

Business Certificate Program

FREE EDUCATION PROGRAM

Employment & Supports Program for Men & Women Survivors of Violence & Abuse

PREPARE FOR A BUSINESS/OFFICE CAREER

EARN YOUR
**ADULT DOGWOOD
& BUSINESS CERTIFICATE**

PROGRAM INCLUDES:

Employment Services
Child Care
Financial Support
Transportation Support
Learning Support
Counselling/Therapy Supports

**REGISTRATION OPEN NOW
STILL SPOTS AVAILABLE**



Chilliwack
School District



Ministry of
Advanced Education
and Skills Training



FOR MORE DETAILS OR TO APPLY CONTACT

CHILLIWACK COMMUNITY SERVICES
Steve Dove | *Training & Development Coordinator*

| 778.539.6569 • doves@comserv.bc.ca |



**Chilliwack
Community
Services**
SHARE · GROW · BELONG

Overview

The Fraser Valley Business Certificate, Employment and Supports for Survivors of Violence and/or Abuse Program will provide an Adult Business Skills Certificate, Employment and Supports program for people who are interested in careers in the areas of office administration, finance and business and who meet the criteria. This covers the following areas of employment that are high in demand in the Fraser Valley: Administrative Officers, Administrative Assistants and General Office Support Workers. Individuals could also work in accounting or payroll departments. There will be more than 26,000 openings in these kinds of jobs in the next decade in the Lower Mainland. This program offers the ability for non-graduated adults to obtain their B.C. Adult Dogwood with a focus on business skills. The program is also focused on employment preparation and on getting and keeping employment. The program includes business education, employment services, transportation, childcare subsidy, an attendance and training allowance, extra learning supports, and access to counselling and other supports. The focus of this program is on individuals who have faced barriers to success, particularly those who are survivors of abuse or violence.

This is a program funded by the Province of British Columbia and is a partnership between Chilliwack Community Services, the Chilliwack School District (Sardis Secondary School), Stó:lō Aboriginal Employment and Training (SASET), The Chilliwack Chamber of Commerce, Agassiz Harrison Community Services, and Hope Community Services.

The program is open to participants in the Fraser Valley who meet the criteria and admissions process. Please note that there is limited enrollment so potential participants should apply as soon as possible. Intake is open and running from July 2021 on, with the program starting in September, 2021 to June 2022 and links to employment following the completion of the program. This is a **free** program but it should be recognized that the value of this program and all its supports exceeds \$13,000 per person.

Who Is Eligible?

Individuals must meet the following criteria to be eligible to apply:

- Canadian citizen, permanent resident or a protected person legally entitled to work in Canada
- Living in BC
- Not a full time student at the time of entry to the program
- Not actively participant in and receiving financial supports from another provincial or federally funded labor market program
- Unemployed or precariously employed defined as:
 - Is working in unstable Employment (including self-employment) as evidence by:
 - Irregular hours of work (such as casual labour or on-call work)
 - Unreliable remuneration (such as piece-work or commission); and or
 - Earnings that cannot support an individual or their family.
 - Is working but has a total Employment (including self-employment) income that is below the market basket measures
 - Is working in an industry or occupation that is likely to be replaced by technology or automation in the near future
 - Is working in an occupation or profession that is clearly lower than their skills or qualifications and that provides no imminent prospect of advancement; or
 - Has a Just Cause for leaving their current Employment
- Does not have a BC Dogwood or Adult Dogwood (High school diploma) or is under 19 by July 1, 2021 (with or without a diploma).
- In addition to the above, must meet **ONE** of the following criteria (self-declared):

- Lack of recent work experience
- Health issues
- Lack of childcare supports
- Lack of safe housing and homelessness
- Discrimination and stigma
- Legal and custody issues
- Psycho-emotional issues related to abuse and/trauma including anxiety, depression, sense of isolation, low self-esteem and PTSD

What is the Process for Acceptance?

- Completion of the application form
- Meeting the criteria
- An intake process including an interview to determine appropriateness and readiness for the program and fully understanding the needs of participants
- Once accepted, a participant will obtain a letter of approval, a cooperatively developed training plan and organization of all required supports to assist the individual in being successful

What Is Included in the Program?

(1) Adult Business Certificate Program/Adult Dogwood Diploma

Time Frame for school: September 7, 2021 to June 21, 2022

Location: Sardis Secondary School

Instructor: Darren Watt

Times: Monday and Tuesday afternoons and evenings from 3:00 p.m. to 8:00 p.m. For any holidays following on the Mondays, a makeup day will be established.

This program prepares participants to work in offices, business and the public sector in a range of office and administrative roles. Participants will complete both a certificate and a B.C. Adult Dogwood. This is a self-paced program that will feature individualized supports (including education assistance) and a very supportive approach by the instructor to the needs of individual participants. The instructor will provide an assessment of each student at the basic, intermediate or advanced level. The following are the elements of the program:

- Accounting 11 (which counts as the Math credit): This course will cover the essentials of accounting using the double-entry method utilized by all business to track money. While most introductory courses have traditionally utilized a paper and pencil approach prior to utilizing accounting software, the course is unique. Computer templates will be utilized which automate a lot of the arithmetic, making it easier for students to learn the concepts instead of trying to find small errors. Accounting is a fundamental aspect of every business from retail stores, restaurants, and heavy industrial occupations to move productions, professional sport teams and the music industry.
- English Studies 12 (Business Focus). This course prepares participants to read and write in preparation for their careers in offices, businesses and the public sector. This includes writing, speaking, presenting, and reading, listening and viewing. As part of a B.C. Adult Dogwood it represents the English 12 credit necessary to graduate.
- Business Information Management 12. Participants will be trained on *Microsoft Word* which is used in business for preparing various business documents and has many advanced formatting features. *Microsoft*

PowerPoint is used to create business presentations with images, text, graphics and videos. Students will work through introductory to advanced skills in these software programs.

