



# **Application Guide**

## **The Continuing Care Assistant Program**

## Contents

- 04** Welcome to Oxford International Career Colleges
- 06** Study in Halifax
- 08** Great reasons to choose Oxford International Career Colleges
- 09** Study and work as a Continuing Care Assistant in Canada
- 10** Employment and career highlights
- 11** What you need to know before applying
- 12** Modules included in the program
- 13** Your guaranteed work placement
- 14** Admission process
- 15** How to apply
- 16** Nova Scotia Nominee Program
- 17** What's on the horizon: Before you apply for the Continuing Care Assistant program
- 20** Your journey to Halifax: Making your application for the Continuing Care Assistant program
- 22** Enjoying a bright new future: Your life in Nova Scotia as a Continuing Care Assistant



# Welcome to Oxford International Career College

## Your Journey Begins Here

Since 1990, Oxford International Education Group has been helping more than 50,000 students worldwide to achieve academic success every year. We have an extensive portfolio covering university pathway programs, a comprehensive range of online academic and vocational courses through OI Digital Institute, and English language schools in the UK, US and Canada.

In 2021, We acquired East Coast International College in Halifax, Nova Scotia, as we expanded our vocational education offering in Canada. Our first program offered is Continuing Care Assistant. ECIC is approved by the Nova Scotia Department of Labour and Advanced Education and is a designated learning institution (DLI) by IRCC.

We know the transition to study and work in a new country can be difficult, but you don't have to do it alone. We are here to help you with every step, from Career Services to Student Services and accommodations. By joining us, you embark on a learning path that will shape your career and guide you in the future.

Start your international study with us and earn a Canadian qualification. We are all looking forward to welcoming you at the start of your studies. See you soon.

