

## **Career & Academic Preparation Programs**

### **Access Programs**

Access Programs assist adults with disabilities to acquire and develop vocational, academic, work and life skills. Employment & Life Skills Training is offered at the Nanaimo campus, and the Employability Skills program is offered at the Cowichan campus. Additional programming may be offered at various campuses, subject to funding.

### **Employment & Life Skills Training Program**

(offered at the Nanaimo campus)

#### **The Program**

This program offers adults with a disability opportunities to learn new skills in the areas of:

- employment preparation; and/or
- personal management skills necessary for workplace and independent living; and/or
- job-specific vocational skills.

Students may customize a program by mixing and matching courses to create a program specific to their individual learning needs and interests and may attend full or part-time.

#### **Admission Requirements**

- Students must be at least 17 years of age.
- Assessment information and documentation of disability is required from the appropriate and relevant sources.
- A good match is necessary between student and program regarding goals, needs and resources.
- Literacy skills (at approx. grade 4-5 level) are required for most program course work. Exceptions may be considered on an individual basis where equivalent compensatory strategies are demonstrated.
- Suitability is determined by:
  - appropriate behaviour in classroom, vocational training, and the community;
  - commitment;
  - willingness to learn and participate in activities.

#### **How to Apply**

- Call the Employment & Life Skills Training program office at 250-740-6417 or 740-6425.
- Make an appointment for an interview.
- Complete an application form and provide required documentation.
- Participate in an intake interview.
- Obtain a "Permission to Register Form" from the Program Coordinator's office and take it to the Registration Centre.
- Discuss financial assistance with the Financial Aid & Awards office at 250-740-6423.

# Financial Support

Financial support is available to students in the Employment & Life Skills Training program. For more information, contact VIU's Financial Aid & Awards office, 250-740-6423.

## Program Outline

<b>Employment &amp; Life Skills Training Program</b>
<b>Year 1 - Courses</b>
ACCP 001 - (Program Orientation)
ACCE 021 - (Life Skills I)
ACCE 022 - (Health & Wellness I)
MATH 001 - (Math for Life and Work I )
ENGL 001 - (Reading for Life and Work I)
COST 011 - (Computer Basics I)
ACCE 023 - (Problem-Solving Seminar I)
ACCE 011 - (Job Readiness I)
ACCE 015 - (Tutorial Support I)
ACCE 031 - (Vocational Training I)

<b>Employment &amp; Life Skills Training Program</b>
<b>Year 2 - Courses</b>
ACCE 051 - (Job Readiness II)
ACCE 052 - (Communication)
ACCE 053 - (Service Industry Skills)
ACCE 061 - (Life Skills II)
ACCE 062 - (Health and Wellness II)
MATH 002 - (Math for Life and Work II)
ENGL 002 - (Reading for Life and Work II)
COST 015 - (Computer Basics II)
ACCE 063 - (Problem-Solving Seminar II)
ACCE 055 - (Tutorial Support II)
ACCE 054 - (Job Search Skills)
ACCE 071 - (Vocational Training II)
ACCE 074 - ( Supported Job Search)

## *Course Descriptions*

### **LEVEL ONE Courses**

Prerequisite for all Level One courses: Permission to register.

## **ACCP 001 Program Orientation**

An orientation to the campus and the program, overview of expectations, and preparation for study. Required for all new students.

## **ACCE 011 Job Readiness I**

Development of positive work habits and job readiness skills to meet employer expectations. Topics include safety work habits, attendance, grooming, following directions, work attitudes, self assessment, work and personal goal setting.

## **ACCE 015 Tutorial Support I**

Individualized instruction and tutorial support to meet individual learning needs.

## **ACCE 021 Life Skills I**

Development of life skills required for successful employment and independence. Topics include social skills, rights, responsibilities & choices, personal management skills, self-awareness, Superhost certification, customer service.

## **ACCE 022 Health & Wellness I**

Exploration of life style issues, making positive and responsible choices about health and wellness issues, assessing and using community resources, and self-advocacy, introduction to WHIMIS.

## **ACCE 023 Problem-Solving Seminar I**

Students participate in a twice weekly seminar to learn and practice effective problem-solving skills. Topics and discussion are based on issues and experiences arising from students' experiences.

