

ALBERTA CENTENNIAL SCHOLARSHIP

DISTRIBUTION OF MANITOBA ALLOCATION (2006)

AVAILABLE TO REGISTERED MANITOBA APRENTICES

Information Bulletin

Deadline for Application: November 15, 2006

DESCRIPTION OF AWARD

In November 2005, the Province of Alberta announced the creation of the Alberta Centennial Scholarship to celebrate its centennial and its pride in Canada. Every year, twenty-five scholarships of \$2005.00 will be allocated to each province and territory to encourage students to pursue post-secondary education anywhere in Canada. In Manitoba, the Department of Advanced Education and Training will award the twenty-five scholarships to registered apprentices who meet the conditions of eligibility.

25 scholarships to registered Manitoba apprentices of \$2005.00 each

CONDITIONS OF ELIGIBILITY

An applicant must meet the following criteria to be eligible to apply for the Alberta Centennial Scholarship:

- Resident of Manitoba
- Registered as an apprentice in second last or final level of Apprenticeship training in Manitoba. *Registered apprentices in trades where the term of apprenticeship is one or two levels are also eligible.*
- Official transcript of the most recent technical training
- One (1) recommendation letter from a current or previous employer
- A brief personal summary of no more than 500 words describing:
 - What the applicant enjoys about the chosen trade
 - Why the applicant chose a career in the trades
 - Career goals
 - How this scholarship will be beneficial to the applicant
- Submission by the deadline of the fully completed package to:

Alberta Centennial Scholarship
Apprenticeship Branch
1010 – 401 York Avenue
Winnipeg MB R3C 0P8

SELECTION CRITERIA

The 25 scholarships will be awarded to registered Manitoba apprentices who meet the eligibility requirements.

Applicants from the following designated groups will receive special consideration:

- Aboriginal
- Person with a Disability (includes learning disabilities)
- Visible Minorities
- Women
- Apprentices who entered through the Senior Years Apprenticeship Option
- Apprentices who entered through an accredited pre-employment program

The emphasis for award selection includes:

- Good academic standing in the most recently completed level of technical training
- Excellent recommendation from a current or previous employer
- Quality of answers provided in the written personal summary

APPLICATION INSTRUCTIONS

1. Application (2 pages): Use a typewriter or computer to complete the form. Minimum character size for all responses is 11-point. If necessary, you may neatly hand-write the application in blue or black ink. Applications that are illegible will be disqualified.

Be sure to answer all of the questions. Be sure to **sign** and **date** the Declaration of Nominee at the end of the application.

2. Technical Training Transcript: Submit one (1) copy of your official transcript which includes the grade received for the most recently completed level of technical training. Attach the transcript to the application.

3. Personal Summary: Use a typewriter or computer to type your Personal Summary in English. Minimum character size for all responses is 11-point and double-spaced. The entire summary will not exceed 500 words. Attach the Personal Summary to the application.

4. One Letter of Recommendation from an Employer:

Instructions to the Applicant - You must provide a letter of recommendation from your current or a previous employer. It should attest to your experience, achievements, commitment and enthusiasm for working in your trade.

Any additional letters will not be considered. Please ensure that your employer (recommender) understands the scholarship criteria and your reasons for applying. You are advised to allow your employer (recommender) at least two weeks to write the letter. Submit one copy of the sealed (with reference signature over the seal) recommendation letter in an envelope with your application.

Be sure to provide your reference with the instructions on the following page, (Instructions to the Employer (Recommender)).

Instructions to the Employer (Recommender) – The registered Manitoba apprentice named on the application form is applying for the Alberta Centennial Scholarship (Distribution of Manitoba Allocation (2006)) which will be awarded to 25 registered Manitoba apprentices in their second last or last year of training.

Registered Manitoba apprentices are selected if all of the eligibility criteria are met and based on excellent recommendation from a current or previous employer, quality of the personal summary, and good academic standing in the most recently completed level of technical training.

The Department of Advanced Education and Training/Apprenticeship Branch, is requesting your candid written recommendation describing the work and the quality of the work the applicant carried out while working for you and any other insight into the applicant's personal character that you can provide. Since the applicant has worked for you, the selection committee is depending on your thoughtful observations.