### Canada Quick Facts

**#1** country in the world for quality of life



**Halifax**  
...where are you?

**Ranks 3rd globally in foreign student attraction**

**Ranks #5 in the world with a high-quality education**

**Over 530,000 international students in Canada**

**96%** of international students recommend **Canada** as a study destination

### Top reasons international students choose Canada

High-quality education

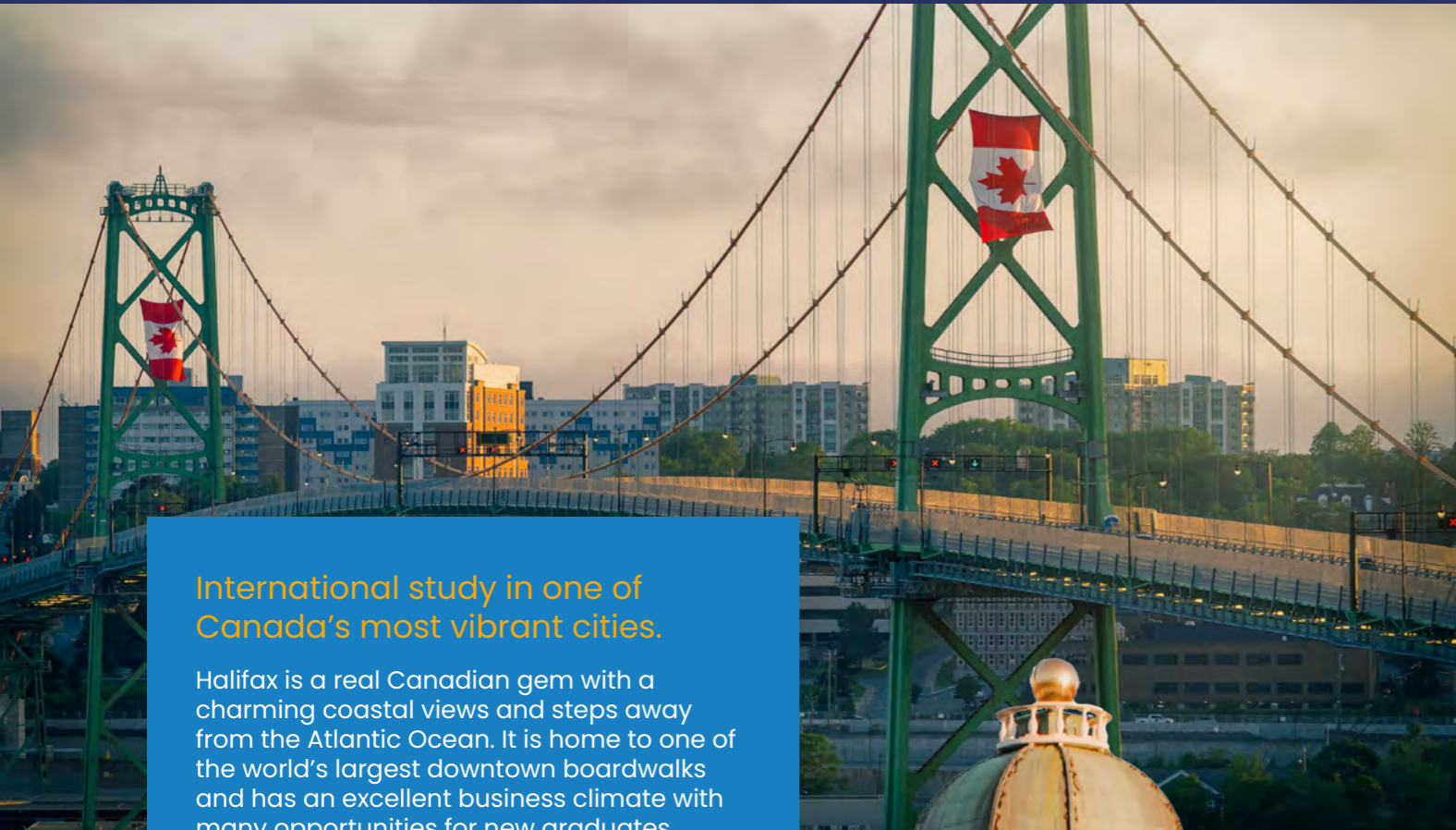
Affordable fees

Excellent quality of Life

Globally recognized



# Study in Halifax



## International study in one of Canada's most vibrant cities.

Halifax is a real Canadian gem with a charming coastal views and steps away from the Atlantic Ocean. It is home to one of the world's largest downtown boardwalks and has an excellent business climate with many opportunities for new graduates.

The city is also known for its vibrant lifestyle. There are many exciting options for entertainment, dining, music, museums, art, and beaches. You will find many amazing spots such as Cabot Trail, Halifax Harbour, Victoria Park, Halifax Citadel National Historic Site. These areas highlight the natural beauty of the land and the powerful call of the Atlantic Ocean.