## **ACCE 031 Vocational Training I**

Exploration and career development through supervised work experience in a variety of service sector settings. Transferable work skills--safety, work habits, team skills, workplace literacy. Opportunity to assess skills and interests by working with people, things, and data. Completion of a vocational assessment/portfolio and goal plan.

## **COST 011 Computer Basics I**

Development of basic computer skills, focusing on hardware, software, internet safety, e-mail, basic terminology, using the mouse, basic keyboarding, and word processing. Student projects such as a newsletter.

## **ENGL 001 Reading for Life and Work I**

Basic reading skills required for independent living and in preparation for employment. Topics may include reading, writing and following instructions and directions; understanding labels on food, clothing, products and medicines; interpreting signs and notices; reading and understanding guidelines and regulations; safety signs/recognition.

## **MATH 001 Math for Life and Work I**

Fundamental math skills focusing on basic skills required for independent living and in preparation

for employment. Topics include money management, schedules and timetables; comparison shopping; organizational skills and time management; basic math skills; measurement--using recipes; introduction to map reading.

## **LEVEL TWO Courses**

Prerequisite for all Level Two courses: Passing grade in Level One prerequisites or equivalent, approval and permission to register.

### **ACCE 051 Job Readiness II**

Continuation of ACCE 011. Topics include employability skills, career goal setting, skills and barriers, employment standards, union memberships, labour market. Emphasis on team skills.

### **ACCE 052 Communication**

Development of communication skills required in the workplace including verbal and non-verbal communication, listening, written communication. Learn and practice of successful interview skills.

### **ACCE 053 Service Industry Skills**

Development of specific skills for work in a variety of settings in the service industry. Certificates are offered including Food Safe, Serving It Right, and First Aid.

### **ACCE 054 Job Search Skills**

Development of effective job search skills and strategies including resumes, references, networking, job leads, telephone and in-person contacts, interviews, letters and applications.

### **ACCE 055 Tutorial Support II**

Individualized instruction and tutorial support to meet individual learning needs.

### **ACCE 061 Life Skills II**

Continuation of ACCE 021. Topics include problem solving, decision making, boundaries and conflict resolution within a variety of relationships.

### **ACCE 062 Health and Wellness II**

Continuation of ACCE 022. Topics include goal setting for health, traditions and celebrations, leisure skills, preparing for coping with transition and change, emergency First Aid and CPR B, community services.

### **ACCE 063 Problem-Solving Seminar II**

Students participate in a twice weekly seminar continuing to learn and practice effective problem-solving skills introduced in the Level I course. Topics and discussion are based on issues and experiences presented by students.

### **ACCE 071 Vocational Training II**

Hands-on training in specific entry level job skills, transferable work skills, career development,

vocational assessment/goals and portfolio development. Independent work experience and connections with employers.

## **ACCE 074 Supported Job Search**

Job search techniques supported with a supervised work experience.

## **COST 015 Computer Basics II**

Continuation of COST 011. Topics include Windows 2000, word processing, advanced keyboarding--using shortcuts, cover letters, internet/e-mail. Students create program yearbook.

## **ENGL 002 Reading for Life and Work II**

Continuation of ENGL 001. Topics include reading for independent living and the workplace.

## **MATH 002 Math for Life and Work II**

Continuation of MATH 001. Topics include personal money management, budgeting, banking skills, consumer math, basic math skills for the workplace.

# **Employability Skills Program**

(offered at the Cowichan Campus)

## **The Program**

This part-time program combines classroom instruction and work-site training. It offers adults with disabilities opportunities to learn new skills in the areas of:

- employment preparation;
- personal management skills required for workplace and independent living;
- developing an individual vocational plan.

Students may be permitted to take individual courses or program components if space is available.

## **Admission Requirements**

- Students must be at least 18 years of age.
- A medical form must be submitted to indicate an applicant will not be at risk by participating in the program.
- Assessment documentation will be required to determine the level and type of disability.
- A basic literacy level and ability to work semi-independently are generally necessary in the majority of program course work.
- Suitability for enrolment and course selection is determined by an intake interview.

