



Employment, Training and Career Services Directory

Edmonton Region

Government
of Alberta ■

Alberta ■

Freedom To Create. Spirit To Achieve.

The Edmonton Region Employment, Training and Career Services Directory is compiled by:

**Alberta Human Services (HS)
Community and Business Services – Edmonton Region**

If you have any questions regarding the directory, please contact:

Kimberly Flowers
Phone: (780) 415-6232
Email: kimberly.flowers@gov.ab.ca

The purpose of this directory is to provide Albertans, Alberta Works clients and staff with an online listing of employment, training and career services information within the Edmonton Region.

Funding:

- Most of the programs listed are available at no cost for participants with the exception of programs listed by participating Educational Institutions.
- Financial Assistance may be available for students to attend an Educational Institution or a Contracted Training Provider. Please contact the provider for more information.
- If a program is identified as ► **Alberta Works Funded**, this means that the program is funded by the Community and Business Services (CBS) branch, Edmonton Region, HS.
- If a program is identified as an ✓ **AFA Provider**, this means that the Training Provider has signed an Accountability Framework Agreement (AFA) with HS and the provider is responsible for ensuring that all Alberta Works funded learners accepted into their selected programs have received an employability assessment and demonstrated the need for training to achieve an employment outcome.

Please Note:

- The content of this directory is based on information provided by Service Providers, Educational Institutions and HS and may not be all-inclusive.
- In this directory, there are links to other websites. HS is not responsible for the content provided by other organizations on their websites or by other means. Please direct comments or inquiries regarding these organizations or their websites to the organization in question.
- The programs offered by Service Providers and Educational Institutions may change or may not always be available at the time of publication.

Employment, Training and Career Services Directory

Edmonton Region
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ABORIGINAL PROGRAMS

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Bent Arrow Traditional Healing Society:

Journey to Success Adult Employment Program

► Alberta Works Funded

Address: 2nd floor, 10117 – 150 Street
Edmonton, AB T5P 1P2

Phone: (780) 481-3451

Fax: (780) 481-3509

Email: reception@bentarrow.ca

Website: <http://www.bentarrow.ca>

Provider Description:

Bent Arrow is a non-profit charitable organization that provides direction and support for a variety of services targeting Aboriginal children, youth and their families, and adults ages 18 and older.

Target group:

Aboriginal clients 18 years of age or older who meet the following pre-requisites:

- Maintained employment at one place for a minimum of six months
- Have a grade 10 reading level
- Have a stable residence
- Be willing to work out of town and/or shift work
- Participate in a two-day orientation session
- Maintain contact with staff for six months

Program Description:

The Aboriginal Career Training program teaches participants the skills required for certification for employment.

The clients will receive training in the following areas:

- WHMIS
- TDG
- CSTS
- First Aid
- CPR
- Tape measure conversion
- Job readiness, work ethics and time management
- Participants will receive support in the challenges of maintaining long term employment

Program Length:

Four week

Intake Dates:

Monthly

Pre-Requisites/Eligibility Requirement:

Clients must drop into the office to fill out an application. All applications will be considered.

Bissell Centre:**Provider Description:**

The Bissell Centre provides a variety of services to those living in poverty throughout the Edmonton area, and works to increase each individual's self-reliance and power to achieve their goals.

Strengthening (Our) Spirit Program**► Alberta Works Funded**

Target group: participants must be 18 years of age and registered with the Bissell Centre's Employment Services.

Address: 10527 – 96 Street
Edmonton, AB T5H 2H5
Phone: (780) 423-2285 ext. 351

Program Description:

Strengthening (Our) Spirit is a three-week program that brings together the elements of Aboriginal teachings, sharing circles, life skills training and pre-employment training.

Dispatch office: (780) 424-4385
Website: <http://www.bissellcentre.org/>

Program Length:

The program runs five days a week for three weeks.

Program Contact:

Name: C. Johnston
Email: cjohnston@bissellcentre.org

Intake Dates: Monthly

Pre-Requisites/Eligibility Requirement:

Call for more information

Concordia University College of Alberta:

Provider Description:

Concordia University College of Alberta offers a full range of programs including academic upgrading, certificate and diploma programs, undergraduate degrees and graduate degrees.

Alberta Works funding may be available to eligible learners. Student loan funding is also available for certificate, diploma and degree programs.

The first step is to attend an information and testing session. Call (780) 413-7800 to register for a session. There is no charge for the testing session.

