



ESEP – Education and Skills for Employment Program

College Preparation and Upgrading

Effective Term & Year: Fall 2022

Program Outline Review Date: 2027-03-01

Program Area: Upgrading for Academic and Career Entry

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.

Program Information:

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.

Credentials Granted:

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

Program Goals and Career Pathways:

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.

Progression Requirements:

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 score of 75% or higher is required.

Delivery Methods: On-Campus (Face-to-Face)

Credits: 0

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	115
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	120
Other	245
Total	480

Admission Requirements:

None

Non-Academic 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.

Program Completion Requirements:

Education & Skills for Employment Program

- Completed the following:
 - Course Not Found
 - Course Not Found
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A completion of 75% or higher is required.

Flexible Assessment: No

Program Transfer Credit:

For information about block transfer agreements between programs in British Columbia, Alberta, and elsewhere, please visit <http://www.cotr.bc.ca/transfer>.

To minimize transfer issues, check with an academic advisor at the institution that will receive the transfer credits.

Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

Program Changes:

Information contained in this program outline is correct at the time of publication. Courses and course content may be revised from time to time based on changing educational, employment

and marketing needs. The timetable may also be revised.

Course Descriptions: Refer to Course Outlines – <https://outlines.cotr.bc.ca/course/>