

E.S.L. Co-Op program information sheet

The Peel District School Board's Adult ESL program is pleased to announce a new program designed to assist recent newcomers to Canada enter the job market. This program has a 20 week curriculum – 12 weeks are spent in the classroom which is then followed by an 8 week volunteer job placement in a specialised job sector.

What sectors are involved?

Accounting Basics – designed for those individuals who are familiar with accounting principles, but need to learn the Canadian process

Business English – The customs, rules, and expectations of those who wish to work in a business here in Canada will be highlighted. This program is very generic – anyone with business background would benefit from this.

Customer Service – Hospitality, retail, anyone who wants to work in the public sector will need to understand the techniques and language for dealing with the public.

Where?

The Adult Education Centre North – 7700 Hurontario St. in Brampton will be offering Business English and Accounting Basics/Customer Service

The Adult Education Centre South – 100 Elm Dr. in Mississauga will be offering Business English and Customer Service/Accounting Basics .

The Customer Service and Accounting Basics will rotate between the two locations.

When?

There are three intakes for this program. Dates are provided on the back of this page. Clients who are interested in this should be contacting our office at least one month before the intake dates to begin the assessment process as soon as possible.

How many students?

We will be looking for 16 – 20 learners for each of the for programs per intake. That is a total of 64 to 80 for September, November and February.

How much does the program cost?

This program is funded by the Ministry of Citizenship and Immigration, there are no materials fees or registration fees involved.

Does this guarantee a job at the end?

No, we can not promise employment, but we can promise a resume with Canadian experience provided, and a reference from the Canadian business community. It is important to note that the content of the reference is completely reliant on the performance of the learner.

Registration process for the Co-op Program

The first step is a language assessment. Clients who have taken ESL or LINC classes in the last 6 months will have valid benchmarks and will not be required to be tested.

All new applicants will need to book an appointment with the ESL department, in Brampton, call 9905) 791-6700 ext. 221. The number in Mississauga is (905) 270-6000 ext. 400.

Only those clients who have benchmarks of 6 and above are eligible for this program. Those with benchmarks below 6 will be encouraged to register in our ESL classes and apply for a later session.

All applicants will be interviewed by the instructional team. For these interviews, clients will need to have a job ready resume prepared

Eligible clients will be contacted by phone and a time will be set up.

START / END DATES

Session 1: September 4, 2007 – February 2, 2008

In-house training: September 4 – November 9, 2007
Placement #1: November 12 – December 14, 2007

(note: this placement is 5 weeks long in order to accommodate the school schedule regarding the mid-winter break)

In-house training: December 17 – 22, 2007
Placement #2: January 7 – 25, 2008
In-house: January 28 – February 1, 2008

There will be no class on Monday October 8, 2007 for the Thanksgiving holiday.

Session 2: November 12, 2007 – April 18, 2008

In-house training: November 12, 2007 – February 1, 2008
Placement #1: February 3, 2008 – 29, 2008
In-house training: March 3 – 7, 2008
Placement #2: March 10 – April 11, 2008
In-house training: April 14 – 18, 2008

(note: there will be no placement during the Board-wide March Break shut down and Good Friday. March 17 – 21, 2008 inclusive. This decision was made to keep the Specialized training program on the same schedule as the mainstream ESL program.)

There will be no classes between December 24, 2007 – January 4, 2008 inclusive

Session 3: February 4, 2008 – June 27, 2008

In-house training: February 4 – April 18, 2008
(note: there will be no classes during the Board-wide March Break shut down and Easter holiday. March 10 – 14, 2008 inclusive)

Placement #1: April 21 – May 16, 2008
In-house training: May 20 – 23, 2008
(note: there will be no class on May 19, 2008 for the Victoria Day holiday)
Placement #2: May 26 – June 20, 2008
In-house training: June 23 – 27, 2008