

OCCUPATIONAL SKILLS TRAINING

This section includes training programs for certificate and diploma programs. For some of these programs learners may be eligible to receive Alberta Works funding. Check with the training provider for details but Alberta Works does not fund training programs that are longer than 12 months in duration.

ABES 2000 Ltd. (AFA)

2910 – 3 Ave. NE, Calgary, AB T2A 6T7

Contact: Julie Wright

Ph: 403-232-8758

Fax: 403-265-9368

This training provider has signed an Accountability Framework Agreement (AFA) with Alberta Human Services (HS) and is responsible for ensuring that all Skills Investment funded learners they accept into their programs have been assessed and need training in order to obtain employment. Training providers may only recommend applications for funding for learners entering programs contained in the training provider's approved Skills Investment Plan as part of the AFA.

Some learners may qualify for Alberta Works funding.

Medical Laboratory Assistant

This is a 16-week program provided in cooperation with Calgary Lab Services enabling graduates to be eligible for certification with the Alberta College of Medical Laboratory Technologists for positions in hospitals, community health centres, public and private clinical laboratories.

Course topics: Clinical and Administrative Practices, Blood Collection, Specimen Processing and Accessioning, Basic Diagnostic Laboratory Procedures, Electrocardiography, Quality Control, Infection Control, Medical Terminology, St. John First Aid and CPR, WHMIS and Workplace Safety and Clinical Work Experience.

Pre-requisites:

- Grade 12 or GED or mature student status
- Keyboarding – minimum 30 wpm
- English benchmark 8
- Security clearance
- Strong interest in Science (Biology 30 is an asset)
- Good physical health

Personal Care Assistant with Nursing Communications

This full-time program prepares graduates to work in a variety of health care settings including hospitals, nursing homes, group homes and homecare. The applied program includes classroom hours, practicum placements and home study hours with a focus on hands-on learning.

Course topics: Client Assessment, Communicating with Clients and Documentation, Body Mechanics, Ethical and Legal Issues, Infection Control, Home Care, Palliative Care, Child Care, Dementia, Delirium or Brain Injury, Effects of Aging, Nutrition, Care of the Diabetic. Students receive certificates in the following: Medical Administration, Diabetes and Foot Care. All supplies including uniforms are provided.

Pre-requisites:

- Grade 10 or mature student status
- Good English skills (Benchmark 6 or Grade 8)
- Security clearance
- Good physical health

Unit Clerk/ Medical Office Assistant

This 26-week, full-time program offers dual certification in Unit Clerk and Medical Office Assistant. It prepares graduates to work in both capacities. Students will be provided skills training to enable the graduate to work as an Admitting Clerk, Health Records Clerk, Chart Management Clerk or a Hospital Clerk in a variety of health care areas including hospitals, community health centres, medical clinics, doctor's offices and nursing homes. Course topics include: Orientation to the Role of the Unit Clerk; Medical Terminology; Basic Written Communication Skills; Keyboarding; Basic Computer skills: Order Processing; Computerized Data Entry Systems; ADT (Admitting, Discharge, Transfer of Patients); Chart Management; Conflict Resolution; Billing; Resumés and Interviews; ESP Staffing Program.

PRACTICUM: 6 weeks (240 hours)

Pre-requisites:

- Alberta High School Diploma **or**
- Equivalent (GED) or mature student status
- Keyboarding (minimum 15 wpm)
- Canadian Language Benchmark 8 (all skills)
- Clear Security Clearance
- Physical ability to carry out the work
- Strong interest in science (Biology 30 is an asset)

Academy of Learning

www.academyoflearning.ab.ca

Some learners may qualify for Alberta Works funding.

HIGH RIVER

#2, 28 -12 Ave. SE, High

River, AB T1V 1T2

Contact: Brenda Lackey

Ph: 403-652-2116

Fax: 403-652-1492

Email:

academyoflearning@highriver.net

PROGRAMS

Administrative Assistant

Advanced Computerized Office Procedures

Business Administration

Business Office Skills

Computerized Accounting Assistant

Computerized Accounting Procedures

Computerized Accounting

Computerized Payroll Accounting

Entrepreneurial Business Applications

Executive Secretary

Medical Office Assistant with Unit Clerk Specialty

Medical Office Assistant

Microcomputer Business Applications

Office Administration

Payroll Administrator

Academy of Learning

www.academyoflearning.ab.ca

Some learners may qualify for Alberta Works funding.

CALGARY NORTH EAST

#260, 495 - 36 St. NE,

Calgary, AB T2A 6K3

Contact: Brady Sylvester

Ph: 403-569-8973

Fax: 403-569-1085

Email:

calgaryne@academyoflearning.ab.ca

CALGARY SOUTH

#220, 8228 MacLeod Trail SE,

Calgary, AB T2H 2B5

Contact: Brady Sylvester

Ph: 403-252-8973

PROGRAMS

The following programs are registered by the Academy of Learning. Contact the Centre closest to you for additional information. Not all programs are available at both locations.

Administrative Assistant

Advanced Computerized Office Procedures

Business Administration Diploma

Business Office Skills

Computerized Accounting

Computerized Accounting Assistant

Computerized Accounting Procedures

Computerized Office Procedures

Customer Service/Call Centre Operator

Entrepreneurial Business Applications

Executive Secretary

Government of Alberta Health Care Aid (Full-time)

Government of Alberta Health Care Aid (Part-time)

Insurance Advisor

Medical Office Assistant with Unit Clerk Specialty

Medical Office Assistant with Veterinary Specialty

Medical Office Assistant

Microcomputer Business Applications

Network Analyst Certificate

Office Administration

P.C. Support Specialist

Retail Pharmacy Technician

Web Designer Diploma

Alberta College of Art & Design (ACAD)

1407 - 14 Ave. NW, Calgary, AB T2N 4R3

Ph: 403-284-7617 or Toll Free 1-800-251-5290

Fax: 403-284-7644

www.acad.ca

Artstream

Contact: Admissions Office

Ph: 403-284-7617 or

Toll Free: 1-800-251-8290

Email:

admissions@acad.ca

Intake Dates:

Sep and Jan

This collaborative program with Bow Valley College is a bridge to an art and design education for adults who have artistic ability, but do not meet ACAD's academic requirements for admission. Students who successfully complete Artstream are eligible for admission to ACAD's First Year Studies Program. Applicants must normally be age 18 or older and have been out of school for at least one year; however, the program is available to applicants ages 17 to 18 years under certain circumstances.

Application forms are available at <http://www.acad.ab.ca/artstream.html> or from ACAD's Admissions Office. All applicants must submit official transcripts of their previous education, a 500-word personal statement indicating why they wish to pursue studies in visual arts and a portfolio of artwork. Course length of two to three semesters.

