
Essential **S**kills **P**ractitioner **T**raining
Certificate **P**rogram
ESPT Certificate Program

Part Time Continuous Intake (Ongoing)

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Essential Skills Practitioner Training

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Program Guide

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INTRODUCTION

Understanding Essential Skills

Essential Skills are the skills needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change.

Through extensive research, the Government of Canada and other national and international agencies have identified and validated nine Essential Skills. These skills are used in nearly every occupation and throughout daily life in different ways and at different [levels of complexity](#).

http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/understanding_es.shtml

The Essential Skills Practitioner Certificate Program provides training for people working in the field of career development, employment counseling, education, workplace training and human resources. Participants will develop the competencies, knowledge, skills and attitudes necessary to work effectively to assess and enhance the Essential Skills of the diverse client populations they serve.

In 2000, The Training Group participated in a WWESTNET (Western Workplace Essential Skills Training Network) conference where stats Canada presented findings from the 1994 International Adult Literacy Survey revealing that over 40% of Canadians lacked the Essential Skills needed for work and learning. In 2003, a second survey of over 23,000 working age Canadians reconfirmed this shocking percentage. In order to address skill deficits using researched Essential Skills identified constructs and methodologies, it quickly became evident that information from the extensive and valid body of research needed to be shared and translated into practical applications. In an effort to address this issue, The Training Group developed a series of workshops designed to assist practitioners integrate HRSDC's Essential Skills into their work. The Training Group has been offering Essential Skills education since 2005. Participant comments include:

What I learned was ...

... ES is a foundation to everything that we do! To be able to use this with clients is significant to bring empowerment and confidence to clients.

... there is a lot more to know about ES and how it can be incorporated into what I am already doing with students. I wish we could have done more ...

... many different ways to assist clients in determining a starting point to enhance their skills ...

What I liked was

... the solid grounding in practical experience backed by knowledge of theoretical framework. I learned how much I don't know and that you walk before you can run!"

... the whole package , well prepared, presented and delivered. Clarity and room for discussion, What I learned was the importance of continuing with more education on ES - a fantastic tool!

Additionally the Training Group at Douglas College offers a number of programs for unemployed individuals and low-skilled workers to address their skill shortages applying Essential Skills constructs and methodologies. Essential Skills courses are continuously reviewed and updated in order to provide students with current information on best practices and incorporate recent developments in the area of Essential Skills.

Douglas College Motto

Douglas College - A Community of Life-Long Learners

Mission Statement

At Douglas College, we commit to enhancing the skills, knowledge and values of life-long learners in meeting their goals.

At Douglas College, we respond to diverse community needs in a rapidly changing society.

Douglas College Values

These guiding principles shape the Douglas College learning community and govern our decision-making.

We believe:

- that students are our primary focus.
- in fostering a dynamic, accessible and supportive teaching and learning environment that prizes excellence and innovation. We value creative and critical thinking and the will to challenge and be challenged.
- in honoring the contribution and worth of all individuals. We welcome diversity with its rich complexity and believe that all voices need to be heard.
- that it is our duty to be thoughtful and caring stewards of the personal, physical and fiscal resources entrusted to us. We practice social, environmental and community responsibility.
- that intellectual growth and exploration inspire well-rounded, responsible and contributing citizens. We invite everyone into the excitement and curiosity of learning.
- in the power of dreams and in the power of education to make them come true.

ENTRANCE / COMPLETION REQUIREMENTS

Note * All Essential Skills Practitioner Courses are open to the general public

In order to qualify for COMPLETION of the Essential Skills Practitioner (ESPT) Certificate Program applicants will be required to demonstrate they meet the following criteria:

1. Currently working in the field of a career practitioner, employment counselor, rehabilitation, education, workplace training, human resources or related field for a minimum of one year.

