



Education & Skills Training (ESTR) *Certificates*

Career options for everyone

The Education and Skills Training (ESTR) program enables students with diverse abilities to develop skills, knowledge, and experience required for future employment.

We offer certificates in:

- Career Exploration
- Kitchen Assistant
- Retail Assistant

All certificates run September to May and involve a combination of classroom study, experiential learning, and practicum placements.

***Certificate offerings may vary annually.*

tru.ca/estr

ADMISSION PROCESS

Complete admissions package (available at tru.ca/estr)

Participate in an intake interview

When should you apply?

The ESTR program has limited enrollment. Submit your completed application package to the TRU Admissions Office (OM1155) early to be considered for the next academic year. Deadline to apply is May 1.

Criteria

Our primary considerations are:

- Attitude and a desire to work
- Independence and previous work or volunteer experience
- Literacy level and reading comprehension

How much will it cost?

- Tuition, per certificate: \$3,500*
- Textbooks and supplies: \$300*

*approximately

Financial Aid

The Adult Upgrading Grant (AUG) provides need-based grants for BC residents who wish to access preparatory and secondary level courses, including the ESTR program. This funding can provide funding for direct educational costs such as tuition and books/supplies. For information and application, visit: tru.ca/awards/government-programs/adult-basic-education

VISION

Career Options for Everyone.

MISSION

ESTR provides education and training opportunities for students with support needs to develop essential workplace skills.

VALUES

Inclusion and partnership
Excellence and innovation
Sustainability and growth
Support and advocacy
Community and service to others

WHO CAN I TALK TO?

UEPrep Program Advisor

250-371-5593 | ueprepadvising@tru.ca

ESTR Coordinator

Jane Horton
250-828-5295 | jhorton@tru.ca

Future Students

250-828-5006
futurestudents@tru.ca | estr@tru.ca

CAREER EXPLORATION

Students explore entry level employment options and gain valuable work experience with local businesses.

Students learn:

- Customer service
- Communication skills
- Employer expectations
- WHMIS
- Job search strategies
- Self and community awareness
- Workplace health and safety
- Teamwork

Upon completion students may go on to the Kitchen Assistant or Retail Assistant Certificates, other educational programs, or directly into entry-level employment.

KITCHEN ASSISTANT**

Students train in TRU kitchens.

Students learn:

- Customer service
- Food preparation methods
- Set-up and organization of a kitchen
- Creating edible products, portioning, and packaging
- Kitchen cleanup and sanitation
- Food Safe Level 1 and safe work practice
- Teamwork

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

RETAIL ASSISTANT **

Students train in TRU retail and warehouse areas.

Students learn:

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

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

**Applicants with prior learning or work experience may be accepted directly into the Kitchen or Retail Assistant Certificates.

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