



SIAS

SASKATCHEWAN INSTITUTE OF
APPLIED SCIENCE AND TECHNOLOGY

Power Engineering Technology

Selection Process Guide for Applicants

Revised November 2010

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Admission Requirements

- Power Engineering has been designated as a high demand program and as such will have specific selection criteria in addition to specified admission requirements.

Selection Criteria

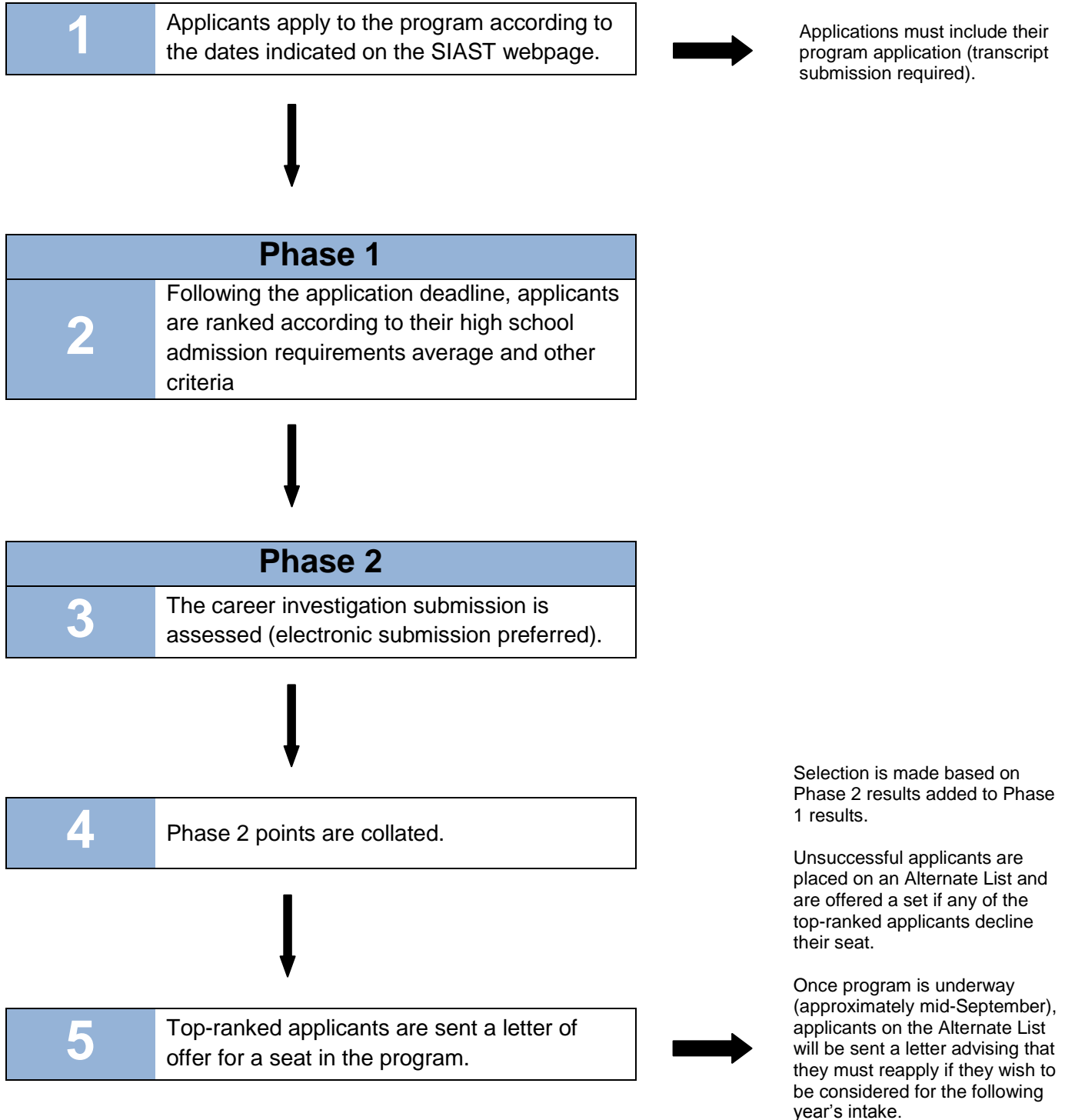
- Selection criteria is used as the basis to rank eligible applicants where there are more applicants applying to a high demand program than there are places available.
- Applicants are scored against the selection criteria.
- Selection of applicants will occur in two phases as described below.

