



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

Employment Preparation and Upgrading Program



Employment Preparation (Skills to Go)

- For adults with little or no work experience, no credentials or formal job training and less than a Grade 10 level of education; must have strong oral skills
- Three courses:
 1. **Childcare Assistant**
 2. **Retail Customer Service (with credits)**
 3. **Preparation for PSW (with credits)**
- Learn job skills and get work experience in a **job placement**
- Learn transferable **essential skills**
- 75% find employment or enter job training upon program completion
- **New programs begin September and February**

Adaptive Learning

- For adults with developmental disabilities who want to prepare for competitive employment or volunteer work in the community
- Students participate in on-site work settings to gain job skills, in addition to transferable essential skills
- Work-sites:
 1. **Coffee Shop**
 2. **Resource Room/Copy Room**
- Students then make a transition to an employment support program in the community
- **New programs begin September and January**

Academic Upgrading

- For adults with less than a Grade 10 level of education who need to develop reading, writing and math skills
- Can prepare for prior learning assessments and **earn up to 26 credits** in partnership with the credit program
- A faster, more supportive and learner-centred approach to help adults get their high school credits
- **Continuous intake**

**EMPLOYMENT
ONTARIO**

Call 239-5951

All programs are offered at 440 Albert Street, Ottawa, ON K1R 5B5.

We also have a program in the community at the Neil Squire Society.

The Employment Preparation and Upgrading Program is funded by the Ministry of Training, Colleges and Universities (MTCU)

Published by the Continuing Education Department in conjunction with Communications & Information Services — August 2007

OCDSB Main Office: 133 Greenbank Road • Nepean • Ontario • K2H 6L3 • (613) 721-1820 • FAX (613) 820-6968; <http://www.ocdsb.ca>
Continuing Education Office: 440 Albert St., Ottawa, Ont. (613) 239-2325 • FAX (613) 239-2324; <http://www.ocdsb.ca/continuweb>