

Education and Skills Training Certificate (ESTR)

2017/18 ADMISSION INFORMATION

Program Description

The ESTR Program is a full-time, 9 month program that provides students with a disability the practical knowledge about future employment opportunities. Students can choose between a general course of study and/or targeted skills courses in: Automotive, Kitchen, and Retail. Students will divide their time between the classroom, field experiences and work experience. All students will complete academic and employment skills classes and will train in specific areas on campus. Students are integrated into normalized working environments for the practicum portion of the program. The program can be completed on a part-time basis and is individualized to meet the student's needs and interests.

Intake Date

This program starts in September with limited enrolment. We recommend applications be submitted by the end of: **FEBRUARY 2017**. Late applicants may be considered if space permits.

Admission Requirements

- Applicants must be 18 years of age on or before October 1 of the year of entry.
- Must have an identified disability that impairs learning (documentation is required).
- Must be able to work in a classroom setting without a personal aide.
- Must be able to follow oral instructions.
- Must be able to complete work without direct supervision.
- Must arrange and manage their transportation to and from TRU work placements.
- Provide one reference (form enclosed).
- Provide documentation of work related experience (form enclosed).
- Participate in a program readiness interview.

Applicants must meet the ESTR Career Exploration requirements, general Admission requirements noted above and any additional requirements listed for their specific program of choice.

Career Stream Choices

Students may be interested in pursuing one of the three career stream choices available which are; Kitchen, Automotive, and Retail Skills Training (Program selection may vary yearly).

Kitchen, Automotive & Retail Skills Admission Requirements

- 40 hours of documented volunteer or work experience in their chosen field.
- Successful assessment of reading vocabulary and comprehension at a Grade 4 level.

Retail Admission Requirements

- Successful assessment of money counting ability up to \$50.00

Automotive Admission Requirements

- Students pursuing the automotive stream must supply their own safety glasses and CSA approved steel toed work boots.

Interview Information and Procedure

Once you have completed the application and submitted all forms, you will be contacted by the University & Employment Preparation Department to set up an interview time. Interviews usually occur in May/June. At the interview, the ESTR Faculty will determine if the program is right for you. Reading and money skills may also be assessed.

Attendance Requirements

Students are expected to attend classes regularly. A student who does not attend regularly may be withdrawn from the program. You may visit the TRU Index of Policies (Student Attendance ED3-1) at www.tru.ca/policy/allpolicy.

Certification

Students who achieve 80% of the listed competencies in each of the courses and who demonstrated good attendance will receive a TRU Certificate. Students who have met the attendance requirement and have demonstrated good effort, but have not achieved 80% of the listed competencies will receive a Non-Credit Certificate of Completion

Support Services

For financial support please contact the Student Awards and Financial Aid office at 250-828-5024 or email Finaid@tru.ca. Aboriginal students are encouraged to contact TRU's Cpluk'w'ten (Aboriginal Services) at 250-828-5277 or aboriginal@tru.ca. Visit the TRU home page at www.tru.ca/services for information regarding various support services, including Disability Services, Counselling, Sponsorship and Student Housing.

How to Apply

Fill out a TRU application and submit with fee payment of **\$28.12** cheque or money order is acceptable, include the required forms, mail or drop off your application to;

TRU Admissions

900 McGill Road
Kamloops, BC V2C 0C8
Phone: 250-828-5036
Fax: 250-371-5960
Email: admissions@tru.ca

ESTR Program Contact

Lois Peters, Faculty
Phone: 250-828-5298 Email: lpeters@tru.ca



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Applicant Check List

Education and Skills Training Program
University & Employment Preparation
Faculty of Human, Social, & Educational Development

Please read the Admission Package completely and submit required documentation as completed.

- Complete TRU Application form and pay \$28.12 application processing fee.
- Supply TRU Admissions with official transcripts from your High School and with any Work Experience evaluation forms that you have received.
- Provide TRU Admissions with a current Reference Form (supplied in application package).
- Complete the Work Experience Form (supplied in application package).
- Supply TRU admissions with documentation of disability.

Following the completion of your Admission's Package, and once interview dates have been set, you will be notified, by mail, of the date and time of your interview.



**THOMPSON RIVERS
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Reference Form

Education and Skills Training Program
University & Employment Preparation
Faculty of Human, Social, & Educational Development

This Reference Form should be filled out by someone who has known you in the past 2 years and knows you because they have been you're:

Work Experience Supervisor, or

Volunteer Work Supervisor, or

Learning Assistant Teacher, or

Teacher or Counselor, or

Social Worker, or

Band Elder, or

Employer

This person cannot be a family Member.



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Reference Form

Education and Skills Training Program
University & Employment Preparation
Faculty of Human, Social, & Educational Development

It is the applicant's responsibility to ensure that the reference form is returned to TRU Campus Admissions.

Name of Applicant: _____

Name of Referee: _____ Phone #: _____

Address: _____

1. a) How do you know the applicant? (In what capacity)

b) How long have you known the applicant?

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

a) Communication skills (written & 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 a workplace.

e) Demonstrates a healthy lifestyle (i.e. Stress management, emotional stability, appropriate personal boundaries).

3. What do you see as the applicant's strength and/or areas needing improvement?

4. General comments (i.e. Barriers to completing program, working or volunteering, any special circumstances).

Signature: _____ Date: _____



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Work or Volunteer Experience

Education and Skills Training Program
University & Employment Preparation
Faculty of Human, Social, & Educational Development

Applicant Name: _____

Please fill in this form with information from your most recent work experience or volunteer placements.

It is the applicant's responsibility to ensure that this form is returned to TRU Campus Admissions.

Name of Placement _____

Length of Placement (how long were you there?)

Jobs done on this placement

Name of Placement _____

Length of Placement (how long were you there?)

Jobs done on this placement

Name of Placement _____

Length of Placement (how long were you there?)

Jobs done on this placement