Halifax Waterfront



### Facilities

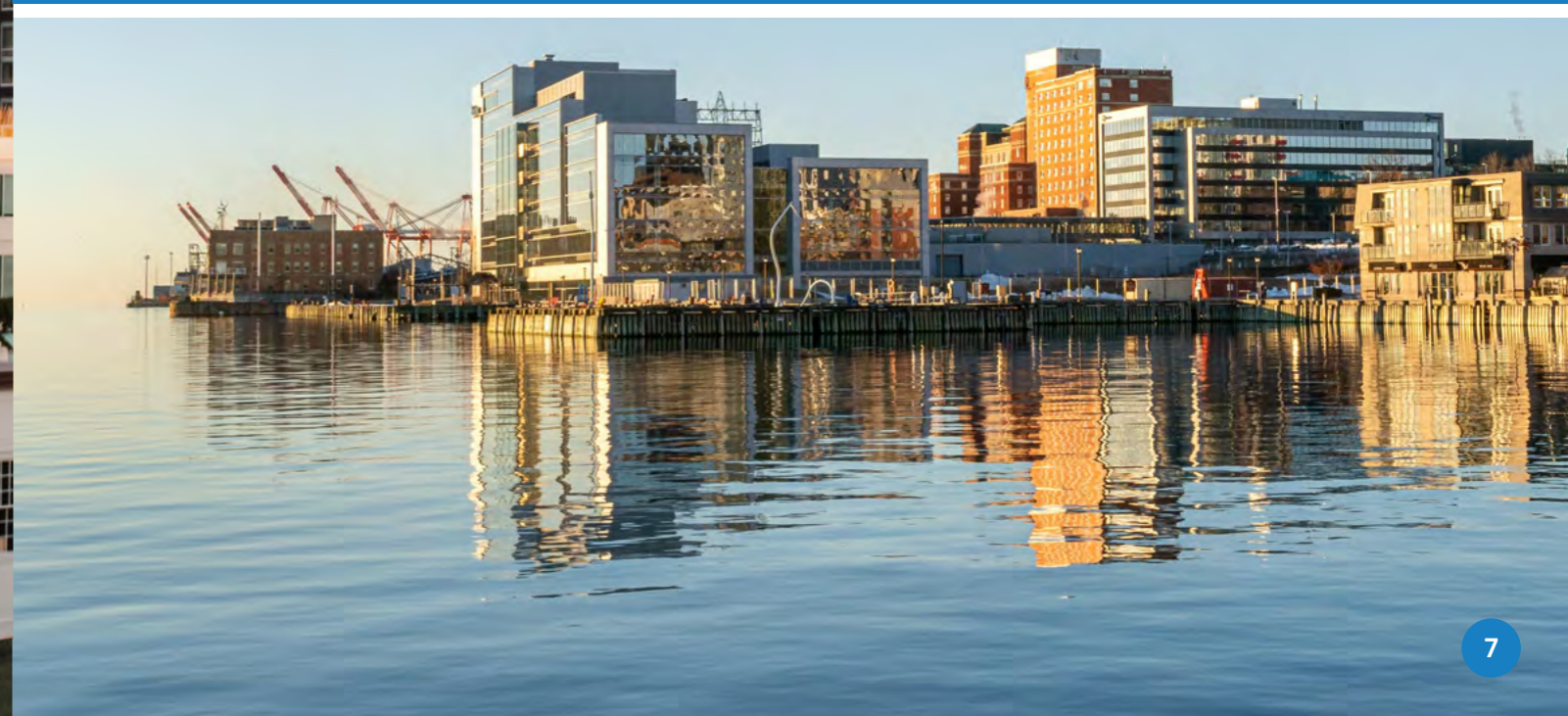
- Computer access and wi-fi
- Social area
- Downtown location, easy access to public transport

### Student Services

- Student support
- Career services
- Student accommodation

### Student Life

- Professional staff and a community vibe make us more than a campus; it's your second home
- Located in downtown Halifax, only a 5-minute walk from the waterfront
- ECIC contains 19 classrooms and student CCA labs
- Student social lounges with kitchen facilities and entertainment



# Great reasons to choose Oxford International Career Colleges

1



## Earn a Canadian credential

Preparing you for success and opening more opportunities for your future career by earning certificates or diplomas from Oxford International.

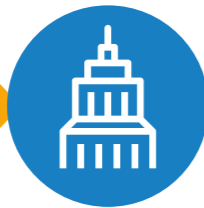
2



## Get work experience in Canada

Put international work experience on your resume through our internship program.

3



## Downtown locations

Study at a campus in the heart of the city. We're open in Halifax right now, with campuses in Vancouver and Toronto opening very soon.

4



## Academic excellence

We are committed to academic excellence and support student success from day one.

5



## Work with industry partners

We have established contacts in high-quality institutions to find you a work placement.

# Study and work as a Continuing Care Assistant in Canada



## Continuing Care Assistant Program overview

Caregiving graduates of the Continuing Care Assistant (CCA) program will support clients in their daily activities. These dedicated professionals are committed to enriching the quality of life for people of all ages, but many support seniors, as elderly clients are often most in need of support. The program is designed to teach students everything they need to work in Nova Scotia in this challenging role while providing guaranteed work placements while they study to embed this knowledge.



## What will you learn?

The CCA program is designed to provide graduates with the necessary knowledge, skills, and attitudes to deliver appropriate, timely, and respectful person-focused care to individuals. Our program offers a unique, blended approach to training that combines technical, employability, and other essential skills.



