



# Education & Skills Training (ESTR) *Certificates*

Career options for everyone

The Education and Skills Training (ESTR) program offers certificates for people who experience barriers to employment.

**We offer certificates in:**

- Career Exploration
- Kitchen Assistant
- Retail Assistant

All certificates run September to May and involve a combination of classroom study, experiential learning, and practicum placements.

*\*\*Certificate offerings may vary annually.*

[tru.ca/estr](https://tru.ca/estr)

# ADMISSION PROCESS

Go to [tru.ca/estr](http://tru.ca/estr) and click on "How to Apply"



## When should you apply?

Deadline to apply is May 1.

The ESTR program has limited enrollment. Submit your completed application package to the TRU Admissions Office (OM1155) early to be considered for the next academic year.

## Criteria

Our primary considerations are:

- Attitude and a desire to work
- Independence and previous work or volunteer experience
- Literacy level and reading comprehension
- Ability to communicate effectively
- Ability to manage own transportation to and from TRU work placements off campus

## How much will it cost?

- Tuition, per certificate: \$4,000\*
- Textbooks and supplies: \$500\*

\*approximately

## Financial Aid

The Adult Upgrading Grant (AUG) provides need-based grants for BC residents who wish to access preparatory and secondary level courses, including the ESTR program. This funding can provide funding for direct educational costs such as tuition and books/supplies. For information and application, visit: [tru.ca/awards/government-programs/adult-basic-education](http://tru.ca/awards/government-programs/adult-basic-education)

# VISION

Career Options for Everyone.

# MISSION

ESTR provides education and training opportunities for students with support needs to develop essential workplace skills.

# VALUES

- Inclusion and partnership
- Excellence and innovation
- Sustainability and growth
- Support and advocacy
- Community and service to others

# WHO CAN I TALK TO?

## UEPrep Program Advisor

[ueprepadvising@tru.ca](mailto:ueprepadvising@tru.ca)

## ESTR Coordinator

Christina Cederlof  
250-371-5979 | [ccederlof@tru.ca](mailto:ccederlof@tru.ca)

## ESTR Instructor

Saskia Stinson  
250-371-5688 | [ssinson@tru.ca](mailto:ssinson@tru.ca)

## Future Students

250-828-5006  
[futurestudents@tru.ca](mailto:futurestudents@tru.ca)

## CAREER EXPLORATION

Students further develop employability skills and acquire recognized certificates for entry-level employment.

Students learn:

- Customer service
- Communication skills
- Employer expectations
- WHMIS
- Job search strategies
- Self and community awareness
- Workplace health and safety
- Teamwork

Graduates may choose to go on to other educational programs, or directly into entry-level employment.

## KITCHEN ASSISTANT

Students train in TRU kitchens.

Students learn:

- Customer service
- Food preparation methods
- Set-up and organization of a kitchen
- Creating edible products, portioning, and packaging
- Kitchen cleanup and sanitation
- Food Safe Level 1 and safe work practice
- Teamwork

Graduates are prepared for employment in restaurants, fast-food outlets, institutional kitchens and catering businesses.

## RETAIL ASSISTANT

Students train in TRU retail and warehouse areas.

Students learn:

- Customer service
- Warehouse procedures
- Facing, pricing, stocking shelves and displaying
- Point of sales system training
- Inventory management
- Security and safe work practices
- Teamwork

Graduates are prepared for employment in warehouses, grocery stores, department stores and customer service areas.

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