Bow Valley College – Skills Investment Program (SIP) Funding (AFA)

332 - 6 Ave. SE, Calgary, AB T2G 4S6

Client Services: 403-410-1400

www.bowvalleycollege.ca

This training provider has signed an Accountability Framework Agreement (AFA) with Alberta Human Services (HS) and is responsible for ensuring that all Skills Investment funded learners they accept into their programs have been assessed and need training in order to obtain employment. Training providers may only recommend applications for funding for learners entering programs contained in the training provider's approved Skills Investment Plan as part of the AFA.

Some learners may qualify for Alberta Works funding.

Program information sessions provide general information about the College, courses and programs, funding application procedures and funding eligibility criteria.

BUSINESS AND INDUSTRY

Main Contact Number: 403-410-1570

Email: business@bowvalleycollege.ca

Accounting Financial Management Certificate

This 36-week certificate program prepares individuals for positions in accounting and bookkeeping firms, financial institutions, governments, industries and the non-profit sector or may choose to open their own business. This 36-week program prepares individuals to work as office administrators.

Administrative Professional Certificate

Business Administration Diploma

This two-year diploma provides individuals with knowledge of the basic principles of business, including the skills required to be a manager. Specialize in Accounting, Financial Services, Risk Management or General. Employment in a wide variety of positions in the public and private sectors.

Dental Business Assistant Certificate

This 24-week certificate program prepares individuals to manage the office workflow in a dental practice and practical experience in all areas of the dental office, including dental science, dental charting, office management, dental billing, financial management and computer skills.

Events Management Diploma

Offered in Fall/12 only

This two-year diploma prepares individuals with skills to successfully plan, organize, manage, promote and evaluate special events.

Hospital Unit Clerk Certificate

This 24-week certificate program prepares individuals to work in a hospital as a unit clerk.

Human Resources Management Certificate

Offered in Fall/12 only

This 36-week certificate prepares individuals to work in the Human Resources area with specialized training in human resource management, recruitment, selection, compensation and payroll.

Interior Decorating and Merchandizing Diploma

Offered in Fall/12 only

This two-year diploma prepares individuals to expand current knowledge and work in the interior decorating and home furnishings industry.

Legal Assistant Diploma

Offered in Fall/12 only

This two-year diploma prepares individuals for a wide range of employment opportunities in legal support services. This is a growing field with excellent employment prospects.

Medical Office Assistant Certificate

This 24-week certificate program prepares individuals to work as office assistants in medical offices and health facilities.

**Veterinary Office
Assistant Certificate**
Offered in Fall/12 only

This 24-week program prepares graduates to provide effective office administration in veterinary offices and clinics.

HEALTH AND COMMUNITY CARE

Aboriginal Addictions Services Counselling Certificate

Contact: Dennis Yurkiw
Ph: 403-355-4643
Mon – Fri 8:00 am – 4:00 pm
Intake: Fall

This 32-week full-time certificate program combines theory and practicum components, enabling graduates to support Aboriginal individuals, families and communities in identifying and managing addictions through prevention and treatment programs. Graduates are provided with multilevel intervention skills necessary to support dysfunctional behaviours throughout the range of substance abuse. The program is unique in Canada and focuses on the needs of Aboriginal communities. Program content emphasizes Aboriginal history and culture, cross-cultural and therapeutic communications, human health and wellness and addictions studies.

Program delivery is classroom-based with a focus on group discussions and learner participation. The program includes three community practicums.

Early Learning and Child Care Certificate

Contact: Poonam Dhama
Ph: 403-410-1537
Full-time, Part-time
(evenings and weekends)
and Online

This 36-week certificate program prepares graduates to work in a childcare setting with young children and families. Graduates will be able to provide quality childcare to young children in various settings and be eligible for Child Development Worker certification. Graduates may continue to the Early Learning and Child Care Diploma program at Bow Valley College.

Early Learning and Child Care Diploma

Contact: Poonam Dhama
Ph: 403-410-1537
Full-time or Part-time
(evenings and weekends)
and Audio

This second year of a two-year diploma program prepares individuals for working in child care settings with young children and families as a frontline caregiver or supervisor. Completion qualifies to apply for Child Development Supervisor certification with Alberta Children's Services.

Education Assistant Certificate

Ph: 403-355-4660
Full-time
Fall

This one-year certificate program prepares for working in an educational setting with teachers and other professionals supporting children with diverse learning needs. Through the integration of theory and practice, knowledge and skills are developed to work with children and adolescents who have a range of exceptionalities. The Education Assistant works with students in inclusive and specialized settings supporting their cognitive, psychological and social development.

Health Care Aide Certificate

Ph: 403-476-1823
Intake Dates: Fall, Winter,
Spring Semesters and Online

This Certificate prepares individuals to become a Health Care Aide by learning the important core skills identified by employers in the health care field. Topics in this 16-week program include personal care, transferring patients, communication, assisting with medication delivery, basic needs and clinical skills. Clinical experiences in long-term care and acute/community/homecare settings are included in the program.

Completion of the first four Employment Preparation courses will entitle the learner to a Certificate of Achievement, enabling them to gain employment as a health care aide. The remaining courses will need to be completed within 18 months. Graduates will be granted a dual certificate from the Government of Alberta and Bow Valley College.

Health Care Aide Bridging to Practical Nurse Diploma Program
Ph: 403-476-1823

This program allows the learner to build on the knowledge they acquired in the Health Care Aide Certificate Program to create new career opportunities. The blended delivery (online and workshop format) gives the learner the option to work while they bridge. On completion of the bridging courses, the learner will join the Practical Nurse Diploma Program to complete the last two semesters.

Health Care Aide Prior Learning Assessment (PLAR)
Ph: 403-476-1823
Intake Dates: Monthly

This program allows individuals with previous education and experience to challenge the courses in the Health Care Aide Certificate program. Graduates will receive a Health Care aide Certificate.

Justice Studies Diploma Programs
Contact: Jolene Hoang
Ph: 403-410-1568
Intake Date: Every Fall

Three distinct two-year diploma programs in either Correctional Studies, Law Enforcement or Youth Justice. All students share a common first year of studies in Year 1 and take courses specific to each of their diploma specializations in Year 2. Each of these fields offer exciting and rewarding career opportunities.

- **Youth Justice Diploma** provides the tools to make a difference working with at-risk youth, incarcerated youth and youth who are reintegrating back into society. Subjects include Abnormal Psychology, Therapeutic Communication, Intervention Strategies with Youth, Suicide Prevention, Criminal Justice and Sociology.
- **Law Enforcement Diploma** prepares for a career in the field of law enforcement and policing. Subjects include Criminology, Law Enforcement Legislation, Criminal Evidence and Investigation, Abnormal Psychology and Criminal Law.
- **Correctional Studies Diploma** prepares for a career to work in federal and provincial correctional institutions, community corrections, and non-profit correctional services agencies. Subjects include Correctional Law, Correctional Casework and Counselling, Special Needs Offenders, Criminal Justice, Abnormal Psychology, Correctional Methods and Administration.