## Placements may occur in a variety of employment settings, including:

Home Care, Nursing Homes/Homes for the Aged, Acute Care Facilities, and other approved care settings that employ caregivers.

## Employment and career highlights



**\$39,000 – \$40,000**  
average yearly salary  
in Halifax as a caregiver

**1,590** caregiver vacancies  
due to growth and retirements, 2021-2023

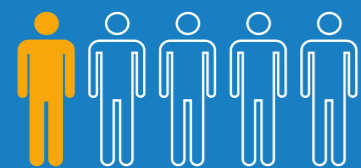
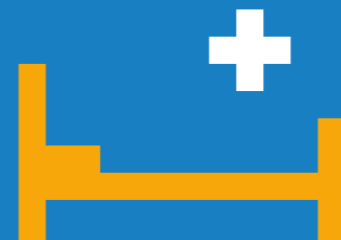


**29%**



of Atlantic Canada's  
population are  
seniors

**2,500 long-term beds**  
are being added  
in Nova Scotia over the next few  
years to manage the demand



**80%**

of long-term  
care facilities are  
running short of  
necessary staffing

## What you need to know before applying



### Courses start dates:

September 2022, November 2022,  
January 2023, April 2023, September 2023

**Program Fees:** \$20,000

**Registration Fee:** \$1,000

**Length:** 40 weeks

**Campus:** Halifax

### Educational Qualifications:

High school graduation certificate, GED certificate,  
or Adult Learner Status.

### Age:

All students in the CCA Program must be at least 21  
years old to register.

### Language Requirements:

Provide proof of English proficiency if English is  
not the first language in your country. We accept  
one of the following options: IELTS Academic  
6.0 (no band below 6), TOEFL IBT 78, ELLT Level 6,  
completion of ECLC's UCP 400, or Oxford's CEFR  
Level 7.



For more information  
about English  
requirements

Scan QR code or visit  
[oicareercolleges.com/  
programs/continuing-care-assistant](http://oicareercolleges.com/programs/continuing-care-assistant)

Please note: You can pay your program fees in easy  
stages. We'll ask you for a Deposit payment before you  
travel to Canada. When you have paid your Deposit,  
we'll reduce the total program fees that you owe by the  
amount of your Deposit. If you have been awarded a  
Scholarship, your Scholarship Letter will show what you  
need to pay and when.

## Modules included in the program



Introduction to CCA Program and Health Care Sector

CCA Personal and Professional Development

Communication in the Care Setting

Documentation and Technology in the Care Setting

Environmental Safety

Safe Handling and Mobility

Care Setting Management

Growth and Development

Body Structure

Function and Care Implications

Personal Care

Nutrition and Meal Preparation

Mental Health and Social Wellbeing

Medication

## Your guaranteed work placement



**We know how difficult it can be to find the right position, so we'll use our established contacts in high-quality care institutions to find you a work placement as a CCA in Halifax. It's an amazing chance to practice what you learn while you study!**

Work placement is a great way to build a relationship of trust with residents and

staff. Because care institutions don't want to lose that hard-earned trust, many of our students secure a full-time job even before they graduate. And please remember that having a full-time job as a caregiver in Nova Scotia offers you the chance to apply and settle in Canada with your family when your course ends.

# Admission process



# How to apply

## Applying for the CCA program is easy

To get started, submit your online application form by scanning the QR code here.



Start your application here

Scan QR code or visit [oicareercolleges.com/admissions/how-to-apply](http://oicareercolleges.com/admissions/how-to-apply)

To complete your online application, please have copies of the following ready:

- Your Passport
- Full and certified final certificates of recent and relevant qualifications (High school certificate, or Adult Learner Status, or your degrees)
- Full and certified transcripts (in English) of your most recent and relevant qualifications
- Proof of your level of English
- Details of any previous travel visas

You'll need to bring these documents with you when you travel to Canada. Immigration authorities may need to see them when you enter the country, and we will need to verify them before you enrol in the program. Unfortunately, we cannot accept copies and we must see true originals.





