

GRADUATION PACKAGE

- **British Columbia Association for Canadian Living (CLBC)**
<http://www.bcacl.org>

Must have psycho educational report within past 2 years

- **Options Community Services Society**
<http://www.options.bc.ca>

- **Milieu Family Services**
<http://www.options.bc.ca>

Specializes in customized employment

- **Vancouver College Adult Special Education**
http://www.vcc.ca/programs-courses/detail.cfm?div_id=4&prog_id=148

Very similar to high school BASES program
(Please refer to Page 5)

- **Triumph Vocational Services**
<http://www.bcchamber.org/members/programs/triumph.html>

- **Colleges offering Adult Special Education courses**

<http://bctf.ca/IssuesInEducation.aspx?id=11540>

- Camosun college – School of Access – Adult Special Education’s entry-level employment training programs are designed to create a learning environment where students can gain new skills and knowledge that will lead to improved employability and increased independence.
- Capilano University Access to Work Experience – The ASE Programs offer a combination of classroom activities and practical work experience opportunities. The classroom component provides courses geared towards helping the student gain employment ready skills. The work experience component provides practical training opportunities in a variety of work settings.
- Douglas college – Adult Special education (ASE) – Programs are offered for people with special needs, or barriers at employment, at Douglas College.
- Kwantlen College – Access Programs for People with Disabilities – Provides post-secondary education for adults with various disabilities. This program will help students enhance their independence and employability skills.
- North Island College – Access for Students with Disabilities – Preparing people with disabilities for employment.
- Northern Lights College – The Jet (Job, Education, and Training). Program is set up for students with special needs and is focused on assisting students with making the transition to employment. Students need to be independently employable and have basic reading, writing and math skills.
- Northwest Community College – Adult Special Education Workplace Skills Training is an employment exploration program with a unique focus and approach. The program is based on a developmental perspective and is committed to working with adults who have special learning needs. Students are prepared for the responsibilities of independent living, as well as the demands of entry-level employment.
- Okanagan College offers programs for adults with special learning needs (personal and social development underlie all aspects of these programs). (Salmon Arm, Vernon, Kelowna, Penticton/Summerland)

- Thompson Rivers University Williams Lake – The Workskills Training Program helps students develop specific job and job readiness skills and improve their functional reading, writing, math, and oral communication skills. The program is individualized to meet student needs and includes opportunities for work experience in the community.
- Thompson Rivers University Kamloops – The Education and Workskills Training Program provides students with cognitive disabilities knowledge about future employment opportunities and training in a specific area. During the full-time, nine-month program students divide their time between classes, labs and work placements.
- Selkirk College – Adult Special Education Program – Castlegar and Nelson (Silver King) – both offer programs which are available students whose academic, social, emotional and/or cognitive skills and abilities require personal support and assistance in order for them to actively participate in a college setting.
- University of the Fraser Valley – Workplace T.A.S.K. (Adult Special Education) – a full-time program for students with disabilities. Program is now available at Mission, Abbotsford and Chilliwack campuses.
- Vancouver Community College – Programs for Students with Disabilities – VCC offers programs designed specifically to meet the special needs of students, including those who are visually impaired or deaf/hard of hearing. Within a supportive environment, they provide opportunities for students to develop personal potential, increase self esteem, improve learning and life skills, and enhance employment opportunities.

- **Other post secondary opportunities for students with special needs**

STEPS Forward – Inclusive Post Secondary Education Society has a mandate to promote and support students with intellectual disabilities in inclusive post secondary education. So far STEPS Forward has: set up academic co-op projects with UBC and E.C.I. (Emily Carr Institute), worked with parents and community living organizations interested in setting up similar programs at local colleges and universities, partnered in setting up provincial inclusive post-secondary education umbrella organization as a resource for other programs, parents, community organizations and staff and has a research site on inclusive post secondary education research in Canada and Internationally.

VANCOUVER COLLEGE ADULT SPECIAL EDUCATION

- **Program Description**

- The following part-time courses are offered over 9 months starting in September:
 - Reading and Writing of Every Day Use - (Five hours a week)
 - Computer Applications (10 hours a week)
 - Managing Your Money (Five hours a week)
- These courses take into account the needs of the individual and the benefits of group involvement and peer instruction. Audiovisual materials are used extensively. Students are also involved in role-plays, demonstrations, hands-on experience, group discussions and field trips.
- The following part-time clerical skills are offered throughout the Fall and Spring terms. Each is five hours a week and vary between eight to 12 weeks in length.
 - Customer Service
 - Document Management
 - Effective Working Habits
 - Interview Skills
 - Introduction to Clerical Careers
 - Mail Preparation and Distribution
 - Reception and Telephone Skills
 - Record Keeping
 - Shipping and Receiving – Retail clerical Duties
 - Using Databases – Introduction to Access
 - Using Spreadsheets – Introduction to Excel

Start	Length	Credential	Campus	Part or Full-time
January, September	Varies	VCC Transcript	Downtown	Part-time

- **Career Prospects**

- Students are prepared to pursue further education and skills training, and/or competitive employment in the public and private sectors

- **Admission Requirements**

- **General**

- VCC welcomes applications from Canadian citizens and permanent residents.
- As Vancouver Community College is a post-secondary institution committed to educating adult learners, applicants should be 18 years of age or older or a graduate of a secondary school.

Please note that you must submit official transcripts and educational documents to support your application; unfortunately, we cannot accept photocopies or fax versions.

- **Program Specific**

- 1) Interview with the Student Services Assistant for Students with Disabilities, phone 604-870-7000, ext. 8451
- 2) Applicants must have difficulties with learning and be comfortable in an alternative learning environment for students with disabilities
- 3) Previous career exploration, which supports student's decision to undertake skill training in the clerical field
- 4) Minimum of Grade 5 reading level (except for Introduction to Clerical Careers) and effective work habits
- 5) Some courses may require an assessment by the instructor to determine whether the course is suitable for the applicant

- **Recommended Characteristics**

- The following is recommended for the part-time Clerical courses:
 - Community support including up-to-date employability assessment
 - Maturity
 - Motivation to be gainfully employed in a clerical setting
 - Ability to manage medication without assistance
 - Ability to make routine daily decisions
 - Ability to attend to personal care needs
 - No behaviours, emotional problems or medical concerns that would significantly impair learning
 - Good finger and hand dexterity for manipulating documents and keyboarding

- **Program Status**

- Accepting applications

VCC is accepting application from international students

- **Apply and Register**

- Contact the Community and Career Education Department at 604-870-7000, ext 8451 or email cace@vcc.ca regarding the application process for these courses.