Nutrition Manager Certificate
Contact: Sheryl Morin
Ph: 403-410-1475
Monthly Intake

This online program can be taken on a part-time basis, to be completed within a three-year timeframe. Note: Learners enrolling in this program must be working at a supervisory level or have access to the required supervisory work experience in the food service industry.

Practical Nurse Diploma
Contact: Christine Frei
Ph: 403-410-3492
Intake Date: Every Fall, Spring and Winter

Practical Nurses (PN) use knowledge and skill to assess, interpret and develop Client care, perform a wide variety of prescribed medical treatments and advocate for safe, comfortable environments and care for their Clients. This program educates students to provide high-quality nursing in acute care hospitals, long-term care facilities and in the community. PNs work in the areas of acute care hospitals, medical surgical care, pediatrics, maternity, mental health, and long-term care nursing facilities. To help students reach their career goals, several study options are offered; for example, full-time, part-time and online programs.

Pharmacy Technician Diploma
Contact: Sheryl Morin
Ph: 403-410-1475
Intake Dates: Fall, Winter

This full-time diploma is completed in 14 months and is accredited by the Canadian Council for Accreditation of Pharmacy Programs. The program prepares individuals to work in hospital and community pharmacies. Pharmacy Technicians work with pharmacists to perform activities such as dispensing, compounding, repackaging, managing inventory, preparing sterile products, handling monetary transactions, and communicating extensively with patients, health care professionals and third-party insurance agents.

Recreation Therapy Aide Certificate

Contact: Sheryl Morin
Ph: 403-410-1475
Intake Date: Every Fall

This part-time program focuses on the knowledge, skills and attitudes of the Health Care Aide to further enhance their ability to work effectively within a team in various recreation therapy settings. Programming is offered in the form of evening workshops, online courses and home study and includes a final work experience.

Bow Valley College – Canmore Campus

800 Railway Avenue, Canmore, AB
www.bowvalleycollege.ca/canmore

Some learners may qualify for Alberta Works funding.

Occupational Skills Training

Contact: Jane Neil,
Program Coordinator
Ph: 403-678-3125
Email:
jneil@bowvalleycollege.ca
Ongoing intakes

This full-time program provides Clients in the Canmore/Banff area with essential skills, employment preparation skills and occupational skills in the following occupational areas:

- Administrative Occupations – such as Administrative Assistant, Accounting Clerk, Medical Assistant, Marketing Assistant
- Customer Service Occupations – such as Front Desk, Retail Clerk, Receptionist, Sales Clerks
- Supervisory Occupations – such as Housekeeping Supervisor, Front Desk Supervisor

Three occupational streams are available:

- Stream 1 is 19-22 weeks of Administrative Occupational Skills Training
- Stream 2 is 11-13 weeks of Customer Service Occupational Skills Training
- Stream 3 is Supervisory Occupational Skills Training as an additional option to Streams 1 and 2

All Clients receive Essential Skills Training and Employment Preparation Skills. Clients in Stream 1 will then select occupational courses that match their identified career goal and existing level of skill sets as determined at their assessment and subsequent interviews; for example: Office Administration Applications, Accounting Applications and Health Care Administration. Other options are also available. Clients in Stream 2 will focus on entry-level customer service courses. The program will be delivered through classroom lectures, self-paced workbooks, classroom based synchronous online learning, and computer based tutorials. Following classroom training, Clients will be placed in four to six-week work experience with a local employer.

Eligible Clients: Any Albertan who is unemployed or receiving Alberta Works funding or receiving EI or had received EI in the past three years or on maternity leave within the past five years

Bredin Institute – Centre for Learning

#250, 910 – 7 Ave. SW, Calgary, AB T2P 2N8

www.bredin.ca

Some learners may qualify for Alberta Works funding.

Bredin WorkSkills Program

Contact: Joanne Johnston,
Service Manager/
Employment Developer

Ph: (403) 261-5775

Fax: (403) 264-9736

Email:

joanne.johnston@bredin.ca

This is an 18-week Integrated Training program which embeds literacy and essential skills into occupationally focused training in the trades, the oil and gas sector or the service industry. It will integrate Clients into the workplace by providing:

- career planning
- pre- and post-essential skill assessments
- occupation-specific Essential Skills training
- short-term course training (First Aid, WHMIS, Scaffolding, H2S Alive, etc.)
- employment search workshops
- a four-week work experience
- supported job search
- six months of job retention support

Intakes:

Jun 4/12 – Oct 5/12

Sep 4/12 – Jan 11/13

Jan 14/13 – May 17/13

Aug 12/13 – Dec 13/13

The program is targeted to Alberta Works Income Support Clients who are able to participate in the training and able to work following the training. Other unemployed Albertans and EI Clients will be considered. Clients must be legally entitled to work and train in Canada. This program is not intended to provide English language skills training for new Canadians but could include immigrants who improve their language skills as a result of the training.

Calgary Catholic Immigration Society (CCIS)

Business Centre, #200, 1111 – 11 Ave. SW, Calgary, AB T2R 0G5

Ph: 403-264-4850

Fax: 403-264-4858

www.ccis-calgary.ab.ca

Some learners may qualify for Alberta Works funding.

Millwright Pre-Apprenticeship Program

Contact: My Theander

Ph: 403-290-5121

Email:

mrp@ccis-calgary.ab.ca

Intakes ongoing

This 32-week program qualifies students for the millwright trade. Millwrights, also known as Industrial Mechanics, install, troubleshoot and maintain industrial equipment. They have a wide range of knowledge in such areas as machine assembly, blueprint reading, bearing fitting, gears and shaft alignment, and drive systems maintenance. They learn basic machine shop and welding techniques as well as use of precision measurement tools and testing equipment.

The program consists of 12 weeks of training at CCIS in preparation for 14 weeks of Occupational Training at SAIT, followed by six weeks of work experience. The program is for recent (10 years or less) permanent residents legally entitled to work in Canada, EI/Reachback or Income Support Clients who are interested in employment in this trade. Applications are accepted on an ongoing basis.

Refrigeration and Air Conditioning Pre-Employment Training Program

Contact: Scott Trevis

Ph: 403-290-5115

Email: [rac@ccis-](mailto:rac@ccis-calgary.ab.ca)

calgary.ab.ca

Newcomers to Alberta will be provided with the necessary Employment Preparation Skills Training and Occupational Skills Training to achieve their employment goals and ensure job retention as Apprentice Refrigeration and Air Conditioning Mechanics.

To achieve this goal, CCIS and SAIT will provide integrated training such as Refrigeration and Air Conditioning Theory, Hands-on Shop Projects, Occupation-Specific Language and Math and Science Training, Trades-Related Communication, as well as Employment Preparation Skills Training such as Job-Search Strategies and Work Skills Management. The program incorporates 22 weeks of coursework with 8 weeks of Collaborative Work Experience. The Service Management team will provide proactive support throughout training, during the work placement, and will provide follow-up support at 90days and 180-days.