- Data Management 12: Participants will be trained on *Microsoft Excel* which is a software program used in business for organizing, calculating and presenting financial information and other data. This course will focus on extensive spreadsheet formatting, using formulas and creating graphs. They will also be training on *Microsoft Access* which is a powerful relational database program capable of creating projects as simple as a music collection, to more sophisticated integrated databases such as a school database, integrating attendance, trades and textbook sign outs for example. This course will focus on creating data structures in tables and forms and utilizing queries in *Microsoft Access* while focusing on a systematic design approach to information systems in organizations.
- Accounting 12: Students build on a strong Accounting foundation from Accounting 11 with a variety of projects using Sage Simply Accounting, the industry standard accounting program for Canadian businesses.
- Marketing 12: Participants will learn essential marketing concepts applied in the domestic and global markets, including e-marketing skills. Course material will cover the history, as well as present and future of implications of marketing and economic environments. Students will learn to implement marketing strategies involving decisions surrounding Price, Product, Distribution and Promotional for a wide variety of businesses.

Please note that because this is a very individualized support program, there is continuous intake and participants can enroll throughout the year.

(Please note that this is not a post-secondary credential).

(2) Extra Learning Supports

A former graduate of the program will provide educational supports to participants for up to 6 hours per week for the class. The purpose of this will be to help participants who may be struggling with the program or a particular assignment, to assist them through the program.

(3) Employment Supports

The purpose of this program is also to prepare individuals for employment and to assist individuals to become employed and keep employment. Employment Services will be provided by Work BC in Chilliwack, Agassiz and Hope and through Sto:lo Aboriginal Skills Employment Training in Chilliwack.

Support will be provided through a range of services to eligible clients. This includes case management, work readiness, resume development, job search, workshops and gaining employment. Services will be performed on an individual basis with a needs assessment.

(4) Training Allowance

In order to provide living supports, the program will provide a \$100 training allowance for those who have attended the program for 90% or greater of all classes and proof of school work. For example, for a month that has 8 days of classes, the participant will have to attend a minimum 7 of those classes to be eligible for the training allowance. It is highly recommended that all participants attend 100% of classes as completion is strongly tied to attendance and completing school work monthly. Attendance will be taken on a daily basis. For months that are shorter than 30 days or 8 days of instruction, the allowance will be pro-rated. The training allowance will be processed after the end of the month and provided to individuals following that. The Training and Education Coordinator will be responsible for administering this part of the program.

(5) Transportation:

This program is committed to ensuring that individuals have the transportation that they need in order to attend classes on Mondays and Tuesdays weekly. The transportation support will be determined on an individual basis and may include bussing, bus tickets, or gas supports for those coming from outside Chilliwack. The exact nature of these supports will be outlined once we know about the individual needs of participants. The Training and Education Coordinator will be responsible for administering this part of the program.

(6) Child Care Financial supports:

The child care needs of participants will be determined on an individual basis and depending on what the participant can find, off site program or compensation for individual arrangements. Financial supports are available to help cover the costs of child care for the time that a participant is in class and half hour travel time total. The participant is responsible for securing own child care. The approach to be taken will be determined through interviewing of participants and understanding their needs.

(7) Access to Counselling and Therapy:

This program is committed to ensuring that participants have access to counselling and therapeutic supports. This will be provided by Chilliwack Community Services on a bi-weekly basis and may include group or individual sessions. All Chilliwack Community Services counsellors/therapists are fully qualified and have the education, credentialing and experience.

(8) Work Experience:

Participants will also have the opportunity of work experiences in office settings in Chilliwack through supervised work experience to gain “real life” coaching, shadowing and work to gain an understanding of this kind of work. CCS will work with the Chilliwack Chamber of Commerce to identify potential work experience opportunities.

(9) Employment Supports

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Support will be provided through a range of services to eligible clients. This includes case management, work readiness, resume development, job search, workshops and gaining employment. Services will be performed on an individual basis with a needs assessment.

Can I Ladder to Other Programs or Institutions?

Those completing the Adult Business Skills Certificate will obtain a B.C. Adult Dogwood. For those interested in pursuing higher levels of education, this BC Dogwood or Adult Dogwood can be utilized as an entry into a post-secondary institution depending on their requirements. All participants should consult individual post-secondary institutions and programs to ensure they have the requirements that they need to advance their education.

How Can I Apply?

Application forms are attached to this guide or can be obtained on-line at Chilliwack Community Services, www.comserv.bc.ca. The application can be submitted in the following ways:

- Emailed to Steve Dove, Chilliwack Community Services at doves@comserv.bc.ca.
- Faxed to Chilliwack Community Services at 604-792-6575.
- Dropped off at Chilliwack Community Services located at 45938 Wellington Avenue, Chilliwack, BC, V2P 2C7. Attention: Steve Dove, Training and Education Coordinator

For any **enquiries or help in completing the application form**, please contact Steve Dove at:

Phone: 604-792-6632 ext 345 (Office)

Cell: 778-539-6569 (Cell)

Email: doves@comserv.bc.ca