

FAQ – Study and Work Diploma

1. What is the minimum level of English required?

Students may take the SAW program with a minimum of upper beginner English if they apply for the 2 year program. Students should achieve an intermediate level of English by the time they enter the Business Diploma Program which is taken at the end of the study component. Employers are usually looking for workers with a high-intermediate English level or above.

2. Do I need a work permit?

Students require either 1) both a Canadian Study Permit and a COOP Work Permit or 2) a Working Holiday Visa. ISSofBC will provide a letter of acceptance for the Student and COOP Work Permit applications.

3. What other documentation do I need to work in Canada?

You will need a Social Insurance number and adequate medical insurance. Information on how to obtain a SIN card is included in your application package. The ISSofBC registrars have information regarding both public MSP and private medical insurance in the International Studies office; alternatively, you can visit any local insurance dealer to purchase your private medical insurance plan. ISSofBC requires you to provide proof of medical insurance prior to starting the program.

4. Is ISSofBC responsible for helping me find a job?

You are ultimately responsible for finding your own job. The school will provide you with a detailed list of employment websites, up-to-date job market information and the names of local employment agencies. You will write a resume and cover letter in the Business Diploma Program and will practice interviewing techniques, so you will be ready to start job-hunting upon course completion. ISSofBC also offers an onsite work resource centre.

5. What if I cannot find a job by myself?

If you need additional support during your job hunt, private advisory sessions are available with our Workplace Coordinator for an hourly fee.

6. Am I guaranteed to find a job?

There is no guarantee that you will find a position. Finding a job ultimately depends on your employability (work experience, skills, language skills, personality) and the local job market.

7. How many hours will I work and how much will I earn?

Hours of work will vary, but students can expect to work from 25-40 hours per week for at least the current BC minimum wage (\$8 per hour).

8. What if I don't like my job or if I have a problem at work?

Students are encouraged to communicate all difficulties with the Workplace English Coordinator. If the student was placed by an employment agency, all complaints must be directed to their employment agency representative as well as the Workplace English Coordinator.

9. How long is the SAW program?

SAW runs from a minimum of six months up to a maximum of two years. The work term must not be longer than the study term.