The selection of the sixteen (16) participants is based on the following criteria:

- Interest in employment as a Refrigeration Mechanic and a plan to pursue a long-term career in the respective trade, and
- Ready, willing and able to commit to the training and seek work afterwards
- Demonstrates a need for the training due to the identified barriers to employment
- Demonstrates an ability and the potential to successfully complete the training
- Mechanical inclination and able to sustain the physical demands of these occupations
- Minimum Grade 11 science and math and a minimum Canadian Language Benchmarks 5
- Normally in Canada 10 years or less

Calgary Drop-In Centre Society – Computer Learning Centre

423 - 4 Ave. SE, Calgary, AB T2G OC8

Ph: 403-699-8281

Email: clc@thedi.ca

www.thedi.ca

Information Technology Certification

Take your place as an IT professional and step into your future by obtaining certification as a computer service technician. Through a unique partnership between the Calgary Drop-In & Rehab Centre and International Charity Association Network (ICAN), students prepare to challenge the Internet and Computer Core Certification (IC3) and A-Plus Certification.

- **IC³** is a global, validated standards-based training and certification program for basic computing and Internet literacy.
- **A-Plus** is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers. It validates the knowledge and skills for entry-level computer service technicians.

CDI College

Calgary City Centre: #100 Trimac House, 800 - 5 Ave. SW, Calgary, AB T2P 3T6
Ph: 403-232-6410

Calgary North: #100-#401, 403 – 33 St. NE, Calgary, AB T2A 1X5
Ph: 403-571-8585
Fax: 403-571-8599

Calgary South: #200 Midnapore Mall, 240 Midpark Way SE, Calgary, AB T2X 1N4
Ph: 403-207-1813
Fax: 403-272-0719

Some learners may qualify for Alberta Works funding.

School of Business:

Accounting and Payroll Administration

This hands-on training teaches computerized accounting programs such as QuickBooks, Simply Accounting and other industry standard software as well as manual accounting fundamentals. Graduates will receive the nationally-recognized Certified Payroll Management Program's (CPMP) Payroll Compliance Practitioner certification.

Business Accounting Technician

This program provides training in specific clerical skills required to succeed in this fast-paced accounting industry. Courses include Manual Accounting, Business Communications and Computerized Accounting.

Business Administration Management

This program provides training in the fundamental elements of business management and administration while providing insights and hands-on training. Courses cover business writing, manual and computerized bookkeeping and project management using case studies.

Business Administrative Professional

This program provides current, relevant tools and insights required for business jobs using the latest training in office organization, computer software, human relations, communications and time management. Courses include Office Skills, Business Communications as well as commonly used software such as Microsoft Office.

Oil and Gas Administration

Administrative and clerical skills, such as computer and software skills, interpersonal skills and business communication, are taught with a strong emphasis on the petroleum industry and industry-specific knowledge, such as terminology and practices.

Travel and Tourism

This program teaches world geography, sales and marketing skills, computer training and customer service, including the operation of Apollo and SABRE, the two main computer reservation systems used in Canadian travel agencies. Tariffs and travel agency operations, cruises and ticketing are also offered. Some career options include flight attendant, tour operator roles and travel agents.

School of Health Care:

Advanced Massage Therapy (2nd Year)

This diploma program teaches advanced skills required to compete for massage therapy jobs. Professional massage therapists specialize in relaxation, wellness and recovery. A prerequisite requires successful completion of CDI College's Massage Therapy program, or equivalent, with prior learning assessment. Students gain hands-on experience through their required practicum placements. Support is provided to graduates in finding employment.

**Massage Therapy
(1st Year)**

This diploma program prepares students to become healthcare industry members in private clinics, medical and rehabilitation centers, hospitals, spas, fitness facilities or as self-employed massage therapists. It teaches fundamental massage skills such as hydrotherapy, palpation, remedial exercise and patient assessment. Under the supervision of a registered massage therapist, a mandatory practicum gives students the chance to use their skills in a real setting.

**Medical Office
Administration**

Fundamental office procedures and technology are covered, such as information processing, business procedures, keyboarding and Microsoft Word and Excel programs. Medical office-specific skills are provided, such as human anatomy, medical terminology and medical machine transcription. Students put these skills into practice through a mandatory practicum in a real medical office. They continue to be supported after graduation with job search and interviewing skills, employer expectations and resume preparation.

Pharmacy Assistant

This customer-centered diploma program provides practical knowledge and skills needed to excel in a retail pharmacy environment. Students gain a broad knowledge of anatomy, microbiology, physiology, pharmacology and computer skills, as well as communications and customer service skills for the retail work environment. All students participate in a practicum placement at a community pharmacy in order to refine their pharmaceutical skills and gain hands-on work experience. Graduates will be prepared for pharmacy assisting jobs in community pharmacies.

Pharmacy Technician

This program teaches the knowledge and skills necessary to thrive in the pharmacy industry, such as compounding, computer processing, dispensing, mathematics, drug/body interactions and drug delivery systems. They practice customer service skills and learn about different pharmaceutical environments such as retail, hospital and small business. Graduates will be eligible to apply to write the certification examination offered by the Pharmacy Technician Certification Board of Alberta (PTCB-AB) and to register with the Canadian Association of Pharmacy Technicians – Alberta (CAPT-AB), Alberta's professional association for pharmacy technicians.

School of Technology:

Help Desk Analyst

This diploma program teaches students the technical skills necessary to service computer systems and the customer service skills to assist computer users. They receive hands-on training on industry-standard software and learn fundamental networking skills, hardware installation and configuration, system support and optimization, Windows XP, MS Office applications and help desk techniques.

**Network and Internet
Support Specialist**

This program provides a strong foundation in operating and implementing computer services. Students gain hands-on instruction on how to plan, support, administer and secure networked computer systems and their users. They will be prepared to write exams for Cisco Certified Network Associate (CCNA), Computing Technology Industry Association (CompTIA) A+, Network+ and Security+ certifications, Microsoft Certified Systems Administrator (MCSA), Microsoft Certified Professional (MCP) and Microsoft Certified Database Administrator (MCDBA).

School of Legal Studies:

Professional Legal Assistant

Core clerical skills, legal terminology, legal concepts and documents are introduced that are required in legal assistant jobs.

Calgary Immigrant Educational Society (CIES)

1723 – 40 St. SE, Calgary, AB T2A 7Y3

www.immigrant-education.ca

Ph: 403-235-3666

Fax: 403-272-7455

Contact: Nouredine Bouissoukrane, Office Manager

Email: employment@immigrant-education.ca

Basic Accounting Program

(funded by Community Spirit Donation Grant)
Continuous Intake

This 24-hour program teaches the basics of double-entry bookkeeping, including journalizing, posting to the ledgers, completing a trial balance and preparing financial statements. It is taught by qualified and experienced accounting instructors and is designed for participants who want to pursue a career in the accounting field or have personal interests. Cost: \$115.

Simply Accounting Program

(funded by Community Spirit Donation Grant)
Continuous Intake

This 24-hour program is designed for people with a bookkeeping background and Windows experience. Cost: \$125.

