

## **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)

# 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)