

Archived: September 9, 2021

## Academic and Career Preparation and High School Equivalency (ABE) Programs

### Employability Skills Program

**Credential:**

Non-Credit

#### 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.

#### 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)

#### 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.

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