Advanced Simply Accounting Program

Continuous Intake

This 24-hour program will teach the advanced features and functions of the software: general ledger, accounts payable & receivable, payroll and inventory. Cost: \$125.

QuickBooks Program

Continuous Intake

This 24-hour program is designed to improve accounting skills and is open to all interested individuals. Cost: \$125

Clerical Training Program

(funded by United Way of Calgary and Area)
Continuous Intake

The 60 hours with additional 20 hours voluntary job practicum covers Windows XP, MS Office (Word, Excel, Access, PowerPoint), Internet, Business Communication, Office Practices & Procedures, Job Search Skills, Resumé Writing and Interview Techniques. Cost: \$150.

Accounting Skills Training (AST)

(funded by Calgary Learns)
Training Duration: 4 months
Sat only – part-time
12:00 pm – 4:30 pm
Continuous Intake

This part-time, 76-hour program assists unemployed newcomers who would like to get an accounting job in Canada with the essential accounting, computer, business communication and job searching skills training. Cost: \$80

Eligibility:

- Citizens, permanent residents and refugees
- Canadian Language Benchmark of 4 or higher
- Commitment to complete the program
- Basic accounting and basic computer knowledge

Course Content:

- Accounting (Simply Accounting – 18 hours; QuickBooks – 18 hours)
- Computer Skills: MS Office 2007 ~ Word & Excel; on-line job search techniques (14 hours)
- Business Communication: Business writing; Business terminologies; Building confidence; conversational skills & presentations (12 hours)
- Job Search Skills: Resume & cover letter writing; job Interview skills; career planning; job searching skills (12 hours)
- Seminars: Guest speakers (2 hours)

Columbia College (AFA)

802 Manning Rd. NE, Calgary, AB T2E 7N8

Ph: 403-235-9000

www.columbia.ab.ca

This training provider has signed an Accountability Framework Agreement (AFA) with Alberta Human Services (HS) and is responsible for ensuring that all Skills Investment funded learners they accept into their programs have been assessed and need training in order to obtain employment. Training providers may only recommend applications for funding for learners entering programs contained in the training provider's approved Skills Investment Plan as part of the AFA.

Some learners may qualify for Alberta Works funding.

Business Management Professional Programs

Contact: General Inquiries

Ph: 403-648-2265

Email:

admissions@columbia.ab.ca

Intake: Monthly

Students who do not have the necessary academic entry requirements may be eligible for free college preparation courses. They may start their program at the beginning of each month.

Successful graduates may be employed in Accounting, Marketing, Human Resources or Operations Management in a wide variety of organizations. Sample positions include Accountant, Accounts Payables/Receivables Assistant, Bookkeeper or Payroll Administrator.

Students who do not have the necessary academic entry requirements may be eligible for free bridging courses through the College Preparation Program.

Criminal Justice Professional Programs

Contact: General Inquiries

Ph: 403-648-2265

Email:

admissions@columbia.ab.ca

Intake: Monthly

This program is designed to prepare students with the competencies needed to work in the fields of Law Enforcement, Corrections, By-Law Enforcement, Border Security, Industrial Security or Private Investigation in a variety of organizations from government to private or non-governmental organizations.

Two accelerated delivery programs are offered:

- a one-year certificate completed in six months, and
- a two-year diploma program completed in one year.

Students complete 10 classroom-based courses in the certificate program and another 10 classroom-based courses in the diploma program. Each course consists of 40 hours of instruction. A co-operative education course of 100 hours is also taken, giving students the opportunity to work at a practicum site that relates to their career goal and may lead to employment. It will take a full-time student 50 weeks to complete both the certificate and diploma programs. This is equal to a two-year diploma in a traditional institution. Students may start their program at the beginning of each month.

Students who are interested in working in the security service may take the Alberta Basic Security Training Course. After completion, students are eligible to write the mandatory provincial exam. Students may take this training while in the Criminal Justice Program.

Students who do not have the necessary academic entry requirements may be eligible for free college preparation courses.

Dental Assistant Professional Program

Contact: General Inquiries

Ph: 403-648-2265

Email:

admissions@columbia.ab.ca

Intake: Aug 13/12

This is a nationally accredited 28-week program of intensive training and education. Students gain dental knowledge related to theory, practical, clinical and office administration procedures including a four-week practicum in a dental office. The program is designed to provide the skills, technical knowledge and clinical experience necessary to become an effective member of the dental health care team.

Students who do not have the necessary academic entry requirements may be eligible for free bridging courses through the College Preparation Program.

**Health Care Aide
Professional Program**

Contact: General Inquiries

Ph: 403-648-2265

Email:

admissions@columbia.ab.ca

Intake: Monthly

This fifteen-week program is designed to give the student the theory and practicum experiences required to be a certified Health Care Aide in Alberta. Students will complete five weeks of self-study modules, five weeks or 100 hours of classes and complete 200 hours of practicum experience. This program uses the Government of Alberta health Care Aide curriculum modules. Classes are offered Monday through Thursday evenings.

Practicum may be scheduled over a five-week period between early morning, mid-day, late afternoon, evening and weekend periods. Students should be prepared to work various shifts during their cooperative education course as this will prepare them for the reality of the professional healthcare world.

Academic Entry Requirements:

- Possess Grade 10 English
- Apply as a mature student.

Students who do not have the necessary academic entry requirements may be eligible for free University Preparation courses.

Other program requirements:

1. Security Check
2. Recent Immunization Record (must include Hepatitis B and tetanus)
3. Resumé (education and work experience)

**Human Services
Professional Programs**

Contact: General Inquiries

Ph: 403-648-2265

Email:

admissions@columbia.ab.ca

Intake: Monthly

This new and dynamic program offers a multi-discipline approach to education. Students have the opportunity to be educated and employed within four distinct disciplines: education, social work assistant, rehabilitation, and child and youth environments. Employment possibilities may include: child and youth services, early childhood services, social work assistant, vocational and rehabilitation services, education assistant, residential services, immigrant aid support, native support assistant, Intake worker or outreach worker.

- The **Certificate program** consists of 11 required courses – 10 classroom-based and one cooperative education course where students would complete 100 hours of hands-on experience. Students will be assigned to work on one or more field-based sites that relate to particular courses.
- The **Diploma program** consists of another 11 courses – 10 classroom-based and a second cooperative education where students would complete another 100 hours of hands-on experience.

Each course consists of 40 hours of instruction. It will take a full-time student 50 weeks to complete both the certificate and diploma programs. This is equal to a two-year diploma in a traditional institution. Students may start their program at the beginning of each month.

Students who do not have the necessary academic entry requirements may be eligible for free bridging courses through the College Preparation Program.

**Integrated Training –
Sales and Service**

Contact: General Inquiries

Ph: 403-235-9300

Email:

admissions@columbia.ab.ca

Intakes: Apr, Aug, Nov

This fast-track program is designed to offer workplace knowledge and skills in preparation for quick entry into the Sales and Service Sector workplace. Students with weak literacy and communications skills will receive academic upgrading, employability training, occupation-related essential skills development and work experience in preparation for entry-level positions in the sales and service industry sector.

