

Program Description

The ESTR WL program is a nine-month career exploration certificate program designed for students with disabilities or learning difficulties who do not yet have the academic qualifications for academic university programs. Students develop specific job and job readiness skills while improving their functional reading, writing, math and communication skills. The program is individualized to meet student needs and includes opportunities for work experience in the community.

Next Intake

September 2019

ESTR WL starts in September every year with limited enrolment. We recommend applications be submitted early and no later than May 1. Applications may continue to be accepted as space permits.

Admission Requirements

To be considered for admission, we require the following:

- Applicants must be 18 years of age on or before October 1 of the year of entry
- A completed application package must be sent to TRU Williams Lake Admissions (in-person, or by email to wladmissions@tru.ca), including:
 - Official high school transcripts (in an unopened/sealed envelope, or sent directly to TRU Williams Lake Admissions from your school or district as a PDF, or sent directly from the Ministry of Education)
 - Completed reference letter form (provided below)
 - Completed work and volunteer experience form (provided below)
 - Paid application fee of \$29.25
- Documentation of disability (e.g. psychoeducational assessment) to be brought to the applicant interview

We accept a wide range of students based on our review of the above documentation. Qualified applicants will be scheduled for an in-person interview. The factors we consider in our selection are: communication ability, attitude and a desire to work, ability to complete work without direct supervision, independence and previous work or volunteer experience, ability to arrange and manage own transportation to and from TRU Williams Lake and work placements.

How to Apply

There are two ways to submit a TRU application form: by printing and filling in the paper [TRU Application Form](#) or you may apply online via [Education Planner BC website](#) (the latter method requires payment with credit card).

Funding and Support Services

The [Adult Upgrading Grant \(AUG\)](#) provides need-based grants for BC residences who wish to access preparatory and secondary level courses, including the ESTR WL certificate. This grant can provide funding for direct educational costs such as tuition, books and supplies. It is **permissible and encouraged that applicants apply for AUG funding** in order to be granted a tuition fee deposit waiver. All AUG applications require social insurance number information, all questions must be answered, proof of income document is mandatory and it must be completed in pen. **Completed AUG applications are to be submitted to the Student Awards and Financial Support office at 250-828-5024 or awards@tru.ca.**

Indigenous students are encouraged to contact TRU Williams Lake's Gathering Place (indigenous student services) at 250-392-8179). Visit the TRU Williams Lake website, tru.ca/williamslake for information regarding various support services, including accessibility services, counselling, sponsorship and student housing options.

REFERENCE LETTER

Name of applicant _____

Phone

Name of referee _____

No.

Referee address _____

Referee email _____

1. A) In what capacity do you know the applicant?

B) How long have you known the applicant?

2. Please comment on the applicant's abilities in the following areas:

A) Communication skills (written and verbal)

B) Ability to work independently (on their own and without direct supervision)

C) Ability to follow directions

D) Ability to manage their own transportation to and from the workplace

E) Ability to demonstrate a healthy lifestyle (i.e. stress management, emotional stability, appropriate personal boundaries)

3. What are the applicant's strengths?

4. What are the applicant's challenges?

5. What entry-level jobs would be suitable for this applicant?

6. Other comments (e.g. barriers to completing program, work or volunteer experience, special circumstances)

Signature: _____

Date: _____

WORK or VOLUNTEER EXPERIENCE

*Please provide information about your most recent work or volunteer experience.
Please ensure this form is completed and returned to TRU WL admissions.*

Name of applicant: _____ TRU student ID (if known): _____

Name of placement, business or organization: _____

How long were you there? _____

Duties or activities: _____

Name of placement, business or organization: _____

How long were you there? _____

Duties or activities: _____

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How long were you there? _____

Duties or activities: _____

Signature: _____ Date: _____