# Nova Scotia Nominee Program



The Nova Scotia Office of Immigration and Population Growth (NSIPG) has recently introduced a new program through the Nova Scotia Nominee Program. It is called the International Graduates in Demand Stream. This allows CCA graduates from a private career college program to secure employment in a CCA role and gain a work permit.

## 1 Graduation

Graduate (all CCA modules, placement, and exams). Covered under Study and Co-op permit

## 2 Secure job

Secure a full-time CCA position in Nova Scotia (minimum of 30 hours per week) (NOC 3413)

## 3 Apply

Apply for Nova Scotia Nominee Program International Graduates in Demand stream

## 4 Submit

Submit Work Permit application before existing study permit expires (supported by the employer)

## 5 Work permit

Receive new Work Permit and begin work for a 2-year period (unless passport expires before 2 years)

## 6 Residency application

Apply to IRCC for your Permanent Residency visa within 6 months

## 7 Processing

Work in Health Care industry while Permanent Residency application is being processed – approximately 18-22 months

## 8 Complete

Become Canadian Permanent Resident

# What's on the horizon: Before you apply for the Continuing Care Assistant program



### I want to be sure I can successfully apply for the program

To meet Government eligibility requirements, applicants are likely to be between 21 and 53 years of age.

The program requires both academic study and practical vocational training. Applicants will need a High School diploma, or their home country's equivalent; a licence that allows them to drive a vehicle in Canada; a good level of English language; and they will need to

show that they have basic computer skills to enable them to keep records about seniors in their care. It's likely that successful applicants will have already had some experience of international travel before they apply for the program.

If you aren't sure that your background is right for the program, we'd encourage you to talk to us before you make your application.

### I want to know about the costs of the program

Program fees for our 40-week Continuing Care Assistant program are currently \$20,000. These program fees contribute to the cost of your academic learning, upkeep of the college as well as the pastoral and employment support that you will receive as a student.

We understand that you might need reassurance before investing such a considerable sum of money into your career as a caregiver. It's worth remembering that a limited number of students pay no tuition fees at all if they receive a scholarship. We'll check to see if we can award you a scholarship after you have passed your admissions interview

and paid your Registration Fee. If you have been awarded a scholarship, you won't need to pay any tuition fees before you enroll on the program.

We are so confident that you will find suitable work when you graduate that we can go over and above what other colleges are prepared to offer. We call this our 'no job, no fees' guarantee. Once you are able to work in Nova Scotia, we'll help you to get job offers, and if you don't get opportunities to work as a caregiver, we'll refund your \$20,000 program fees in full. (T&Cs apply)

# What's on the horizon: Before you apply for the Continuing Care Assistant program

## I want to know about my accommodation choices

Halifax is a vibrant and growing city with a variety of accommodation options.

Many students choose the college's homestay program. This offers a room with a hosting family and meals. At just \$900 a month, this is a great solution for students who are traveling to Canada by themselves.

Students wanting their own space, or who are bringing a family, could look at furnished and unfurnished rental apartments, available at a range of prices. Typically, they might rent privately from well-known names such as Air B&B (Airbnb.ca) or Kijiji (kijiji.ca). They may also consider furnished and serviced apartments from a provider like Premier Suites Halifax (premier-suites.com).

Some hotel chains like Marriott (Marriott.com) even offer long term accommodation, but this can be a costly choice.

Unfortunately, we cannot source accommodation for students, and cannot accept responsibility for agreements made with accommodation providers.



Premier Suites

Other rental companies worth looking at might include:

**Killam Apartments**  
killamreit.com

**Metcap Apartments**  
metcap.com

**Southwest Apartments**  
apartments.southwest.ca

**Westwood Apartments**  
westwoodgroup.ca

**Universal Realty Group**  
universalgroup.ca

**Northpoint Properties**  
rentinhalifax.com

**Templeton Properties**  
templetonproperties.ca



Homestay



Granville Hall Student Residence

## I want to know more about Canadian visas

Getting your visa sorted is an important part of your journey to Halifax.

