors’ qualifications vary from course to course. All Seneca instructors bring a wealth of knowledge (practical and theoretical) as well as relevant field experience to the classroom. Many instructors also have professional designations and various levels of postsecondary education in their discipline.

Grade Calculation:
Evaluation breakdowns vary from course to course. Grades may be based on classroom participation and attendance, projects and assignments, labs, presentations, tests, exams, etc. Passing grades vary from program to program but on average, a cumulative GPA of 1.8 out of 4.0 is required.

Access to Computers:
Access to computers is available to all students via the Computing Commons and open computer labs at Newnham, Seneca@York, Markham and King campuses. Our computers are loaded with all major software, as well as program-specific software that allow students to practice outside of the classroom. Printers and scanners are also available.

Student Appeal Process for Marks:
A student enrolled in a Seneca program may appeal any final grade in a subject or any decision by the College, following the recommendation of a Promotion Committee, with respect to the student’s academic standing, continuation or status in a program, school, faculty or the College. It is the policy of the College that a student who invokes this appeal process will be given a fair hearing. For more information: senecacollege.ca/academic-policy/

Job Search Assistance:
Career Services at our four main campuses offers multiple services to all students, both current and recent graduates (up to one year after graduation). Services offered include: resumé critiques, online job postings, on-campus recruiting and job fairs, as well as participation in industry-related events. senecacollege.ca/careerservices
T2022A Tax Forms:
Seneca does issue these tax forms. See the following website for details:

[link]

Deposit to Hold Your Spot:
There is a $500 non-refundable deposit required to hold your seat in a program after you’ve confirmed your offer via [link]. This fee is counted towards your total tuition amount.

Fee Payment Deadline:
Full fees should be paid by the deadline indicated on correspondence from our Admissions office. However, for those in financial difficulty a partial payment will be accepted in certain circumstances. Students who have been approved for only a partial payment must sign a Promissory Note contract at the time of payment, for the balance of fees. This form is available at the Registration/Admissions Office on each campus. Note that fees must be paid in full no later than six weeks from the semester start date.

Parking & Transit
Seneca is fully accessible by TTC, York Region Transit, VIVA, Go Transit and by vehicle. Discounted TTC Monthly Metropasses are available through the Seneca Student Federation when you show your student card (quantities are limited).

For more information:
[link]

For Questions, Contact:

**Student Recruitment**
416.491.5050 ext. 22008
student.recruitment@senecacollege.ca

**Admissions Department**
416.491.5050 ext. 22800
admissions@senecacollege.ca

**Faculty of Continuing Education**
Second Career Office
416.491.5050 ext. 77648
fce.secondcareer@senecacollege.ca

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