

## **Academic and Career Preparation Programs**

# **Workplace Essential Skills and Training Program**

- **2-Year Program (6 modules - 11 weeks each)**
- **Program Fees**
- **Apply for Admission: Application Form**

## **The Program**

The program is specifically designed for students with developmental and cognitive disabilities and is designed to assist students development with personal, interpersonal, and employment skills required to obtain and maintain employment. The overarching program goal is for the students to gain skills necessary to foster personal growth and independence.

The full non-credit certificate program is comprised of 6 modules (33 courses and 6 practicums) and will be delivered over two years; however, students will obtain a statement of completion for completing specific modules. Students can also take longer than two years to complete the program if they are unable to enroll into the six modules within the 2 year time frame.

Student learning will be evaluated in each course. Students are expected to be able to demonstrate, at the very least, an acceptable level of competence (50% or greater) for identified course objectives. Competencies will be measured and graded through the use of a variety of evaluation tools (i.e. assignments, group work, tests, role-plays and demonstrations, etc). Grades (both letter and numerical) will identify levels of competency as per VIU' grading scale.

## **Career Opportunities**

Customer Service, Retail, Hospitality, Food Industry, Senior Care, and Child Care.

## **Admission Requirements**

The program is designed for adults with special needs who are ready to commit to learning and enhancing their skills. Admission to the program requires the following requirements:

- High school graduation or completion of certificate; or
- Minimum 17 years of age and out of high school for at least one year.

In addition, students must also meet the following criteria:

- Diagnosis or history that identifies a difficulty with learning or a documented disability.
- Ability to attend classroom and practicum independently.
- Demonstrate the skills to perform program related tasks with strength and endurance.

## ***Notes on Admission***

A criminal record check may be required for some modules. An interview will be required to ensure suitability for entrance into the program.

## Start Date and Application Deadline

The program starts every September and applications for admission are accepted on an ongoing basis.

## Program Outline

<b>Semester 1 (11 weeks)</b>
<b>Module 1 - Workplace Foundations*</b>
WPF0 001 - (Personal Development Skills)
WPF0 002 - (Attitudes on the Job)
WPF0 003 - (Workplace Safety)
WPF0 004 - (Introduction to Computers: Internet, Email & Social Networking)
WPF0 005 - (Student Success)
WPF0 006 - (Workplace Foundations Practicum)
<b>Module 4 - Transition to Independence**</b>
TRIN 001 - (Serving It Right)
TRIN 002 - (Workplace Documents)
TRIN 003 - (Workplace Safety)
TRIN 004 - (Workplace Writing)
TRIN 005 - (Intro to PowerPoint)
TRIN 006 - (Workplace Literacy Seminar)
TRIN 007 - (Transition to Independence Practicum)

\* Classes for Module 1 are Monday, Wednesday, Friday with practicums on Tuesday and Thursday.

\*\* Classes for Module 4 are Tuesday, Thursday, Friday with practicums on Monday and Wednesday.

<b>Semester 2 (11 weeks)</b>
<b>Module 2 - Customer Service*</b>
CUSV 001 - (Problem Solving Seminar)
CUSV 002 - (Employment Standards & Human Rights)
CUSV 003 - (Numeracy Applications)
CUSV 004 - (Workplace Communications)
CUSV 005 - (World Host)
CUSV 006 - (Introduction to MS Word)
CUSV 007 - (Customer Service Practicum)
<b>Module 5 - Community Connections**</b>
CMCN 001 - (Building Support Systems)
CMCN 002 - (Math for Independence)
CMCN 003 - (Next Steps: Transitional Planning)
CMCN 004 - (Becoming a Citizen of the World)
CMCN 005 - (Computers: Community Research)
CMCN 006 - (Community Connections Seminar)
CMCN 007 - (Community Connections Practicum)

\* Classes for Module 2 are Monday, Wednesday, Friday with practicums on Tuesday and Thursday.

\*\* Classes for Module 5 are Tuesday, Thursday, Friday with practicums on Monday and Wednesday.

<b>Semester 3 (11 weeks)</b>
<b>Module 3 - Retail &amp; Food Services*</b>
REFS 001 - (Retail Math)
REFS 002 - (Food Safety: Food Safe)
REFS 003 - (World Citizens: Food Issues)
REFS 004 - (Food Service Skills Application)
REFS 005 - (Advanced Word)
REFS 006 - (Retail and Food Services Seminar)
REFS 007 - (Retail and Food Services Practicum)
<b>Module 6 - Skills for Independence**</b>
SKIP 001 - (Linking Learning to Life)
SKIP 002 - (Strategies For Employment)
SKIP 003 - (Living On Your Own)
SKIP 004 - (Intro to Excel/Database)
SKIP 005 - (Skills for Independence Practicum)

\* Classes for Module 3 are Monday, Wednesday, Friday with practicums on Tuesday and Thursday.

\*\* Classes for Module 6 are Tuesday, Thursday, Friday with practicums on Monday and Wednesday.

Archived: July 3, 2012