

Thank you all for applying for the program. We are offering positions to the following applicants:

2	29	64
3	30	65
4	32	66
7	39	68
8	41	69
9	42	70
11	43	72
13	46	73
17	47	74
21	48	75
22	53	76
23	56	77
24	58	
27	62	

We do not have a waiting list as we have accepted additional students. We do this because we are anticipating that not everyone who has been offered a spot in the program or will be able to make the commitment (as outlined below) to the program.

If you are young and were not selected, we encourage you to reapply in a year or two, once you have more work/life experience. If you were not selected and felt that you struggled with the test, we encourage you to call *Workplace Education Manitoba* at 204-272-4591 to set up an appointment to meet with a Client Advisor.

We are offering you a position in the Aerospace Manufacturing & Maintenance Orientation Program (AMMOP) for the 2018-19 school year. Please review the program details below and discuss this with your family, friends and employer prior to committing to our program.

There is no cost for you to attend AMMOP

The program is sponsored by companies that comprise the *Manitoba Aerospace Association* and the *Winnipeg School Division*. Perfect attendance is the expectation as individuals are asked to leave when they reach three absences.

During the ten-months students work their way towards earning two industry-recognized designations.

The first is a TOWES – the Test of Workplace Essential Skills. TOWES is an assessment tool to test whether you have the appropriate levels of essential skills in the areas of reading text, document use and numeracy to grow in our industry. During the program you will work independently – primarily during unscheduled time before Christmas - to earn your TOWES standing.

The second is an AMMOP diploma. This will be earned by achieving a minimum of a 70% average in each of the five courses that you will take during the program. The AMMOP designation is recognized across Canada and is endorsed by the CCAA – the Canadian Council for Aviation and Aerospace.

It is a full-time commitment to a half time program

The program begins during the last week of August and continues for ten months. During this time, students attend classes at Tec Voc an average of ten days a month but will have to manage homework and TOWES training along with their employment and family responsibilities. The program takes the traditional school year breaks – two weeks at Christmas and one week for Spring Break – and this is the only time period where you can plan vacations. The typical day at Tec starts at 7:45 AM and finishes at 2:25, with an hour for lunch. Students can opt to join either our early week class (where classes occur on Mondays, Tuesdays and alternating Wednesdays) or our late week class (where classes occur on alternating Wednesdays, Thursdays and Fridays). Our schedule changes to five days a week, for a three week period in May and June, so that students can complete the work experience component of the program.

We have scheduled a mandatory meeting from 11:30 AM to 1:00 on **Friday, June 15th** in room 106 at Tec Voc. Parking is available on Wall Street.

As you read above, half the students are placed in the early week class while the other half are placed in the late week class. We will try and accommodate your class preference, but welcome responses from those who have the flexibility to attend either class.

If you are able to make a 30-hour per week commitment that is required to attend classes, complete homework and improve your essential skills, email me with your name, number and class preference. If the program is not a good fit for you at the current time, thanks for your interest, and please email me a note stating that you are not able to attend. Please reply before **9:00 am on Tuesday, May 31st**.

If you know of others who would be a good fit for this program, please have them email me immediately as we are hosting another test session on June 6th.

Sincerely,
Greg Link
Aerospace Coordinator
greglink@wsd1.org

It is your responsibility to respond to this offer via email
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