

CAREER AWARENESS CERTIFICATE

Purpose

This full time program provides students with diverse learning needs and barriers to employment with a supportive learning environment designed to increase their level of job readiness and gain practical work experience. The program offers employment and education exploration, and establishes employee behaviours necessary for success as an entry level worker, with the goal of increasing employability. Students are introduced to skills for success in competitive employment, supported work options, further education/skill training, or community volunteer work.

Duration

Career Awareness is 38 weeks with 26 weeks of classroom component alternated with 12 weeks of work practicum.

The maximum allowable time for students to complete the program is 40 weeks.

Learning Outcomes

Upon successful completion of this program, graduates will be able to:

1. Develop a personal, education and career plan
2. Describe reasonable education/workplace accommodations/adjustments and supports and use strategies to assist in skill acquisition
3. Apply safety practices and principles at work
4. Conduct themselves in a professional manner in the workplace, consistent with industry standards
5. Work with limited direct supervision while developing an employable skill
6. Apply health and wellness concepts to personal, educational, and employment goals

Admission Requirements

- Admission is based on two (2) screening interviews
 - The first screening interview is with the CACE Student Services Assistant for Students with Disabilities to determine the applicant's suitability for the program, according to an admission checklist
 - If the applicant is successful in the first interview, they will have a second interview with the Career Awareness faculty
 - Interviews are documented and a checklist is used to determine eligibility
 - Applicants may be asked to sign a release of information so documentation can be provided to faculty to support the application
- Admissibility is based on the following criteria:
 - Permission of the department
 - Diagnosis or history that identifies difficulty with learning
 - Comfort and tolerance of an alternative learning environment designed for students with diverse learning needs
 - Proven motivation to work and perform tasks without ongoing direct supervision, supported by previous reports or assessments

- Ability and willingness to travel independently to the college and workplace
- A checklist is used to document behaviours, emotional problems, or medical conditions that could significantly impair learning or compromise the safety of the student and/or others
- Independently manage own medication
- Demonstrate appropriate personal hygiene, and have the ability to independently attend to personal care needs

Upon Acceptance

- Students in this program may be required to complete a CRC prior to their practicum placement. The CRC must be completed according to VCC's Criminal Record Check instructions (<https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vcc.ca%2Fcrc&data=04%7C01%7Cndegagne%40vcc.ca%7Cc2f8769abb544a7fd5c808d9bb41fa41%7C9d83cfc7633047d5b18d45baf63%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWV%7C3000&data=ovmwgssZbqf3ZbRy0yN8ZcMKcFZhmuzWy79%2BskJH7X8%3>). Students whose CRC results indicate they pose a risk to vulnerable populations will not be able to complete the requirements of the program (e.g. practicums) or graduate.

Program Requirements

Code	Title	Credits
CAAW 0631	Education/Employment Explorati	5
CAAW 0632	Employ and Workplace Skills	5
CAAW 0633	Communication Skills	5
CAAW 0634	Personal Awareness & Wellness	4
CAAW 0635	Literacy, Numeracy, Digital Te	3
CAAW 0636	Job Search & Interview Skills	4
CAAW 0637	Practicum 1	3
CAAW 0638	Practicum 2	4
CAAW 0639	Practicum 3	5
Total Credits		38

Evaluation of Student Learning

Formative and summative evaluations, and a final anecdotal report, combined with a checklist is used to document the students' progress in classroom and practicum components. The final written report identifies course progress, as well as interests, achievement levels, aptitudes, skills, work related attitudes and barriers to employment, and recommendations.

The host employer and program faculty contribute to the evaluation of students' performance during practicum placements. Students participate in determining and tracking their progress by a series of self-evaluation and goal setting exercises for each practicum.

Completion of each course will be noted on the final report and the VCC transcript by an "S" (satisfactory) or "U" (unsatisfactory) grade. Ninety (90) % attendance is required to successfully complete each course, unless other arrangements have been made with the instructional team.

Students of the Career Awareness Certificate will have successfully completed the conditions for graduation when they have successfully completed five (5) of six (6) core courses **AND** a minimum of two (2) of three (3) practicum courses.

Students who have met the criteria for graduation shall receive a VCC certificate

Prior Learning Assessment and Recognition (PLAR)

Prior learning assessment and recognition is not available for this program.

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	90-100		4.33
A	85-89		4.00
A-	80-84		3.67
B+	76-79		3.33
B	72-75		3.00
B-	68-71		2.67
C+	64-67		2.33
C	60-63		2.00
C-	55-59		1.67
D	50-54	Minimum Pass	1.00
F	0-49	Failing Grade	0.00
S	50 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credits	N/A

EX	Exempt. Credit Granted	N/A
TC	Transfer Credit	N/A

Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.
2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.
3. Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.