Some entry-level employment areas are:

- Cashiers and Customer Service-related occupations
- Food Preparation and Catering-related occupations
- Cleaners and Housekeeping-related occupations
- Hospitality-related occupations

Program Length: There are two paths that an individual could take:

- 16 weeks – For individuals scoring around Grades 4-5 in English
- 32 weeks – For individuals scoring around Grades 2-3 in English

Integrated Training – Trades & Transport

Contact: General Inquiries

Ph: 403-235-9300

Email:

admissions@columbia.ab.ca

Intakes: Apr, Aug, Nov

Program Length: There are two paths:

- 18 weeks – For individuals scoring around Grades 4-5 in English
- 32 weeks – For individual scoring around Grades 2-3 in English

Practical Nurse Professional Program

Contact: General Inquiries

Ph: 403-648-2265

Email:

admissions@columbia.ab.ca

Intake Dates:

Apr 2/12

Aug 20/12

This new fast-track program is designed to offer the opportunity to get workplace knowledge and skills in preparation or work in the Trades and Transport sector. Students with weak literacy and communication skills will receive academic upgrading, employability training, occupation-related essential skills development and work experience in preparation for entry-level positions in the trades and transport industry sector.

Some entry-level employment areas are:

- auto detailer
- warehouse/materials handler
- construction labourer
- lumber yard handler
- recycling truck driver
- truck loader/unloader
- landscaping labourer

This two-year accredited program is completed in 65 consecutive weeks. It is designed to give students Practical Nursing theory and clinical experience in continuing care, acute care, a specialty such as maternal, child care and community care. Students will normally attend academic classes during the day, Mon through Fri. However, each student's 742 co-operative hours will be scheduled according to the co-operating health care employer's availability of clinical practicum placements. Student should be prepared to work various shifts during their cooperative education course as this will prepare them for the reality of the 24-hour, seven day week professional healthcare world.

Academic Entry Requirements are:

- English 30 or 30-1 with minimum of 60% or English 33 with a minimum of 70%
- Math 20-Pure with a minimum of 50% or Math 20-Applied with a minimum of 60%
- Biology 30 with a minimum of 60%

Students who do not have the necessary academic entry requirements may be eligible for free University Preparation courses.

Other program requirements:

- Security Check
- Recent Immunization Record (must include Hepatitis B and tetanus)
- Resumé (education & work experience)

LifeMark Health Centre - Warehouse and Logistics Skills Training

Northeast Location: 2121 - 29 St. NE, Calgary, AB T1Y 7H8

www.lifemark.ca

If the individual is receiving Income Support, they will remain on Income Support.

Warehouse and Logistics Skills Training Program

Contact: John Petersson

Ph: 403-219-5736

Fax: 403-247-1163

Email:

warehouse@lifemark.ca

Hours:

Mon-Fri 8:30 am - 4:00 pm

Call for next intake date.

This six-week program provides quality skills training in readiness for gainful employment in the warehouse industry. Training includes:

- Forklift Certification
- General Warehouse Procedures
- WHMIS and TDG Certification
- Warehouse Safety and Regulations
- First Aid Certification
- Career management skills
- Resumé Development and Interview preparation
- Work Experience
- Job Placement Assistance
- Warehouse Athlete

Applicants must be unemployed, over 18 years of age, collecting EI or have collected EI in the last 36 months or have collected maternity/parental benefits in the last 60 months or collecting Income Support, or other unemployed Albertans not eligible for EI, Reachback or Income Support. Applicants must enjoy a physical job and must be ready, willing and able to start full-time employment. Applicants must not have an active criminal record or other criminal record that would prevent hiring within the industry.

Momentum – Trades Training (AFA)

#16, 2936 Radcliffe Dr. SE, Calgary, AB T2A 6M8

www.momentum.org

This training provider has signed an Accountability Framework Agreement (AFA) with Alberta Human Services (HS) and is responsible for ensuring that all Skills Investment funded learners they accept into their programs have been assessed and need training in order to obtain employment. Training providers may only recommend applications for funding for learners entering programs contained in the training provider's approved Skills Investment Plan as part of the AFA.

Some learners may qualify for Alberta Works funding.

Trades Training for Immigrants and Aboriginal Persons

Contact: Iris, Trades Coordinator

Ph: 403-204-2672

Email:

irisa@momentum.org

or Cidalia, Admin Assistant

Ph: 403-204-2667

Email:

cidaliac@momentum.org

or Greg, Placement

Facilitator

Ph: 403-204-2677

Email:

gregf@momentum.org

Next Program: Plumbing 2012

Date: Jul 2/12 – Dec 21/12

This is a 25-week program which includes twelve weeks of academic upgrading, six weeks of Technical Training at SAIT and a seven-week work experience with a local employer.

Eligibility:

Unemployed (or under-employed):

- Immigrants with a CLB 4 or 5, or
- Aboriginal persons

Tuition and living allowance available for those who are eligible.

Call 403-272-9323 for 2012 programs.

Motive-Action Training Foundation - Pre-Apprenticeship Mechanics

Unit A, 1201 – 42 Ave SE, Calgary, AB T2G 1Z5

Ph. 403-287-3132

www.motiveaction.com

Some learners may qualify for Alberta Works funding.

Pre-Apprenticeship Mechanics Program

(specialization in Auto Service, Auto Body, Heavy Duty, Welding and Metal Fabrication) For Youth

Contact: Karl Herzog

Ph: 403-287-3132

Continuous Intake

This program provides 24 weeks of pre-apprenticeship training program for youth, ages 18 to 30, providing life management, essential skills and occupational skills in one of four streams: Auto Service, Auto Body, Heavy Duty, Welding and Metal Fabrication. Includes 12 weeks at Motive-Action where participants learn from licensed instructors in a classroom and shop setting and 12 weeks of work experience with industry employers. Jobs provided upon graduation.

This 24-week Integrated Employability Skills Training is for unemployed or marginally employed youth (18-30 years) with an interest in the automotive field who are EI, EI Reachback, Income Support or Unemployed Albertans.

Some applicants over age 30 years may be accepted on a case-by-case basis.

Mount Royal University (MRU) – Skills Investment Program (SIP) Funding (AFA)

4825 Mount Royal Gate SW, Calgary, AB T3E 6K6

<http://www.mtroyal.ab.ca>

This training provider has signed an Accountability Framework Agreement (AFA) with Alberta Human Services (HS) and is responsible for ensuring that all Skills Investment funded learners they accept into their programs have been assessed and need training in order to obtain employment. Training providers may only recommend applications for funding for learners entering programs contained in the training provider's approved Skills Investment Plan as part of the AFA.

Some learners may qualify for Alberta Works funding.

