



Education and Skills for Employment Program (ESEP) Program Outline

PROGRAM IMPLEMENTATION DATE: January 2017
OUTLINE EFFECTIVE DATE: September 2022
PROGRAM OUTLINE REVIEW DATE: March 2027

GENERAL PROGRAM DESCRIPTION:

The Education and Skills for Employment Program provides a post-secondary experience for adult learners with cognitive disabilities. Students will have opportunities to learn workplace skills, to demonstrate employment readiness skills, and to explore opportunities for future learning and employment in our local communities. Students will have an interactive classroom experience as well as participate in work placements.

Throughout the courses in the program, students will develop

- communication skills;
 - job exploration skills;
 - employability skills;
 - technology skills;
 - interpersonal skills;
 - numeracy skills;
 - personal awareness skills;
 - nutrition/food prep skills;
 - health and safety skills;
 - customer service skills.
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Program Information:

Program Completion and Employment Opportunities: Depending on the skills acquired by the students, they may exit to competitive employment, supported work, volunteer positions or further specific skills training. Types of employment will range according to student ability, interest, and local labour market influences.

Certificate: Students who successfully complete all the required courses will receive a Certificate of Achievement.

Delivery: This program is delivered face to face.

COTR Credits: N/A

Hours for this program: minimum 480 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	115
and	
Guided Practice minimum	245
On-the-job Experience Hours up to	120
Complete Program Total	480

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience up to	120
Formal Work Experience	
Other (Instructional hours)	
Total	120

Other Contact Hours:

- Guided Practice

Program Outline Author or Contact:

Paul Brady, MA, BAEd, PID

Signature

APPROVAL SIGNATURES:

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Department Head Signature

Dean Signature

EDCO

Valid from: September 2022 - March 2027

Education Council Approval Date

PROGRAM PREREQUISITES AND TRANSFER CREDIT:

Admission Requirements:

To be admitted to the Education and Skills for Employment Program, students must:

- be at least 18 years old
- have an identified and documented cognitive disability

Evidence of a documented cognitive disability could be one of the following:

- a psych-educational assessment
- a copy of an IEP or transcript including the school's assessment
- documentation of disability from a medical specialist
- a Person with Disability Designation (PWD)

Students are also required to have:

- successfully completed an interview and an assessment test
- emotional stability – have no behavioural or emotional issues that would significantly interfere with the learning environment
- the ability to learn individually and participate in a group setting
- the ability and desire to work at a job

Students who don't have the appropriate documentation may be admitted **conditionally** on the recommendation of the instructor with the approval of the department head.

Flexible Assessment (FA):

Credit can be awarded for this course through FA

Yes

No

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Education and Skills for Employment Program

Course Name	Hours
ESEP 001 Communication Skills for Life and Employment	120
ESEP 002 Money and Math Skills	45
ESEP 003 Job Exploration and Readiness	55
ESEP 004 Occupational Skills and Work Experience	170
ESEP 005 Personal and Occupational Health, Wellness and Safety	50
ESEP 006 Job Search Skills	30
Total	480

COURSE GRADE:

Course grades are assigned as follows: (Students must have a COM in all courses to receive the certificate.)

Students are expected to meet or exceed their present level of job readiness. Punctuality and regular attendance in all scheduled classes is critical to student success. A high level of participation, motivation and interest in the course work and a positive attitude in feedback and evaluation situations are part of the evaluation and assessment process. Students are expected to demonstrate effective coping skills, problem solving strategies and appropriate communication skills in all class activities. Students are expected to maintain the highest level of personal hygiene and dress 'for the interview' for each classroom session.

A completion of 75% or higher is required.

COM	Completed to defined standard
NCG	No Credit Granted

COURSE DESCRIPTIONS:

ESEP 001 - Communication Skills for Life and Employment

In this course, students learn the skills necessary to communicate effectively. Students will read, write, speak, and listen as a means to develop purposeful skills in preparation for finding and maintaining employment. Students must demonstrate a high level of participation, motivation and interest in the course work and a positive attitude in feedback and evaluation. Students will learn effective coping skills, problem solving strategies and appropriate communication skills in all class activities. Students also actively participate in a number of activities to help them address challenges associated to a greater level of independence.

ESEP 002 - Money and Math Skills

This course helps students develop math skills related to employment and basic personal finances including budgets, taxes, and payroll. Students practice basic math operations related to real life circumstances and problem solving with a variety of assignments and activities.

ESEP 003 - Job Exploration and Readiness Skills

In this course, students determine their personal preferences for jobs, research the skills and education required for these jobs, complete various inventories/assessments related to the education and experience required for these jobs, participate in goal planning, and develop workable strategies in preparation to obtain employment. In addition, students will become aware of their rights as workers and citizens of BC and Canada.

ESEP 004 - Occupational Skills and Work Experience

This course provides students with in-class experiential instruction combined with practical work experience. Students are supported in job shadowing situations and /or actual work placement assignments. Since this course has a work experience component, the jobs students participate in will vary depending on availability and location. The classroom component of the course may touch on jobs such as kitchen help, ground maintenance, janitorial, retail, information technology, and clerical. As well, students will apply appropriate interview strategies in an authentic workplace interview, use suitable workplace communication and attire, and apply effective workplace safety procedures.

ESEP 005 - Personal and Occupational Health, Wellness, and Safety

This course focuses on helping students identify and describe personal attributes, strengths and challenges related to personal and occupational health and safety. Students develop personal learning strategies, coping strategies to deal with change, and identify common stressors and strategies for stress management. Students will complete FoodSafe and WHMIS certificates. They will also participate in a First Aid awareness course.

ESEP 006 - Job Search Skills

This course is intended to guide students through a personal job search. After participating in Occupational Skills and Work Experience 004, students will update their resumes and look for their own job. In order to do this assignment, students will learn networking skills as well as how to use community resources.