



COURSE OUTLINE

ETP 26 Employment Certificates - FALL SEMESTER 2016

Class Times: TBA

Classroom: Interurban Campus, Portable A, Room 104

Instructor: David Greig

Office: Interurban Campus, Portable A – Room 102A

Office Hours: Wednesday 3:00-4:00; Thursday 9:00-10:00 & 3:00-4:00; Friday by appointment

Telephone: 250 370-3845 **Email:** Greig@camosun.bc.ca

Instructor: Mark Fournier

Office: Interurban Campus, Portable A – Room 102A

Office Hours: Monday, Tuesday 9:30-10:00 & 3:00-3:15; Wednesday 9:30-10:00

Telephone: 250 370-3839 **Email:** fournierm@camosun.bc.ca

Course Purpose

This course prepares students to be successful in achieving certificates that will enhance their employability. Successful completion of the course includes recognized credentials in Standard First Aid/CPR or Emergency First Aid/CPR, WorldHost, WHMIS (modified) and FoodSafe.

Prerequisites

Permission from instructor is required to register in this course. Candidates must demonstrate readiness to learn, ability to travel and function independently in the community and capacity to contribute effectively to a workplace setting.

Required Materials

Learning material will be presented by the instructor from a variety of sources:

Students are responsible for the following materials:

- Clean clothing in good repair appropriate for select work experience settings.
- 3 ring binder, pens, paper and book bag.
- Calendar, schedule or smart phone to keep track of appointments and commitments.
- Meals, snacks, water.

Support is available to students who may have trouble obtaining these items.



SCHOOL OF ACCESS

EMPLOYMENT TRAINING AND PREPARATION

Attendance Policy

Because certificate training is offered as a series of workshops, it is difficult to make up missed time. Therefore, students are expected to make every effort to attend all workshops. Students are expected to arrive on time ready to learn. Students who miss key components due to legitimate reasons will have limited opportunities to make up this time. Students are expected to provide appropriate reasons (with documentation if requested) and sufficient notice for all absences and late arrivals.

Evaluation Plan

COURSE EVALUATION METHODS							
1. FoodSafe Certificate							
2. World Host Certificate							
3. First Aid Certificate							
4. Modified WHMIS Certificate							
COURSE OUTCOMES				EVALUATION METHODS			
Progress in the outcomes outlined below will be measured using the indicated evaluation methods.				1	2	3	4
1. Demonstrate the knowledge and skills required to obtain external credentialing in Standard First Aid/CPR or Emergency First Aid/CPR, Worldhost, Foodsafe and WHMIS (modified)				✓	✓	✓	✓

Students must obtain all certificates in order to complete this course.

Description of Grades

GRADE	DESCRIPTION
COM	Complete: The student has met the goals, criteria, or competencies established for this course.
DST	Complete with Distinction: The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course.
NC	Not Complete: The student has not met the goals, criteria, or competencies established for this course.
I	Incomplete: A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	In progress: A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.)
CW	Compulsory Withdrawal: A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

Students at risk of not completing this course (due to absence or lack of demonstrated progress) should approach the instructor to negotiate a learning contract as early in the course as possible.