

Post-Secondary Education and Training:

A guide for volunteers as they help learners

1. **Post-Secondary Intake:** At the first meeting, discuss basic post-secondary information and fill out the intake form. Write down all the learner's answers to questions plus any additional information that would be useful.
2. **Career Assessment:** Choose from the three Career Assessments based on language level.
3. **Choose a Major:** Help learners to research an appropriate major. Use the personality assessments to help guide them toward information on several majors that fit with their interests.
4. **Choose a College, University or Training Program:** Learners should apply to at least one post-secondary institution. Contact the admissions to ask if the learners meet all criteria. Learners should try to visit the institution, meet with an advisor, or attend a class.
5. **Take Placement Tests:** Each institution has a different placement test. Call the admissions office for test times.
6. **Financial Aid:** FAFSA applications must be carefully filled out. Use the "FAFSA Facts" and "FAFSA Information" worksheets to help with this process.
7. **Scholarships:** Research and apply! *Learners who volunteer enhance their chances of being awarded a scholarship.*
8. **Extras:** Assist learners as they
 - ❖ Request Letters of Recommendation
 - ❖ Write a Resume or Cover Letter
 - ❖ Write an Essay
9. **Present Post-Secondary Folder:** Once learners have completed all the steps (make sure to check up on financial aid and admission!!), the final preparation is to give them a Post-Secondary Folder which includes important papers, a map of the institution, calendar, study tips, important numbers, etc.

Wish the student GOOD LUCK and CONGRATULATIONS!!