Phase 1 – Average will be calculated based on high school subjects required for admission. Points will be added to average when additional criteria are met. See below.

To ensure your application is complete, please submit the SIAST application form and application fee **between October 1 and February 15**. All required documents must be received by February 28 to be considered.

Phase 2 – Career Investigation points are added to above total.

Application and Selection Process



Phase 1 – Admission Requirement Average

**Where SIAST refers to Grade 12 with an overall average of xx%, the following five subjects will be used to calculate the average.

- English Language Arts A30
- English Language Arts B30
- Highest grade in 20 or 30 level Social Studies, History or Native Studies
- Highest grade in 20 or 30 level Math
- Highest grade in a 20 or 30 level Science

- A maximum of two 20 level subjects will be used in the overall average calculation

Extra Points Guideline

http://gosiast.com/programs/forms/pe_employment_history.php

- Extra points can be acquired by identifying the following:

Five+ years of work experience	2	
5 th Class Power Engineering Certificate	2	
Certificate	1	issued by a post-secondary institution
Diploma	2	
Degree	3	
Journeyman	3	
Two+ years related industry experience	2	

- **Related Industries:**
Mining, Oil Refining, Process Operating, Building/Facilities Management/Maintenance, Piping/Pipeline, Boiler Maker, Electrical, Instrumentation, Plumbing, Powerline, Refrigeration Operation, Steamfitter, Welding/Steel Fabrication
- **Mechanics in the following disciplines:** Agriculture, Industrial (Millwright), Auto, Heavy Duty, Refrigeration

- Phase 2 Awareness Questionnaire Career investigation score added to Phase 1 total

Phase 2 – Scoring Model

Career Investigation (Maximum = 25 points)

- A thorough **career investigation** is a component of the selection criteria. The career investigation component provides information that will convince the Selection Committee that the applicant has a thorough understanding of the program and the profession.
- The career investigation (electronic submission preferred) must be submitted prior to the application deadline date. The career investigation consists of two parts:
 - Career Investigation Report (Guidelines see below)
 - Awareness Questionnaire (non-weighted)
http://gosiast.com/programs/forms/pe_awareness.php

Career Investigation – Applicant’s Guidelines for Composition

- Applicants will compose a Career Investigation Report using information gained through the career investigation (utilizing resources which should include, but are not limited to, internet searches, program material, and interviews with professionals presently working in the field and job shadowing activities). Please use the form from the following link if you choose to do a job shadow activity.
http://www.gosiast.com/programs/documents/Power_eng_job_shadowing_form.pdf
- Applicants will submit a report of (approximately two pages) which must describe the attributes you possess and how they would make you an asset to the profession.
- The report should include information about, and a thorough understanding of:
 - the training program
 - the work that graduates of this program are trained to do
 - the types of facilities in which graduates of this program are employed
 - hours/shifts worked
 - wages received in Saskatchewan
 - physical and mental stresses experienced
 - workplace hazards and safety considerations
 - other professionals they interact with
 - continuing education requirements – post diplomas
 - professional and/or licensing requirements in Canada and Saskatchewan
- Reports shall:
 - include a cover page identifying: applicant name, address and program name
 - be 2, 8 1/2” x 11” pages in length (not including the cover page and reference page)
 - be double spaced
 - be formatted in Tahoma font, size 11
 - have 1” margins
 - provide references used in researching the Career Investigation Report on a separate page
 - be saved in Microsoft Word format

Submit via email as an attachment to: RegServ.Kelsey@siast.sk.ca

OR

Mail to the following address:

SIAST Kelsey Campus
P.O. Box 1520
Saskatoon, SK
S7K 3R5

Note: Applicants should refer to the Career Investigation Report Scoring Rubric (See below) in preparing the Career Investigation Report. The information in this document details the expectations and criteria used to determine the overall score. This information is provided in order to assist applicants in developing their report in a manner that meets or exceeds the standards that the Selection Committee has established.

