

**NORTHERN LIGHTS COLLEGE
REGISTRAR'S OFFICE
PROGRAM INFORMATION AND COMPLETION GUIDE**

**Program Name: Pre-Employment Workplace Essential Skills
Credential/Certification: Certificate in Pre-Employment Workplace
Essential Skills
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Program Description: The Pre-Employment Workplace Essential Skills program offers pre-vocational training for youth and adults. The program includes the TOWES (Test of Workplace Essential Skills) to assess the student's essential skill level and a variety of learning opportunities designed to increase literacy, employability, and essential skill levels of people preparing to enter the workforce.

Admission Requirements:

The student must:

- be 17 years of age (or have a special arrangements with the School District(s) and/or Instructor) and have a minimum working literacy level of Grade 5

Length of Program: (weeks and total hours)

18 weeks & maximum 271.5 hours

(Workforce Training courses constitute additional, optional hours)

Program Intake: (start/finish dates)

September - February;

February - June

Available Seats: 15 per intake

Application Deadline: Up to one month prior to intake start. For late applications, please contact the program instructor.

Career Prospects:

Students will exit the program with the qualifications for entry level positions in a variety of fields. In addition graduates from the program will have training in the nine essential skills to meet the requirement level of the Human Resources and Social Development Canada (HRSDC) National Occupational Classification and the Conference Board of Canada Essential Skills.

Affiliations/Partnerships:

Bow Valley College, Calgary, Alberta

Location: Dawson Creek

Additional Requirements/Supplies: (fees, supplies, materials)

Application Fee (if applicable).

Students may choose one or more of the following Workforce Training courses pertaining to their occupational choice for the work-experience course:

- First Aid level 1
- H2S Alive
- Workplace Hazardous Materials Information System (WHMIS)
- General Oilfield Driver Improvement (GODI)
- Petroleum Safety Training (PST)
- FoodSafe Level 1
- Traffic Control Person

Please contact Student Services for current tuition fee information relating to Workforce Training courses.

Eligibility for Canada Student Loans: (Yes or No)

No

Required Minimum Grade: (overall and/or minimum within a course)

Courses are graded as Pass or Fail. A Passing grade requires 50% for WPES 002 Literacy, WPES 003 Numeracy, WPES 004 Workplace Communications, and WPES 007 in the Workplace. A passing grade of 60% is required for WPES 005: Employment

Training. Please see course outlines for pass requirements of Workforce Training courses.

Residency Requirement: (percentage of courses which must be taken at NLC)
Normally all courses must be taken at Northern Lights College, however course transfer requests may be considered on a case by case basis.

Required Courses: (list courses required to complete credential)

WPES 002 - Literacy (42 hours)
WPES 003 - Numeracy (39.5 hours)
WPES 004 - Workplace Communications (40 hours)
WPES 005 - Employment Training (120 hours)
WPES 007 - Professionalism in the Workplace (30 hours)

Students may also choose one or more of the following optional Workforce Training courses, depending on the occupation associated with their work experience course:

WFTR 101 - First Aid level 1 (7 hours)
WFTR 107 - Workplace Hazardous Materials Information System (WHMIS) (3.5 hours)
WFTR 108 - H2S Alive (7 hours)
WFTR 119 - Traffic Control Person (20 hours (2 days))
WFTR 140 - FoodSafe Level 1 (8 hours)
WFTR 302 - Petroleum Safety Training (8 hrs)
WFTR 800 - General Oilfield Driver Improvement (8 hours)