



**THOMPSON  
RIVERS  
UNIVERSITY**

## 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.

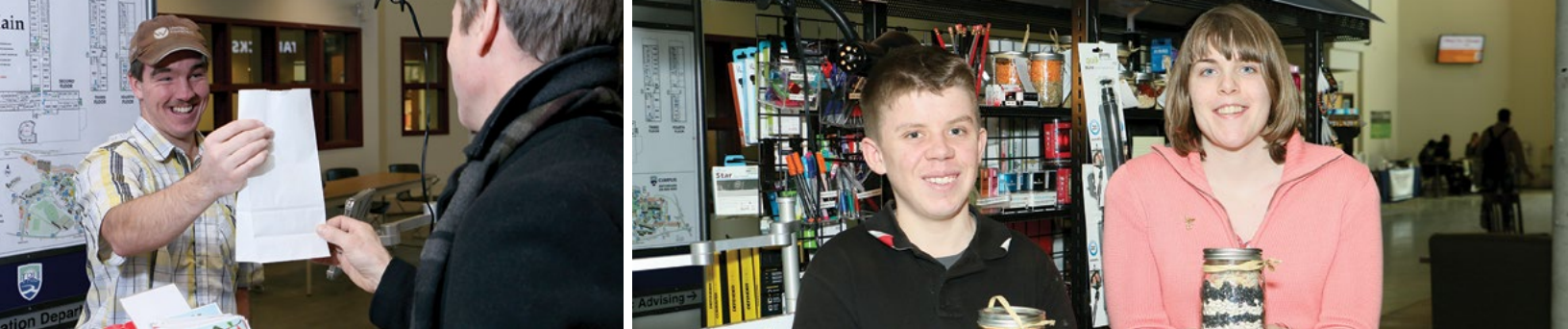
#### WE OFFER CERTIFICATES IN:

- Career Exploration
- Kitchen Assistant
- Retail Assistant
- Automotive Assistant

Certificate offerings may vary annually.

All certificate program areas run September to May and involve a combination of classroom study, hands-on learning, and work experience placement.

[tru.ca/estr](https://tru.ca/estr)



## CONTACT US

Education and Skills Training Office  
Old Main Building – Room 2465

Thompson Rivers University  
805 TRU Way  
Kamloops, BC V2C 0C8

For more information:  
250.828.5290  
estr@tru.ca  
[tru.ca/estr](http://tru.ca/estr)



## Admission Process

Complete admissions package  
(available at [tru.ca/estr](http://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.

### 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:  
<https://www.tru.ca/awards/government-programs/adult-basic-education.html>

## 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 the Kitchen Assistant, Retail Assistant, Automotive Assistant, 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.

## AUTOMOTIVE ASSISTANT \*\*

Students train in the TRU automotive lab.

Students learn:

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

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

[tru.ca/estr](http://tru.ca/estr)

\*\*Applicants with prior learning or work experience may be accepted directly into Kitchen, Retail or Automotive Assistance Certificate programs.