

Career Centre Assistant Training

Surrey Community College is pleased to offer this new training course. After completing the Career Centre Assistant Training you will have the required course needed to be a Career Centre Assistant in the Surrey School District.

A Career Centre Assistant supports and promotes the delivery of career education programs and courses as a member of the Career Education team within a secondary school.

This course is designed to introduce students to the dynamic world of career education and to provide them with the skills and knowledge required to be an effective Career Centre Assistant.

Students will:

- Enhance their knowledge of Microsoft Word, Excel, PowerPoint, Publisher and Adobe Acrobat.
- Learn to utilize current career education resource platforms such as myBlueprint, MyEd, MyWEX, and Dual Credit Management System.
- Acquire an understanding of Surrey School District's Career Education programs. These include District Partnership Programs, Youth Work in Trades, Youth Train in Trades, Work Experience, Coop programs, special education programs and District initiatives.
- Develop the skills needed to assist students with career exploration activities, resume and cover letter preparation, post-secondary searches and more.

Dates: July 2 – 5, 8:30 am – 3:30 pm
& September 18 & 25, 4:30 pm – 7:30 pm

Course Hours: 32 hours

Cost: \$700.00 to be paid by June 17, 2019 by phone or in person

Register: Send name, phone, email address to surreycollege@surreyschools.ca

Who: Priority given to Surrey Schools clerical staff