## **Program Outline**

<b>Employability Skills Program</b>
<b>Year 1 - Courses</b>
ACCE 025 - (Skills for Life and Work I)
ACCE 022 - (Health & Wellness I)
ENGL 001 - (Reading for Life and Work I)
MATH 001 - (Math for Life and Work I)
ACCE 011 - (Job Readiness I)
ACCE 019 - (Tutorial I)
ACCE 037 - (Worksite Training I)

<b>Employability Skills Program</b>
<b>Year 2 - Courses</b>
MATH 002 - (Math for Life and Work II)
ACCE 051 - (Job Readiness II)
ACCE 052 - (Communication)
ACCE 065 - (Skills for Life & Work II)
ACCE 056 - (Job Search Skills)
ACCE 059 - (Tutorial II)
ACCE 038 - (Worksite Training II)
ACCE 039 - (Worksite Training III)

## **Course Descriptions**

### **YEAR 1 Courses**

#### **ACCE 011 Job Readiness I**

Development of positive work habits and job readiness skills to meet employer expectations. Topics include safety work habits, attendance, grooming, following directions, work attitudes, exploration of labour market and working conditions, self assessment, work and personal goal setting.

*Prerequisite: Assessment and permission to register.*

#### **ACCE 019 Tutorial I**

Individualized instruction and tutorial support to develop self-awareness and build an individual vocational plan.

*Prerequisite: Assessment and permission to register.*

#### **ACCE 022 Health & Wellness I**

Exploration of life styles issues, making positive and responsible choices about health and wellness issues, assessing and using community resources, and self-advocacy.

*Prerequisite: Assessment and permission to register.*

## **ACCE 025 Skills for Life and Work I**

Development of life skills required for successful employment and independence. Topics include social skills, self-esteem, self-awareness and their relation to career choices.

*Prerequisite: Assessment and permission to register.*

## **ACCE 037 Worksite Training I**

Hands-on, practical training in work habits, and practice in supervised work experiences in a variety of settings. Completion of a vocational assessment of skills, interests and abilities.

*Prerequisite: Assessment and permission to register.*

## **ENGL 001 Reading for Life and Work I**

Basic reading skills required for independent living and in preparation for employment. Topics may include labels, directions, survival vocabulary, looking up information.

*Prerequisite: Assessment and permission to register.*

## **MATH 001 Math for Life and Work I**

Fundamental math skills focusing on basic skills required for independent living and in preparation of employment. Topics include basic math functions, time management, measurements, handling money.

*Prerequisite: Assessment and permission to register.*

## **YEAR 2 Courses**

### **ACCE 051 Job Readiness II**

Continuation of ACCE 011. Topics include teamwork, employability skills, working with others, solving problems, time management, strategies for dealing with disabilities/abilities in the workplace.

*Prerequisite: Assessment and permission to register.*

### **ACCE 052 Communication**

Development of communication skills required in the workplace including verbal and non-verbal communication, listening, written communication, telephone skills. Learning and practice of successful interview skills.

*Prerequisite: Assessment and permission to register.*

### **ACCE 056 Job Search Skills**

Development of effective job search skills and strategies including resumes, references, networking, job leads, telephone and in-person contacts, interviews, letters and applications.

*Prerequisite: Assessment and permission to register.*

## **ACCE 065 Skills for Life and Work II**

Continuation of ACCE 025. Topics include problem solving, decision making, anger management and conflict resolution within a variety of relationships.

*Prerequisite: Assessment and permission to register.*

## **ACCE 038 Worksite Training II**

Continuation of ACCE 037, building increased independence and exposure to a variety of work settings.

*Prerequisite: Assessment and permission to register.*

## **ACCE 039 Worksite Training III**

Supervised and supported individual work placements providing opportunity to apply and practice skills for employment with increasing independence.

*Prerequisite: Assessment and permission to register.*

## **ACCE 059 Tutorial II**

Individualized instruction and tutorial support to meet individual learning needs and develop transition/exit plans.

*Prerequisite: Assessment and permission to register.*

## **MATH 002 Math for Life and Work II**

Continuation of MATH 001. Topics include personal money management, budgeting, banking skills, consumer math, basic math skills for the workplace.

*Prerequisite: Assessment and permission to register.*

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