OR

2. Hold a college or university diploma or degree in a related field

OR

3. Have one year of paid or voluntary work in an occupationally related training field
4. Successful completion of all 6 ESKL courses

How to Apply for the ESPT Certificate:

1. The ESPT Certificate course ESKL 2400 Essential Skills Work Experience Study includes the entrance/completion process. Applicants will be required to submit a copy of their:
 - a. Resume
 - b. Copies of professional or para-professional credentials, relevant education
 - c. One letter of reference from an employer (paid or volunteer) commenting on your suitability as an Essential Skills Practitioner

Upon successful completion of the ESKL 2400, students will receive a completion application. Certificates will be processed and distributed at graduation or sent via mail by the registrar's office.

Essential Skills Practitioner Certificate Program

ESPT CERTIFICATE PROGRAM COURSE DESCRIPTIONS

The Training Group at Douglas College offers Essential Skills courses designed to help educators, workplace trainers, human resource professionals and career practitioners understand and integrate Essential Skills into their work. All courses are designed to combine a balance of theoretical and interactive learning approaches and include small and large group activities as well as individual work. Successful completion of all courses with the exception of the Essential Skills Work Experience Study is based on attendance, in class participation and either in class assignments or take away assignments. Course grading is based on PC; for Successful Completion or UN; Did not complete the course requirements. Letter grading does not apply.

The following courses are offered on a regular basis at our campus and may be delivered off-site when requested. Customized modules can be developed to meet specific learning objectives as desired.

ESKL 1000	Introduction to Essential Skills	10 hrs
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This introductory course presents learners with a basic overview of Essential Skills including:

- What are the 9 Essential Skills and associated complexity levels?
- Where did Essential Skills come from?
- Why are they important?
- ES Assessments
- ES Tools and resources
- ES Best Practices

Pre- Requisite: None

Note * This course is a pre-requisite for all other Essential Skills courses.

ESKL 2300	ES Methodology and Task Analysis	30 hrs
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Participants are introduced to the methodology used in both the International Adult Literacy Survey (IALS) and HRSDC's Essential Skills. Emphasis is placed on understanding and interpreting complexity scales. Students will apply this knowledge to 'task analysis' where activities are deconstructed to identify the required Essential Skills and associated complexity levels for success. Applications of task analysis are then explored. Successful completion for this course includes a take away 'task analysis' assignment.

Pre-Requisite: ESKL 1000 Introduction to Essential Skills

Note * This course is a pre-requisite for Bridging the Gap Course

Essential Skills Practitioner Certificate Program

ESKL 1100 ES Assessments, Interpretation and Application 22 hrs

This course introduces a variety of Essential Skill assessment tools and is designed to provide learners with an understanding that enables them to choose and use the appropriate tool for assessing their clients' Essential Skills. This course includes a take away assessment interpretation assignment. Topics include:

- ES Assessments, Formal and Informal and Self Assessments
- Understanding and applying IRT scores
- Understanding learner needs in relation to choosing an assessment tool
- Interpreting results relative to test taker goals
- Creating formal ES Assessment Reports
- Debriefing techniques

Pre-Requisite: ESKL 1000

ESKL 1200 Developing your Essential Skills Portfolio 10 hrs

Learners are presented with a three step process they can use to help clients identify and understand and document their Essential Skills. This process includes:

- | | |
|--------|---|
| Step 1 | Helping Clients Create a Personal Portfolio |
| Step 2 | Helping clients analyze their portfolio to identify and understand their Essential Skills |
| Step 3 | Helping clients relate their skills to the world of work, learning and life
Students will identify practical applications for the skills portfolios. |

Pre-Requisite: ESKL 1000

ESKL 1300 Bridging the Gap; Enhancing Essential Skills 22 hrs

This workshop is designed to help educators, trainers and practitioners to address Essential Skills Gaps with learners by:

- Developing individualized skills enhancement plans
- Exploring existing Essential Skills tools and resources
- Developing Essential Skills focused activities

Learners will submit an Essential Skills activity assignment for successful completion

Pre-Requisite: ESKL 1000 & ESKL 2300

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ESKL 2400 Essential Skills Work Experience Study