The Selection Committee **will review** the applicant's submission (Career Investigation Report and Awareness Questionnaire) to assess understanding in the following areas:

- Knowledge of the Profession
 - understands responsibilities
 - salary in Saskatchewan
 - hours of work
 - future employment outlook
 - awareness of potential workplace hazards
 - continuing education requirements – post diploma
 - professional and/or licensing requirements in the province of Saskatchewan
- Academic Potential
 - communication skills (written)
- Physical Requirements of the Profession
 - physical requirements (awareness of the nature of the work)
 - personal hygiene
 - general health

The applicant should use as many resources as possible to gather information about the program and the profession. In the Career Investigation Report, the applicant needs to clearly demonstrate the knowledge gained through the investigation. The following methods are suggested:

- Job shadowing in plant facilities
http://www.gosiast.com/programs/documents/Power_eng_job_shadowing_form.pdf . If you are able to complete the job shadowing activity, please submit documentation with your application.
- Speaking with professionals presently working in the field
- Site tours
- Internet searches
- Program information
- Additional resources

Career Investigation Report Scoring Rubric

The following rubric will be used to determine the score for your Career Investigation Report. Use this rubric to clearly understand the expectations of your Career Investigation Report. The maximum number of points you can receive for the Content criteria is 15 points and each of the two remaining criteria the maximum is 5 points. The maximum number of points possible for the Career Investigation Report is 25 points.

Goal: To articulate knowledge and understanding of the profession.			
Criteria	Exceeds Expectations 10 – 15 Points	Meets Expectations 5 – 10 Points	Below Expectations 1 – 5 Points
Content 15	<p>Writer provides accurate and complete explanation of roles and responsibilities of the profession.</p> <p>Writer clearly understands why he/she wants to enter the profession.</p>	<p>For the most part, explanations of roles and responsibilities of the profession are accurate and complete. Writer expresses some understanding of the profession.</p>	<p>Explanation of roles and responsibilities are inaccurate or incomplete. Writer does not express an understanding of the profession.</p>
Format, Delivery and Clarity and Grammar and spelling 5	<p>All presentation of content directions were followed:</p> <ul style="list-style-type: none"> • 500 words, double spaced • 1" margins • Tahoma font, size 11 • All resources are clearly referenced • Microsoft Word format • Wide vocabulary use correctly • Varied sentence structure • Clear expressive language • No errors in spelling, punctuation or grammar 	<p>Majority (3 - 5) of presentation of content directions were followed:</p> <ul style="list-style-type: none"> • 500 words, double spaced • 1" margins • Tahoma font, size 11 • Most resources are referenced • Microsoft Word format • Development and organization are satisfactory • Appropriate vocabulary. • Smooth flow of ideas with few disruptions • Minimal (<5) spelling, punctuation and/or grammatical errors. • Errors do not interfere with meaning. 	<p>Majority of presentation of content directions were not followed (<3):</p> <ul style="list-style-type: none"> • 500 words, double spaced • 1" margins • Tahoma font, size 11 • Resources are not referenced • Microsoft Word format • Limited vocabulary. • Simple sentence structure. Unconnected wandering ideas. • Significant errors in spelling, punctuation and/or grammar that create awkward sentence structures and interfere with meaning.
Organization 5	<p>Seamless pattern of organization. Arrangement of points and evidence flows naturally and smoothly. Understanding builds throughout the report.</p>	<p>Development and organization are satisfactory.</p>	<p>Report lacks focus. Arrangement of points and evidence needs improvement. Difficult to follow.</p>

Applicant's Checklist

In order to ensure that your application is complete you will need to submit the following:

- SIAST application form and application fee between October 1 and February 15 each academic year
 - Electronic Transcript or High Demand Preliminary Statement of High School Standing
http://www.gosiast.com/programs/high_demand/Preliminary_Statement_High_Demand_Programs.pdf
 - Career Investigation
http://gosiast.com/programs/documents/Career_Investigation_Instructions_for_Power_Engineering.pdf
 - Awareness Questionnaire http://gosiast.com/programs/forms/pe_awareness.php
 - Employment History http://gosiast.com/programs/forms/pe_employment_history.php
 - Proof of Saskatchewan Residency
http://www.gosiast.com/admissions/regulations/residency_priorities.shtml
 - Transcripts for any Post-Secondary education sent directly to Registration Services from the issuing education institution.
- **All documents must be received by February 28 to be considered.**

If you are emailing the Career Investigation Report,
send as an attachment to: RegServ.Kelsey@siast.sk.ca

If you are mailing the Career Investigation and Awareness Questionnaire,
send to following address:

**SIAST Kelsey Campus
Registration Services
P.O. Box 1520
Saskatoon SK S7K 3R5**