Aboriginal University and College Entrance Program

✓AFA Provider

► Alberta Works Funded

Address: 7128 Ada Boulevard
Edmonton, AB T5B 4E4
Phone: (780) 413-7800
Toll Free: 1-866-479-5200
Fax: (780) 466-9394
Email:
Website: www.concordia.ab.ca

Target group:

Adults aged 19 and older who require upgrading to the grade 12 level. Alberta Works funding may be available for eligible learners. Call to register for an information session. There is no charge for the initial assessment.

Program Description:

The University and College Entrance Program provides the equivalent to grades 10, 11 and 12. Courses are recognized in the Alberta Transfer Guide as equivalent to Alberta Education 30 level courses.

Program Length:

The program is eight months in length.

Intake Dates:

March to July

Program Contact:

Name: Sandra Moffatt
Email: ucep@concordia.ab.ca

Pre-Requisites/Eligibility Requirement:

The student must attend an intake interview and assessment testing. Call (780) 413-7800 to attend an information session or visit the school's website.

Students meet with the University and College Entrance Program Service Coordinator to determine eligibility for funding.

**Trade Winds to Success Training
Society:**

**Trade Winds to Success Training
Society Program**

► **Alberta Works Funded**

Address: 311, 16120 – 118 Avenue
Edmonton, AB T5V 1C6

Phone: (780) 471-9100

Fax: (780) 471-9177

Email: ed@tradewindstosuccess.ca

Website: <http://www.tradewindstosuccess.ca>

Target group:

Aboriginal

Program Description:

Pre-apprenticeship training in eight different trade areas.

Funding available through Aboriginal Skills and Employment Training Strategy (ASETS) partners. Funding referrals made upon acceptance into the program.

- Pre-apprenticeship training includes career decision making, academic upgrading to prepare to write the AIT exam, union shop training which includes theory, hand skills training along with safety certification.
- Call to register for an information session.
- Training offices located in both Edmonton and Calgary.

Program Length:

- 18 weeks in length.

Pre-Requisites/Eligibility Requirement:

- Must be of Aboriginal descent (Métis, Treaty, Status/Non Status or Inuit), completion of grade 10 in English, Math and Science and be ready, willing and able to participate in the program.

ACADEMIC UPGRADING

- If a program is identified as ► **Alberta Works Funded**, this means that the program is funded by CBS, Alberta Human Services (HS)
- If a program is identified as an ✓ **AFA Provider**, this means that the Training Provider has signed an Accountability Framework Agreement (AFA) with HS and the provider is responsible for ensuring that all Alberta Works funded learners accepted into their selected programs have received an employability assessment and demonstrated the need for training to achieve an employment outcome.

Careers in Transition (CIT):

Address: 10621 – 100 Avenue, Suite 560
Edmonton, AB T5J 0B3
Phone: (780) 496-9228
Fax: (780) 496-7679
Website: <http://www.citinc.ca>

Enhancing Opportunities Program (EOP)

✓ AFA Provider

Address: 10621 – 100 Avenue, Suite 420
Edmonton, AB T5J 0B3
Phone: (780) 496-9228
Fax: (780) 496-7679
Email: VKing@citinc.ca
Website: <http://www.citinc.ca>

Provider Description:

Careers in Transition (CIT) delivers Academic Upgrading and Skills Training programs to adult Albertans in their early twenties from training centres in Edmonton and Calgary.

The programs emulate the world of business rather than classroom to better prepare the student for future employment.

Target group: Clients aged 18 years and over who have completed some high school.

Program Description:

The EOP is for clients who desire a high school equivalency diploma (GED) to gain access to employment. The program also serves students who seek an expedient route to further training at a variety of post secondary institutions who accept the high school equivalency diploma as an entry credential.

The EOP requires a maximum of 24 weeks for completion. The program features preparation for the GED examination (written at NorQuest College typically during the 16th week) and transitions to further training or employment as significant outcomes. The program features:

- Classroom instruction with small classes and attention to personal learning requirements
- Basic computer instruction in Microsoft software
- Assisted job search and work experience placement are available
- Follow-up support for graduates

Program Length:

24 weeks

Intake Dates:

Group information sessions are held twice weekly at the office on an ongoing basis. These sessions present the student with details about the program, how the material will be presented and how the credential can be used for employment and/or further training.

Pre-Requisites/Eligibility Requirement:

- Attend a group information session (held twice weekly)
- Complete an application form
- Write an examination to determine current skill level
- Attend a personal interview with intake counselors to gauge interest and commitment
- Determine a career goal that would make the program an appropriate choice
- Determination of eligibility for grant support during training

Concordia University College of Alberta:

Address: 7128 Ada Boulevard
Edmonton, AB T5B 4E4
Phone: (780) 413-7800
Toll Free: 1-866-479-5200
Fax: (780) 466-9394

Website: www.concordia.ab.ca

Provider Description:

Concordia University College of Alberta offers a full range of programs including academic upgrading, certificate and diploma programs, undergraduate degrees and graduate degrees.