Please use a typewriter or computer to complete the recommendation letter. Minimum character size is 11-point. If necessary, you may neatly hand-write the letter in blue or black ink. Letters that are illegible will be disqualified.

When the letter of recommendation is complete:

- Sign the letter of recommendation
- Place the letter of recommendation in a sealed envelope
- Sign (signature) over the seal of the envelope
- Write the name of the applicant on the front of the envelope
- Return the sealed and signed envelope to the applicant to be attached to the application

APPLICATION SUBMISSION REQUIREMENTS

All application material must be submitted in one envelope to the Manitoba Apprenticeship Branch on or before **November 15, 2006**. Late applications will not be accepted.

The following constitute a complete application:

1. One (1) application form (all 2 pages, fully completed with all questions answered, legible, signed and dated)
2. One (1) technical training official transcript – includes the grades received for your most recently completed level of technical training
3. One (1) letter of recommendation – in a sealed envelope with the recommender's signature over the envelope seal and the applicant's name on the front
4. One (1) typed Personal Summary – 500 words maximum

AWARD NOTIFICATION

Successful applicants will be notified by mail in January, 2007. Unsuccessful applicants will not be notified. Information on the status of your application will not be given in person or over the telephone.

QUESTIONS?

Visit the Manitoba Apprenticeship website or call
Telephone: (204) 945-3337 1-877-978-7233 toll free in Manitoba
www.gov.mb.ca/tradecareers

APPLICATION CHECKLIST

YOU ARE RESPONSIBLE FOR SUBMITTING THE FOLLOWING MATERIALS TO THE MANITOBA APPRENTICESHIP BRANCH IN ONE ENVELOPE BY THE DEADLINE.

FAILURE TO SUBMIT ALL OF THE MATERIALS WILL DISQUALIFY YOU.

- One (1) application form (all 2 pages, fully completed with all questions answered, legible, signed and dated)
- One (1) technical training official transcript – includes the grades received for your most recently completed level of technical training
- One (1) letter of recommendation – in a sealed envelope with the reference signature over the envelope seal and the applicant's name on the front
- One (1) typed Personal Summary – 500 words maximum
- The completed package must be received on or before the deadline. Mail the entire package to:

Alberta Centennial Scholarship
Apprenticeship Branch
1010 – 401 York Avenue
Winnipeg MB R3C 0P8

ALBERTA CENTENNIAL SCHOLARSHIP

DISTRIBUTION OF MANITOBA ALLOCATION (2006)

Application Form

Deadline for Application: November 15, 2006

Before completing this application, please ensure that you meet all the eligibility criteria.

The personal information being collected is for the purpose of assessing your application for the Alberta Centennial Scholarship. It is being collected under the authority of 36(1)(b) of The Freedom of Information and Protection of Privacy Act, information required for an activity of a public body. If you have any questions regarding the collection of this information you may contact the Apprenticeship Branch in Manitoba at (204) 945-3337.

NAME: FIRST:	MIDDLE:	LAST:
PERMANENT ADDRESS:		APT:
CITY:	PROVINCE:	POSTAL CODE:
MB APPRENTICESHIP NUMBER (found in the BLUE BOOK record of hours):		EMAIL:
PERMANENT TELEPHONE:		OTHER TELEPHONE:
DATE OF BIRTH: (DAY / MONTH / YEAR):		
I AM A RESIDENT OF MANITOBA: <input type="checkbox"/> Y <input type="checkbox"/> N IF NO, PLEASE EXPLAIN YOUR RESIDENCY:		
I AM A REGISTERED APPRENTICE IN MANITOBA: <input type="checkbox"/> Y <input type="checkbox"/> N IN WHAT TRADE ARE YOU A REGISTERED MANITOBA APPRENTICE: _____		
LAST LEVEL OF TECHNICAL TRAINING SUCCESSFULLY COMPLETED: <input type="checkbox"/> LEVEL 1 <input type="checkbox"/> LEVEL 2 <input type="checkbox"/> LEVEL 3 <input type="checkbox"/> LEVEL 4		
WHERE DID YOU ATTEND YOUR TECHNICAL TRAINING: <input type="checkbox"/> PUBLIC COLLEGE (RRC, ACC, UCN etc.) <input type="checkbox"/> WINNIPEG TECHNICAL COLLEGE <input type="checkbox"/> TECHNICAL VOCATIONAL INSTITUTE <input type="checkbox"/> PRIVATE VOCATIONAL INSTITUTE		
MY OFFICIAL TRANSCRIPT IS ATTACHED: <input type="checkbox"/> Y <input type="checkbox"/> N		
Self Declaration (Optional) CHECK ALL THAT APPLY TO YOU:		
<input type="checkbox"/> ABORIGINAL	<input type="checkbox"/> I BEGAN MY APPRENTICESHIP TRAINING THROUGH THE SENIOR YEARS APPRENTICESHIP OPTION (SYAO)	
<input type="checkbox"/> PERSON WITH A DISABILITY (INCLUDES LEARNING DISABILITIES)	<input type="checkbox"/> I BEGAN MY APPRENTICESHIP TRAINING THROUGH A PRE-EMPLOYMENT OR RELATED PROGRAM	
<input type="checkbox"/> VISIBLE MINORITY – OTHER THAN ABORIGINAL	<input type="checkbox"/> I ENTERED DIRECTLY INTO AN APPRENTICESHIP	
<input type="checkbox"/> WOMAN		

