



## Career Centre Assistant Training

Surrey College is pleased to offer Career Centre Assistant Training!

A Career Centre Assistant supports and promotes the delivery of career education programs and courses as a member of the Career Education team within a secondary school.

This course is designed to introduce students to the dynamic world of career education and to provide them with the skills and knowledge required to be an effective Career Centre Assistant.

Students will:

- Enhance their knowledge of Microsoft Word, Excel, PowerPoint and Canva.
- Learn to utilize current career education resource platforms such as myBlueprint, MyEd, myWEX, and Dual Credit Management System.
- Acquire an understanding of Surrey School District's Career Education programs. These include District Partnership Programs, Academic Dual Credit courses, Youth Work in Trades, Youth Train in Trades, Work Experience, Coop programs and District initiatives.
- Develop the skills needed to assist students with career exploration activities, resume and cover letter preparation, post-secondary searches and more.

Dates:        June 24<sup>th</sup>        4:00 PM – 7:00 PM  
                 July 2<sup>nd</sup> – 5<sup>th</sup>    8:30 AM – 3:30 PM

Cost:         \$750.00

Location:    District Education Centre (DEC)

Who:          Priority given to Surrey Schools clerical staff.

Register:     To register, visit [Surrey College CCA](#) or email [surreycollege@surreyschools.ca](mailto:surreycollege@surreyschools.ca).