Alberta Works funding is available to eligible learners. Student loan funding is also available for certificate, diploma and degree programs.

The first step is to attend an information and testing session. Call (780) 413-7800 to register for a session. There is no charge for the testing session.

Target Group:

Adults aged 19 and older who require upgrading to the grade 12 level. Alberta Works funding is available to eligible learners. Call to register for an information session, there is no charge for the initial assessment.

Learning Foundations Program

- ✓AFA Provider
- Alberta Works Funded

Program Contact:

Name: Sandra Moffatt
Email: ucep@concordia.ab.ca

Program Description:

The Learning Foundations Program (LFP) provides the equivalent to grades 7, 8, and 9. LFP courses meet the entrance requirements for Concordia's University and College Entrance Program.

Program Length:

Eight months

Intake Dates:

March to July

Pre-Requisites/Eligibility Requirement:

The student must attend an intake interview and assessment testing. Call (780) 413-7800 to attend an information session or visit the school's website.

University and College Entrance Program

- ✓AFA Provider
- Alberta Works Funded

Program Contact:

Name: Sandra Moffatt
Email: ucep@concordia.ab.ca

Program Description:

The University and College Entrance Program provides the equivalent to grades 10, 11 and 12. Courses are recognized in the Alberta Transfer Guide as equivalent to Alberta Education 30 level courses.

Program Length:

The program is eight months in length.

Intake Dates:

March to July

Pre-Requisites/Eligibility Requirement:

The student must attend an intake interview and assessment testing. Call (780) 413-7800 to attend an information session or visit the school's website.

Students meet with the University and College Entrance Program Service Coordinator to determine eligibility for funding.

Grant MacEwan University

Address: City Centre Campus
10700 – 104 Avenue
Edmonton, AB T5J 4S2
Phone: (780) 497-5040
Website: <http://www.macewan.ca>

For Student Funding Inquiries:
Phone: (780) 497-5063 or
(780) 497-5064
Website: <http://www.macewan.ca/src>

For Alberta Works Funding inquiries:
Phone: (780) 633-3708
Visit: 10050 MacDonald Drive,
Edmonton
Website: <http://www.macewan.ca/albertaworks>

Provider Description:

Grant MacEwan University serves students in search of higher education credentials in liberal, fine and performing arts, business, communications, health care and human services. MacEwan also has a broad spectrum of English as a Second Language, Academic Upgrading, certificates, diplomas and university programs.

This school provides opportunities for all students requiring Work Foundations and Training for Work programs as well as University Degrees.

MacEwan is an AFA provider and Alberta Works funding is available within limits set through Alberta Human Services. Student loan funding is also available for certificate, diploma and degree programs.

Grant MacEwan University:**Preparation for University & College Course****✓AFA Provider**

Address: City Centre Campus
10700 – 104 Avenue
Edmonton, AB T5J 4S2
Phone: (780) 497-4029
Fax: (780) 497-4176
Email: collegeprep@macewan.ca
Website: <http://www.macewan.ca/preparation>

Program Contact:

Email: collegeprep@macewan.ca

Reading, Writing & Mathematics Courses**✓AFA Provider**

Phone: (780) 497-5040
Fax: (780) 497-4176
Email: collegeprep@macewan.ca
Website: <http://www.macewan.ca/preparation>

Target group:

Students who are able to read and write at a minimum of grade 10 level.

Program Description:

The Preparation for University and College course provides students the opportunity to upgrade their high school marks and also take pre-requisite courses that they may be missing. Students can take these courses in conjunction with college and university courses.

Program Length:

13 weeks

Intake Dates:

September, January, April

Pre-Requisites/Eligibility Requirement:

To apply for the program, provide transcripts from courses completed within the past two years. Anyone who has been out of school for more than two years must write a placement test.

Target group:

These courses are targeted for students who have completed a Skills Appraisal Examination and require upgrading to meet admission requirements for applicable programs at MacEwan.

Program Description:

The Skills Appraisal is an assessment of a student's reading, writing and mathematical skills. Successful completion of the Skills Appraisal Examination will offer clients admission into Reading, Writing and Mathematics courses.

Program Length:

The program is five weeks in length for full-time learners and 15 weeks in length for part-time learners.

Intake Dates:

September / January / May / July

Pre-Requisites/Eligibility Requirement:

Completion of Skills Appraisal Examination.