The Canadian Government set the rules for visa applications, acceptance, and costs. Because you'll need to be in Canada at the start of your program, you should apply for a visa to study as soon as you can. Your family will probably need tourist visas if they want to travel to Canada with you.

Your visa determines when you can enter the country, how long you can stay after you graduate and how many hours you can work while you are in Canada. To support your visa application, we will issue you a formal letter of admission showing that you intend to join our program as a Continuing Care Assistant in

Nova Scotia. East Coast International College is recognised as a Designated Learning Institute (DLI), and you may need to quote our DLI number of O267638647882 on your visa application.

You should consult a qualified Canadian immigration consultant if you are not clear about what you must do when you apply for a visa. We ask all our scholarship students to attend an immigration interview so that they have the best advice before they make a visa application. We recommend you use the Canadian Government's Student Direct Stream if you can, since this can produce faster and better results than other application options.

## I want to know if I need a permit as well as a visa

International students in Canada need a permit to enroll in a program.

You'll need to have two permits for the Continuing Care Assistant program at East Coast International College. A Study permit covers your academic learning, and you'll also need a Co-op Work permit so that you can take part in the regular work placements that are embedded into your program. These permits are in addition to any travel visa that you may have applied for to enter Canada.

You must apply for your Study permit and your Co-op Work permit at the Canadian border using your letter of admission. Because you need to have both permits before your program starts, make sure that you are issued with both a Study permit and a Co-op Work permit. East Coast International College is recognised as a Designated Learning Institute (DLI), and you should quote our DLI number of O267638647882 when you apply for a permit.

## I want to know more about your scholarships

We know that at \$20,000, the program fees for the Continuing Care Assistant program are a considerable investment in your future.

We're pleased to be able to offer a limited number of tuition fee scholarships to qualifying students on a first-come, first-served basis. A scholarship could really help those students who would otherwise struggle to afford the costs of their study. We're able to offer scholarships with the support of the Nova Scotia Provincial Government for selected program start dates.

We'll check to see if we can award you a scholarship after you have passed your admissions interview and paid your

Registration Fee. If you have been awarded a scholarship, you won't need to pay any tuition fees before you enroll on the program (T&Cs apply). If a scholarship is unfortunately not made available to you, we'll ask you to make a first deposit payment against your program fees at this stage.

Please remember that you'll need to have additional finances to support your study when you apply for your visa. Although a scholarship can cover tuition fees, you must still show that you can afford your living expenses, travel costs and accommodation while you are in Canada as a student on the program.

# Your journey to Halifax: Making your application for the Continuing Care Assistant program

## I want to make an application

Our Continuing Care Assistant program gives graduates the knowledge, practical skills, and professional qualification to equip themselves for life as a caregiver in Nova Scotia.

We'll ask you to formally apply for this 40-week program once you have decided it's right for you. We're interested in what experience you may have already had as a caregiver, your academic qualifications, your language skills and – very importantly – why you want to study and work as a Continuing Care Assistant. So, it's best if you can show us

all the documents that we ask for when you make your application.

There's no cost to make your application. If you aren't sure that you can meet the requirements of the program, we'd recommend that you make an application and find out. However, successful applicants are likely to have experience as a caregiver already, must be able to study and work in Canada, will be at least 21 years of age, and should intend to work as a caregiver once they graduate in Nova Scotia.

## I've made my application

Well done. You've taken your first step towards a bright new future as a Continuing Care Assistant in Canada.

We'll now look through your application and any supporting documents. We know that you are keen to hear back from us, so we'll do this as quickly as we can. We need to make

sure that we only make conditional offers to the right applicants because we want every student who starts to get the best from their program.

We aim to let you know if you have been successful within seven days of receiving your application.

## I've received my conditional offer letter

Read your conditional offer letter carefully – and keep it safe! You'll see what you need to do to start your program in Halifax. Please remember that it is your responsibility to meet any requirements or conditions shown in your conditional offer letter.