LETTER OF RECOMMENDATION

MY LETTER OF RECOMMENDATION IS ATTACHED: Y N

NAME OF REFERENCE: _____

ADDRESS: _____

TELEPHONE: _____

PERSONAL SUMMARY

PLEASE PROVIDE A BRIEF TYPED (MINIMUM 11-POINT) PERSONAL SUMMARY OF NO MORE THAN 500 WORDS IN ENGLISH DESCRIBING YOURSELF. INCLUDE WHY YOU CHOSE A CAREER IN THE TRADES, WHAT YOU ENJOY ABOUT YOUR TRADE, YOUR CAREER GOALS, AND HOW THIS SCHOLARSHIP WILL BENEFIT YOU.

WITH YOUR NAME ON THE TOP, COMPLETE YOUR RESPONSE ON A SEPARATE SHEET OF PAPER AND ATTACH IT TO THIS APPLICATION.

MY PERSONAL SUMMARY IS ATTACHED: Y N

HOW DID YOU LEARN ABOUT THIS SCHOLARSHIP?

HIGHEST ACHEIVEMENT AWARD CEREMONY

APPRENTICESHIP BRANCH / STAFF

TEACHER / INSTRUCTOR

FRIEND / FAMILY

POSTER / FLYER

APPRENTICESHIP BRANCH WEBSITE

OTHER WEBSITE _____

OTHER (PLEASE SPECIFY) _____

APPLICANT CERTIFICATION AND RELEASE OF INFORMATION

I HAVE READ AND UNDERSTAND THE INSTRUCTIONS, AND DECLARE THAT TO THE BEST OF MY KNOWLEDGE, THE INFORMATION PROVIDED IN THE APPLICATION IS TRUE,

I AGREE TO ALLOW MY NAME, CITY/TOWN, AND PHOTO TO BE DISCLOSED PUBLICLY IF I RECEIVE THIS AWARD, AND

I AUTHORIZE THE DISCLOSURE OF MY PERSONAL INFORMATION BY MANITOBA ADVANCED EDUCATION AND TRAINING TO ALBERTA ADVANCED EDUCATION AND TO AND FROM ANY OTHER DEPARTMENT OR INSTITUTION AS REQUIRED TO VERIFY THE INFORMATION I HAVE PROVIDED AND ADMINISTER THE SCHOLARSHIP AWARD. I ALSO UNDERSTAND THAT MANITOBA ADVANCED EDUCATION AND TRAINING MAY SHARE NON-IDENTIFYING INFORMATION WITH ALBERTA ADVANCED EDUCATION AND ANY OTHER DEPARTMENT OR INSTITUTION FOR THE USE IN RESEARCH AND STATISTICAL ANALYSIS IN PROGRAM EVALUATION.

I UNDERSTAND I MAY WITHDRAW MY APPLICATION AND THE ABOVE AUTHORIZATION DURING THE PERIOD APPLICATIONS ARE UNDER CONSIDERATION

SIGNATURE OF APPLICANT (IN INK)

TODAY'S DATE (IN INK)