30 hrs

ESKL 2400 is the final requirement for students wishing to complete the Essential Skills Practitioner (ESPT) Certificate Program. This independent study module requires learners to demonstrate their acquired knowledge for a minimum of 30 hours in the workplace (paid or volunteer). Learners are provided with an assignment to guide them through a process to document their relevant experiences. Successful completion is based on two factors;

1. Submission of ESKL 2400 Assignment documenting practical applications of Essential Skills concepts and attitudes
2. Submission of documentation as outlined in the Entrance / Completion requirements as noted on page 3 of this document

Pre-Requisites: ESKL 1000, 2300, 1100, 1200, & 1300

COURSES AND FEES

September 2010 to August 2012

All course fees include books and materials. Some materials and references are from online publications free and accessible to all.

Workshop Name	Hours	Total Cost
ESKL 1000 Introduction to Essential Skills	10	\$350
ESKL 2300 ES Methodology and Task Analysis	30	\$550
ESKL 1100 ES Assessments, Interpretation and Application	22	\$450
ESKL 1200 Developing Your Essential Skills Portfolio	10	\$350
ESKL 1300 Bridging the Gap; Enhancing Essential Skills	22	\$550
ESKL 2400 Essential Skills Work Experience Study	30 (independent)	\$125
Totals	124 Hours	\$2,375

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Course Cancellations

Early registration is recommended for all courses as class sizes are limited. Some classes may be cancelled up to one week prior if there is insufficient enrolment.

Refund policy:

Students withdrawing from a course a minimum of 10 days prior to the course date will receive a 100% refund less \$15 admin fee.

No refunds will be made if a withdrawal occurs within 10 days of the class start date.

Please request refunds via telephone (604.527.5472) or in-person through Continuing Ed. Registration.

Full refunds will be issued if the College cancels a course.

COURSE EXEMPTIONS / TRANSFERABILITY

If you have taken equivalent courses you may apply for an exemption. Courses must be equivalent in terms of content. Requests must be submitted to the program coordinator with documentation outlining the course taken and or prior learning experience.

ESPT Program Transferability

CARP the Canadian Association of Rehabilitation Professionals has approved Introduction to Essential Skills course for continuing education towards the CARP designation.

GRADUATION

Douglas College invites students completing certificate programs to graduation in February or June pending application. Check the Douglas College website for application dates and deadlines. Your official Certificate is either presented at graduation or mailed to you from the Registrar's Office.

GENERAL INFORMATION

- Educational Institution Name: Douglas College
- Program: Essential Skills Practitioner Certificate Program
- College Department: The Training Group

Essential Skills Practitioner Certificate Program

- New Westminster, and David Lam Campuses: Modern, post-secondary institution with the latest in technology and classroom facilities. Amenities include, Bookstore and Cafeteria
- Pay parking in effect
- Official credential: Douglas College Certificate of Completion
- Dress Code: Appropriate for college attendance
- Class Schedule and Hours: Varies check website for information (From Douglas College, enter Essential Skills into Search)
- No of Students per class: 8 – 20 (1 Instructor)

FAQ's (Frequently Asked Questions):

Q: What if I want to take only one course – can I do this?

A: Yes, as long as you have the pre-requisite for that course you will be allowed to register in any ESPT course you desire

Q: Do I have to follow any specific order when taking the ESPT courses?

A: You may take the courses in any order pending you have the required pre-requisite for the course you are taking

Q: How do I register for a course?

A: You can register in-person, over the telephone or online at <http://www.douglas.bc.ca>

Q: Can I get a tax receipt for my tuition?

A: Yes, you will access your T2202A tax receipt online at the Douglas College website using your student number (available after February of the following year)

Q: How do I get my Douglas College student number?

A: This will be noted on the receipt mailed out to you after you register in a course.

Q: What documentation will I need to provide to apply for a course exemption?

A: Preferably a transcript from an educational institution, however a letter may be accepted at the discretion of the program coordinator. This is done at the time you register in another ESPT program course.

Q: Will I receive a course completion certificate for completing each separate ESPT program course?

A: Yes this will be issued by the Training Group Department of Douglas College