We've tried to be clear about the start date that we've offered to you, what fees you need to pay, and any additional conditions that you need to meet before you enrol. But if we haven't been clear enough, or you don't think

that you'll be able to meet the deadlines, get in touch with us. We'll always try to help.

You'll need to book an interview with one of the admissions team as soon as you can. This is so that we can make sure that you are suitable to start the program – and it's a great chance to ask any questions that you might have, and to find out what it's like to study and work in Canada. Your conditional offer letter will show you how to book this interview.

## I've passed my admissions interview

Congratulations – you've now met one of the major requirements shown on your conditional offer letter! Only those applicants who are a good fit for the Continuing Care Assistant program pass their admissions interview. You can be proud that you are one of these successful applicants and look forward to starting your program.

We now need you to pay your \$1,000 Registration Fee. Make sure that you are prepared to meet all the requirements shown in your conditional offer letter before you

pay your Registration Fee. If you are unable to start your program for any reason, we will unfortunately not be able to refund your Registration Fee.

We may also ask you to make a \$10,000 Deposit against your program fees by a specific date, but if you qualify for a suitable scholarship, we will not ask you to pay a Deposit. This Deposit is to secure your place in the Continuing Care Assistant program. We will deduct the value of any Deposit you pay against the total cost of your program fees.

## I've got my letter of admission

You are there now. Your letter of admission confirms that we will sponsor you as a student for the Continuing Care Assistant program in Nova Scotia.

Now it's time to organise your study visa. You'll need to send a copy of your letter of admission when you make your visa application, and the Government will ask you to pay an application fee.

Don't wait to make your visa application – do it as soon as possible – and use the Student Direct Stream if you can to make your application. Government processing times

can vary, and you cannot enter Canada until you have been granted a study visa. If you apply too late, you could miss the start of your program, and if that happens, you will need to make another visa application.

We have no influence over the visa process, application costs or even if a visa is granted. These are all managed by the visa authorities in the Government. It's important that you show the Government that you are intending to come into Canada to study, that you have enough money to support yourself, and that you could return to your home country when you graduate if asked to do so.

## I've got my scholarship letter

We're able to give a limited number of selected applicants a scholarship for their tuition fees.

If you receive a scholarship letter from us, you'll see the value of the scholarship, and any specific conditions that we may attach to our offer. As our scholarship funds are limited, we offer them on a first come, first served basis for a specific program start date. This could mean that if you were to miss the start of your program for any reason, we might not be able to offer you another scholarship on a later program.

We ask all our scholarship students to attend an interview with an independent immigration consultant and to make their visa application using the Student Direct Stream where they can. The immigration consultant will be able

to answer your questions about making your visa application and the opportunities to work and settle afterwards in Canada. Although you will need to pay a small fee for this interview, we believe that this gives you the best chance of having a study visa issued as the immigration consultant can give you advice about the different visa application routes that are available.

Please remember that although the scholarship may cover some – or all – of the cost of tuition fees, you must fund your own living expenses, accommodation, and travel costs for the time of your stay in Canada. You'll need to prove you have planned for this when you make an application for a study visa, and this is a separate amount over and above any tuition fee scholarship.

## I've got my travel authorisation

At last! You are now ready to come into Canada and start your program.

Read your documents carefully because they will say when you are able to travel. Do not travel before this date, because you may be turned back at the border, and this could affect your ability to enter Canada later.

It's important that you arrive in time for the start of your program. With such an intensive program, we do not allow students to start late. Late starters would miss valuable learning and experience and not get the best from their time on the Continuing Care Assistant program. If you think that you will not be in Canada in time for the start of your program, let us know immediately.



# Enjoying a bright new future: Your life in Nova Scotia as a Continuing Care Assistant

## I want to work in Nova Scotia when I've graduated

The Continuing Care Assistant program qualifies caregivers to look after the large community of senior citizens in Nova Scotia.

Unlike graduates of most other private colleges in Canada, students who qualify as a Continuing Care Assistant will find their qualification is actively sought out by a government work and immigration initiative that encourages experienced caregivers to study and work in Canada. When you access the International Graduates in Demand Stream (IGDS), we would expect you to be warmly welcomed into the workplace in Nova Scotia by care institutions, national and provincial authorities, and the Canadian people.