Skills Investment Program (SIP) Funding (AFA)

SIP office: E106

Contact: Jim Gordon

Ph: 403-440-6304

e-mail: jgordon@mtroyal.ca

Prospective Student
Services

Ph: 403-440-5000

This program offers funding to students accepted into one of the following areas:

1. English Language Programs,
2. Aboriginal Education Program (upgrading)
3. Transitional Vocational Program or
4. Occupational Skills Training.

Certificates:

- Personal Fitness Trainer
- Funeral Director and Embalmer
- Business Administration: Advanced Accounting
- Business Administration: Human Resources
- Business Administration: Marketing Management
- Bridge to Canadian Nursing
- Employment Preparation Program (TVP – Transitional Vocational Program)

To start the application process, contact the office for an information package. Start the application process in advance of start date.

Reeves College

Calgary City Centre: #200, 206 – 7 Ave. SW, Calgary AB T2P 0W7

Ph: 403-290-1511

Fax: 403-290-0333

Calgary North: Suite 111, 2323 – 32 Ave. NE, Calgary AB T2E 6Z3

Ph: 403-769-1556

Fax: 403-769-1557

www.reevescollege.ca

Accounting and Payroll Administrator

Graduates of this program are eligible for the Canadian Payroll Association's Payroll Compliance Practitioner Program (PCP), which allows for a greater advantage in the competitive job market. Students put their training into practice over the course of a five-week practicum placement and receive job search training at the end of their program.

Accounting Technician

This program teaches students a combination of office administration, computer and accounting skills in order to prepare for employment opportunities in financial or administration jobs.

Acupuncture

This is a 99-week intensive study of acupuncture, Tuina massage and Western medicine which provides a similar course of study to the four-year Traditional Chinese Medicine (TCM) programs at universities in China. Students gain real experience through practicum placements and hands-on campus training as well as a comprehensive knowledge of TCM and its principles and applications.

Business Administration Management

This 35-week program teaches the skills students need to succeed in a variety of business jobs. It introduces them to communications, marketing and sales principles and techniques. They learn customer service, computer software, foundations of accounting and will complete a five-week practicum placement to equip them with skills and experience to launch their careers after graduation.

Computer Graphic Design

This program provides the fundamentals of colour theory, design and layout, typography and marketing with industry-standard software including the Adobe Creative Suite (Photoshop, Illustrator, InDesign and Adobe Acrobat) as well as QuarkXpress as well as web skills like HTML and Dreamweaver.

Hospitality Management

Students are provided with strong travel and tourism training for jobs in hotel and facilities management, customer service or housekeeping management. They will gain hands-on experience in the tourism industry as part of a practicum placement in a real hospitality workplace. In addition to their hospitality diploma, graduates will receive an American Hotel & Lodging Association (AHLA) diploma.

Legal Administrative Assistant

Students are provided with the technical skills they need to back up their artistic eye by learning about the fundamentals of colour theory, design and layout, typography and marketing. They learn on industry-standard software including the Adobe Creative Suite (Photoshop, Illustrator, InDesign and Adobe Acrobat), QuarkXpress as well as learning web skills like HTML and Dreamweaver.

Medical Office Assistant

Students are taught office skills such as keyboarding, bookkeeping and use of Microsoft Office, as well as medical-office-specific skills such as medical transcription, medical recordkeeping, billing software and administering basic medical tests. They put their skills into practice during a 100-hour practicum in a medical office. In addition to their Medical Office Assistant diploma, graduates of this program will also receive a Standard First Aid Certificate and a CPR "C" Certificate.

Office Administration

Students are trained in office procedures and best practices, business communications, common office and accounting software, keyboarding, computer skills and customer service skills. They gain on-the-job experience over the course of a five-week practicum placement in a real business setting.

Oil and Gas Administration

This program equips students with strong business administration skills, as well as a broad understanding of the oil and gas industry's practices, terminology and operations. Courses cover topics such as computer skills like PowerPoint, databases and keyboarding, as well as industry-specific instruction on oil and gas documentation and reporting, business management and petroleum transportation.

Paralegal

This 65-week program trains students in the administrative and extensive legal skills they need to excel in a law office by learning computer, keyboarding and communication skills. They also gain an in-depth understanding of the Canadian court system, laws, legal rights and become proficient at handling legal evidence and filing legal documentation. They receive a five-week internship in a law office. In addition to their Paralegal diploma, graduates of this program receive Internet and Core Computing Certification.

Robertson College

#300, 417 – 14 St. NW, Calgary, AB T2N 2A1

Contact: Keith Kristalovich, Campus Director

Ph: 403-920-0070

Email: CalgaryInfo@RobertsonCollege.com

www.robertsoncollege.com

Some learners may qualify for Alberta Works funding.

Accounting Payroll Administrator

This nine-month program prepares students for entry level positions working in accounting and/or payroll departments. It includes eight months of theory and four weeks of practicum. Graduates of this program can expect to qualify for accounting clerk, accounts payable clerk, computerized accounting clerk, bookkeeping clerk and tax clerk. They will have an understanding of administrative procedures, fundamentals of accounting and corporate finance, bookkeeping and payroll procedures. This program prepares them to challenge the Canadian Payroll Association certification to attain their Payroll Compliance Practitioner certification.

Administrative Professional Program

This three-month program includes a two-week practicum placement. It prepares students for entry level positions as an Administrative Professional in a wide variety of businesses. Participants will acquire the Essential Skills of this profession as identified by Human Resource Development Canada. Graduates may find employment in a wide variety of business areas such as Administrative Clerks, General Office Clerks, Personnel Clerks, and Customer Service/ Information Clerks.

Administrative Professional Bookkeeper

This five-month program includes a four-week practicum placement. It prepares students for entry level positions in a wide variety of businesses. They will attain skills that provide support to business executives, office departments or small and medium sized businesses. They coordinate office services and procedures such as the supervision, maintenance and control of the flow of work and programs, personnel, budgeting and records. In addition, they acquire skills to assist accounting and bookkeeping departments.

Health Care Aide Program This five-month program is the licensed Health Care Aide Government of Alberta Provincial Curriculum that combines theory and practical training to equip graduates for positions as Health Care Aides, Home Care Attendants or Personal Support Workers. Upon completion of their studies and practicum, students will receive the Government of Alberta Health Care Aide certificate and will meet the Alberta Health and Wellness standards for Health Care Aides in Alberta.

International Hospitality and Hotel Management Program This program includes nine months of in class theory and practice as well as a four-week practicum placement. There is a growing demand for trained professionals in all sectors of the hospitality industry. Graduates may find employment in Hotels, Motels, Spas, Convention Facilities, Cruise Ships and Food Services. The program's American Hospitality and Hotel Lodging curriculum is internationally recognized. Also included is the Alberta Training for Excellence in Corporation (ATEC) SERVICE BEST program and Food and Beverage Management course specific for the Canadian market.

