

Application Process

1. Complete admissions package (available at Registrar's office or on our website)
2. Participate in an intake interview and assessment with program faculty
3. Demonstrate a keen interest in the chosen training area or have prior work experience
4. Provide documentation of a disability

When Should You Apply?

This program starts in September and has limited enrolment. Submit your completed application package to the Admissions Office (OM 1155) in January or February to avoid disappointment, particularly if financial assistance is required.

How much will it cost?

- > Monthly cost is approximately \$400
- > Textbook and supplies are approximately \$200
- > Students require appropriate clothing and footwear for each training area

Financial Aid

Students requiring financial assistance should apply at the time of their initial interview. Financial grants, scholarships and bursaries are available.



Contact us today!

Education and Skills Training Office

Old Main Building – Room 2465
Thompson Rivers University (TRU)
900 McGill Road, Box 3010
Kamloops, BC V2C 5N3

Leslie Killoran

Program Secretary

Phone: 250.828.5291

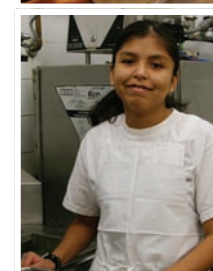
Email: estr@tru.ca

or

Lois Peters

Instructor

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Career options for everyone

OPTION 1 **Career Exploration**

Skills Training

- > Retail Worker
- > Kitchen Assistant
- > Automotive Assistant

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Education and Skills Training

Certificate Program

The Education and Skills Training Program provides students with cognitive disabilities knowledge about future employment opportunities and training in a specific area. During the full-time, nine-month program students divide their time between classes, labs and work placements.

Core Classes

- › Communications
- › Employability Skills
- › Workplace Health and Safety
- › Job Search

Students can also attain the following additional certifications:

- › SuperHost
- › WHMIS
- › Winning Label
- › Food Safe



Apply now to one of these skills training options!

Career Exploration Option

Students explore entry level employment options, complete core courses and two work experience placements.

Students learn:

- › Safe work practices
- › Employer expectations
- › Teamwork
- › Basic computer skills
- › Self and community awareness
- › Basic entry level job skills

Upon completion students may move on to Skills Training, other educational programs or go directly to entry-level employment.

Skills Training Programs

Kitchen Assistant

Students train in TRU kitchens and cafeterias.

Students learn:

- › Basic deli preparation methods
- › Use of basic kitchen machines and utensils
- › Portioning and presentation of food
- › Dishwashing procedures
- › Kitchen cleanup and sanitation
- › Safe work practices

Graduates are prepared for employment in restaurants, fast-food outlets, institutional kitchens and catering businesses.

Retail Worker

Students receive training in the TRU bookstore and warehouse.

Students learn:

- › Customer service and human relations
- › Warehouse procedures
- › Facing, pricing, stocking shelves and displaying
- › Pricing and inventory procedures
- › Security measures
- › Safe work practices

Graduates are prepared for employment in warehouses, grocery stores, department stores and customer service areas.

Automotive Assistant

Students receive training in the TRU automotive lab.

Students learn:

- › Basic vehicle inspection and service
- › Shop cleanup
- › Tool identification, use and maintenance
- › Exterior and interior detailing
- › Teamwork
- › Safe work practices

Graduates are prepared for employment in auto wreckers, service stations, repair shops, tire shops, equipment rental and detail shops.