With around 25% of caregiving vacancies in Nova Scotia currently unfilled, and an aging population, demand for caregivers is high, and will remain high for many years to come. Our

program is vocational, combining academic learning and practical experience in a real-life care institution. The relationship that you build up during your work placement makes you ideally suited to apply to that care institution for permanent work once you graduate.

Once you have graduated from your 40-week course, you'll need to apply to the Nova Scotia Government for a work permit as a caregiver. You'll support this application with your accreditation as a Continuing Care Assistant, which unfortunately means that you cannot apply for a work permit in advance. We would strongly encourage you to apply for a work permit as soon as you graduate, and make sure that you are financially prepared to cover your living costs in Canada while you wait for a work permit in Canada. You may also wish to travel back to your home country to catch up with family and friends until your work permit arrives.

## I want to bring my family with me to Canada

You can apply to bring your spouse and dependent children with you while you study and work in the Continuing Care Assistant program.

We recommend anyone who wishes to accompany you enters Canada on a tourist visa, so would not be eligible to work in Canada unless they apply successfully for a work permit. Travelling on a tourist visa means that your family members have the best chance of being able to share your experiences in Canada. It's particularly important that you, and your family, comply with any visa restrictions to protect your long-term chances to work and settle in Canada. We recommend that you take advice during your application from a licensed Canadian

immigration consultant to consider your family's specific visa requirements.

Please remember that you'll need to show that you have enough money to support any family members that you bring with you. Guidelines can change, but be prepared to budget for \$10,000 for yourself, another \$4,000 for your spouse, and \$3,000 for every other dependent.

Nova Scotia will also offer free schooling for primary age children at a suitable public school. This is a wonderful opportunity for your children to improve their language skills, experience a vastly different culture – and help you to make an informed choice about all your futures in Canada.

## I want to settle in Nova Scotia when I've graduated

Once you have been accepted into the International Graduates in Demand stream by Nova Scotia, you can apply for a work permit from the Canadian Government. You will then have the opportunity to apply to settle in Canada through the Canadian Government's Permanent Residency process, which is often called 'applying for PR'.

Your qualification as a Continuing Care Assistant gives you an extremely compelling case to make an application for Permanent Residency to the Government. You'll boost this

by maintaining a good work history, and by showing that you have complied with any visa restrictions since you entered Canada. Your application for Permanent Residency can take some time – possibly up to 24 months – so be prepared to wait. Your work permit will allow you to support yourself, and your family, as a caregiver while the Government considers your application.

After some time as a Permanent Resident, you would be eligible to apply for full Canadian citizenship.

## I want to know about your Tuition Fee guarantee

Demand for qualified caregivers in Nova Scotia is very high. So we're extremely confident that you will receive an offer of employment once you graduate.

But we will refund your Tuition Fees in full if you successfully complete the Continuing Care Assistant course and you do not receive an offer of employment after you graduate. To be eligible, your ECIC/CCA supervisor will need to confirm that you:

- Maintained required attendance during the program, including at your co-op work placement
- Received passing grades in both written and practical elements of the program

- Received satisfactory reports from your co-op work placement provider

- Worked respectfully and professionally with Senior residents from varied ethnic backgrounds, genders and sexes

- Attended and positively participated in your job and interview skills classes

- Attended interviews with at least 3 potential employers in addition to your co-op work placement provider

- Demonstrated a strong desire to attain the position of a caregiver in Nova Scotia

- Successfully passed the Nova Scotia provincial licensing exam, which you are able to take up to 3 times





## Contact Us

If you would like to know more or if you have any questions, please contact us today.

We would be delighted to hear from you.

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+1 (902) 491 1526

Email:  
[cca@oxfordinternational.com](mailto:cca@oxfordinternational.com)

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\*\*\*All costs are shown as Canadian Dollars (CAD) and are correct at time of printing.  
These Canadian Dollar costs may change, and exchange rates vary into other currencies on a daily basis.

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