Legal Administrative Assistant This program includes seven months of in class theory and practice as well as a four-week practicum. Students will develop skills in a fast paced environment preparing documents and improving interpersonal communication skills. They will be introduced to law and the legal profession with specific emphasis placed on the areas of Wills and Estates, Corporate and Commercial, Family law, Civil Litigation and Real Estate Law. Legal terminology, the court system, billing procedures and extensive word processing skills are reinforced through practical applications.

Medical Office Assistant This nine-month program prepares individuals to deal directly with patients and their families, providing direction and answer questions, managing appointments, correspondence, transcription and front desk operations. They will understand the role, develop proficiency in medical terminology, clinic office procedures and administrative procedures. In addition they will attain their CPR/First Aid, Non-Violent Crisis Intervention and PHIA certifications. This program includes eight months of theory and four weeks of practicum.

Pharmacy Assistant – Retail This program is seven months long and designed to provide real world skills in a variety of pharmacy practices. Throughout the program are topics such as Pharmacy Practice, Dispensing, Human Relations and Therapeutic Terminology. At the end of the program, students will participate in a four-week work practicum. This position works under the supervision of a Pharmacist and/or Pharmacy Technician. It plays an integral role in the retail pharmacy. Students learn how to prepared drug compounds, prepare, package and label prescription medications and maintain proper drug storage and security. They also learn to provide patients with non-drug product information and prepare and reconcile third party insurance claims.

Pharmacy Technician (Retail and Hospital) Program This 10-month program is well suited for students wishing to pursue a career in this rapidly growing field. It includes eight months of in-class theory and practical skills training as well as a four-week practicum in a retail pharmacy and a four-week practicum in an institutional pharmacy. Students learn computer skills, dispensing and sterile preparation skills, drug terminology and basic pharmacology in a simulated pharmacy lab environment. Graduates are working with pharmacists in retail and institutional and hospital pharmacies throughout Alberta. This program is accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP).

Travel Counselor Program

This program includes eight months of in-class theory and practice as well as a four-week practicum placement. It would appeal to individuals with a mature attitude, the ability to deal with a wide-range of people and manage stress well in order for success in the travel industry. Students gain industry knowledge in a hands-on, computerized environment. The program is endorsed by CITC - Canadian Institute of Travel Counsellors. Graduates are employed in travel agencies, major airlines, tour companies and hotels.

Veterinary Office Assistant Program

This seven-month program is designed to provide comprehensive training to prepare an individual for a career in the field of animal care. It includes six months of theory and a four-week practicum placement. Graduates will be an integral part of the animal care team by assisting the Veterinarian and the Animal Health Technologist as they actively engage in the art and science of companion animal practice. With extensive computer, human relations/customer service and clinical lab training, graduates will be skilled in the medical and administrative aspects of the veterinary clinic and animal care environment.

SAIT Polytechnic - Skills Investment Program (SIP) Funding (AFA)

1301 - 16 Ave. NW, Calgary, AB T2M 0L4
www.sait.ab.ca/sip

This training provider has signed an Accountability Framework Agreement (AFA) with Alberta Human Services (HS) and is responsible for ensuring that all Skills Investment funded learners they accept into their programs have been assessed and need training in order to obtain employment. Training providers may only recommend applications for funding for learners entering programs contained in the training provider's approved Skills Investment Plan as part of the AFA.

Some learners may qualify for Alberta Works funding.

Skills Investment Program (SIP) Funding

SIP Office: MC221 Heart Building
Ph: 403-284-7054
E-Mail: skills.investment@sait.ca
Hours:
Mon-Fri: 9:00 am – 3:00 pm

This program offers assistance to students applying for funding through HS who are accepted into one of the following areas:

- English Language Training,
- Academic Upgrading, or
- SAIT Occupational Skills Training (SAIT Certificate programs 12 months or less in duration).

Apply early for funding to be in place for training.

Trade Winds to Success Project – Aboriginal Pre-Trades Training

1070 – 2600 Portland St SE, Calgary, AB T2G 4M6
www.tradewindstosuccess.ca

Aboriginal Pre-Trades Training (Carpenters, Boilermakers, Ironworkers, Plumbers, Steam/Pipefitters, Welders)

Contact: Rachel White or Leanne Froese
Ph: 403-205-3500
Fax: 403-205-3506
Call for further information on how to apply.

This program includes approximately 18 weeks of training that includes individualized career plans to prepare for six of Alberta's designated trades. Modules include:

- Trades Steaming Process (3 weeks)
- Apprenticeship Process
- Guest Speakers
- First Aid Safety Ticket
- Union Training Centre Tours
- Technical School Shop Tours
- Education and Workplace Essential Skills Assessments
- Informed Career Decision-Making Sessions

- Job Preparation and Maintenance – Identifying barriers and strategies for success (1 week)
- Academic Upgrading to write Trades Entrance Exam Level 4 (4 weeks)
- Union Shop and Hand Skills Training (8-10 weeks)
- Safety Tickets provided for each trade
- Mentorship Program with Union members
- Excellent employment prospects available from the Union partners following completion

All potential Clients must be ready, willing and able to work and have sufficient health to participate in and benefit from training for trades employment. Clients must be unemployed, underemployed or employment threatened First Nations, Metis or Inuit people, residing in Calgary and legally entitled to work in Canada. Call for specific criteria.

Offered in partnership with Government of Canada, Government of Alberta, Oteenow Employment Centre, Rupertsland Institute – Métis Training to Employment, Aboriginal Futures Career and Training Centre and Trade Union Partners.

Vermilion Energy/YWCA Skills Training Center

4086 Ogden Rd SE, Calgary, AB T2G 4P7

www.ywcaofcalgary.com/trades

This project has shared provincial and corporate funding.

Successful applicants are women who are interested in pursuing a career in construction trades. YWCA housing, childcare and other supports may also be available.

Pre-employment Construction Training

Contact: 403-705-5770

Fax: 403-718-0521

Email:

recruiter@ywcaofcalgary.com

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Ongoing Intakes

Contact for dates

This is a 20-week pre-employment trades training program for women. The course is comprised of four areas:

- Communications & Life Management Skills
- Strength and Nutrition Training
- Carpentry focus with exposure to Plumbing and Electrical
- Three-week onsite work experience with a Calgary-based company

WCG International Consultants Ltd.

#229, 495 – 36 St. NE, Calgary, AB T2A 6K3

www.employmecalgary.ca

Some learners may qualify for Alberta Works funding.

EmployMe Calgary

Contact: DeVera Parkinson,
Program Manager
Ph: 403-235-4740

This 20-week program provides retail and customer service skills training with literacy and essential skills embedded into each component of the program. The training is designed to develop employability, occupational, life management and job search skills and includes four weeks of work experience with industry employers who are willing to consider hiring upon graduation.

First Intake: Apr 23/12 and
accepting applications for
future intakes

This program will provide retail and customer service skills training primarily for unemployed individuals who are currently receiving Income Support from Alberta Works who are motivated to learn new occupational skills and are interested in a career in retail. Other eligible individuals may be Employment Insurance (EI) recipients or have EI Reachback status and may also be other unemployed Albertans.