**Northern Alberta Institute of
Technology (NAIT)**

✓ **AFA Provider**

Address: 11762 – 106 Street
Edmonton, AB T5G 2R1
Phone: (780) 471-6248
Toll-Free: (877) 333-6248
Email: asknait@nait.ca
Website: <http://www.nait.ca>

Provider Description:

NAIT currently offers 250 part-time and full-time programs, centering on information technology, engineering technologies, applied sciences, health sciences, business, culinary arts and skilled trades. In addition, over 1400 continuing education courses are offered and Academic Upgrading and English as a Second Language (ESL) are available.

Full-time studies include one-year certificate programs, two-year diploma programs and four-year degrees. Technical training is offered in 35 recognized apprenticeship trades.

NAIT's main campus is located north of downtown Edmonton, with three other campuses in the Capital Region.

NorQuest College

Provider Description:

NorQuest College delivers a variety of programs relevant to today's economy and workforce including careers in health and human services, and business and industry. Students can also prepare themselves for post-secondary education or employment by enrolling in English language, literacy, and academic upgrading programs.

NorQuest College provides an opportunity for learners with a diversity of backgrounds, cultures and needs to achieve their life goals through education; for immigrants to acquire skills that enable them to succeed in their new home; for mature adults to upgrade their skills and make their career goals a reality; and for recent high school graduates to acquire the advanced skills necessary for career success.

NorQuest College is an AFA provider and student funding is available. NorQuest's Skills Investment Program is offered in conjunction with Alberta Human Services and is a grant-funding program designed to financially enable and support Albertans in need of training; providing funding to qualified full-time and part-time students. There are also Aboriginal Student Funding, Student Loans, Scholarships and Bursaries available.

Academics for Careers and Employment Program

✓AFA Provider

Address: 10215 – 108 Street
Edmonton, AB T5J 1L6
Phone: (780) 644-6000

Website: <http://www.norquest.ca>

Program Contact:

Email: ACEMain@norquest.ca

Target group:

Grades 7 to 12

Program Description:

NorQuest College Academic Upgrading program offers pre-high school (grades 7 to 9) and high school credit courses. Within the program, there are further specialty programs designed especially for Aboriginal students as well as programs targeted towards specific career programs which students may be entering in after completing the upgrading requirement.

Program Length:

Each term in the Academic Upgrading program is four months in length. Depending on each individual student's goals and what they require from Academic Upgrading the length of the program may vary.

Intake Dates:

3 intakes a year: August, January and May

Pre-Requisites/Eligibility Requirement:

In order to enroll in the program clients must have completed a minimum of grade six and/or go through the placement testing and test at a grade seven level or higher.

Solomon College:**Academic Upgrading Courses**

✓AFA Provider

Address: #228, 10621 – 100 Avenue
Edmonton, AB T5J 0B3
Phone: (780) 431-1515
Fax: (780) 431-1644
Email: info@solomoncollege.ca
Website: <http://www.solomoncollege.ca>

Program Contact:Email: ACEMain@norquest.ca**Provider Description:**

Solomon College offers Grade 10 to 12 training for adult Albertans.

Target group:

Students who have completed grade nine and plan to continue on to senior high school training and have passed the school placement test.

Intake Dates:

September and February

Pre-Requisites/Eligibility Requirement:

Solomon College is an accredited educational institution, and financial assistance may be available for eligible students. Contact the college for a funding application or further information.

CAREER AND EMPLOYMENT SERVICES/JOB SEARCH

- If a program is identified as ► **Alberta Works Funded**, this means that the program is funded by CBS, Alberta Human Services (HS).
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Alberta Human Services (HS):

Offers career and employment programs and services to help Albertans prepare for, find, and maintain employment. Includes support for training and temporary employment programs.

ALIS Website

Alberta Learning Information Service (ALIS) is the provincial gateway to help Albertans plan and achieve educational and career success. ALIS provides information for career planning, post-secondary education and training, educational funding, job search, labour market trends, and workplace issues.

Website address: <http://alis.alberta.ca/>

Career Information Hotline

The Career Information Hotline is an information service to help Albertans make informed career, education and employment decisions. Career advisors are available by telephone, TDD, fax, e-mail and website.

Phone: 1-800-661-3753 (free from anywhere in Alberta)
(780) 422-4266 (in Edmonton)

Fax: (780) 422-0372

E-mail address: hotline@alis.gov.ab.ca

Website address: <http://www.alis.gov.ab.ca/hotline/main.asp>

Employer Connections

Employer Connections events are held regularly at Alberta Works offices in Edmonton. Job seekers and career changers meet employers face-to-face to find out about current job vacancies. Job seekers are advised to bring copies of their up-to-date resume.

Website: <http://www.employment.alberta.ca/CES/3722.html>

Alberta Human Services (HS):

Labour Market Information Centres (LMICs) are resource centres with an extensive range of information to help Albertans make career, learning and work decisions.

Labour Market Information Centres (LMIC)

Downtown:

Main Floor, 10242 – 105 Street
Edmonton, AB T5J 3L5

Ph: (780) 427-9674 / 427-9675

Tech Desk/Computer Bookings:

Ph: (780) 422-5858

Fax: (780) 422-5601

LMICs are equipped with computers for Internet use and word processing, telephones, fax machines and photocopiers for career and work-search purposes. The centres are available for those looking for information to make career, learning and work decisions. Descriptions of the services provided in the Edmonton Region can be found at the following site:

<http://employment.alberta.ca/CES/2959.html>

North side:

Unit #2050, Northgate Center
9499 - 137 Avenue

Edmonton, AB T5E 5R8

Ph: (780) 422-9440

TDD: (780) 427-1544

Southside:

6325 Gateway Boulevard

Edmonton, AB T6H 5H6

Ph: (780) 644-2888

West end

#120 Meadowlark Shopping Centre

15710 – 87 Avenue

Edmonton, AB T5R 5W9

Ph: (780) 415-8116

Ability Career & Employment Services

Address: 102, 10155 – 114 Street
Edmonton, AB T5K 1R8
Phone: (780) 420-2010
Fax: (780) 421-1144

Website: www.ability.ab.ca

Job Search Edmonton

► Alberta Works Funded

Address: 400, 10109 – 106 Street
Edmonton, AB T5J 3L7
Phone: (780) 421-1170
Fax: (780) 421-1144
Email: jse.ab@telus.net
Website: www.ability.ab.ca

Provider Description:

ABILITY Career & Employment Services delivers a variety of career and employment programs that include career planning, job placement, work place training and self employment. ABILITY serves clients in Edmonton and communities throughout Central and Northeast Alberta.

Clients may receive Income Support or Employment Insurance benefits. Clients without this financial support will need to cover their living expenses while in the program. There are no program fees.

Program Description:

Job Search Edmonton offers two major service streams. Stream one is a short term program focused on job search. This training is ideal for persons with recent work history who have a clear occupational goal.

Stream two is a longer term program for clients who require employment preparation prior to job search. This stream is ideal for persons who are uncertain about their occupational goal or who have experienced difficulty either getting or keeping a job. Job Search Edmonton also offers on the job training for eligible clients.

Clients will find Job Search Edmonton staff to be approachable, highly skilled and motivated to help participants find and keep a job. Job Search Edmonton has all the tools participants will need to reach your goal.

Job Search Edmonton features:

- Individual and small group training
- A fully equipped resource centre with computer and telephone stations
- Basic computer skill training
- Access to employer hiring information
- Occupational planning
- Job search tools
- Confidence and skill building workshops
- On the job work place training
- Community resource information and referral
- Support to find and keep a job

Program Length:

In-house training ranges from a minimum of two weeks (Stream 1) to seven weeks (Stream 2). Most clients will reach their employment goal within 12 to 16 weeks.

Intake Dates:

Weekly orientation sessions are available

Pre-Requisites/Eligibility Requirement:

Unemployed Albertans who are ready, willing and able to work are invited to apply. Clients who receive Income Support from Alberta Human Services can request that their worker register them for the program online at www.ability.ab.ca. Clients who receive Employment Insurance benefits or no government income at all can call Job Search Edmonton and ask to speak with an Employment Consultant.

BGS Enterprises Inc.:**Career and Employment Workshops****► Alberta Works Funded**

Phone: (780) 425-6655

Fax: (780) 425-5666

Email: bgs@bgsenterprises.com

Website: <http://www.bgsenterprises.com>

Target group:

All Albertans

Program Description:

The Career and Employment Workshops are open to all Albertans and are offered for free at HS delivery sites in the Edmonton Region. The workshops range from half a day to five days in length and include the following:

- Resume and Cover Letter Development
- Interview Techniques
- Work Search
- Career Planning
- Transitions
- Planning for School
- Buyer Beware
- Career Laddering
- Transferable Skills
- Intro to Computers
- Internet Job Search
- Financial Literacy
- Personal Development
- Change Management
- Conflict Management

Intake Dates:

Continuous

Pre-Requisites/Eligibility Requirement:

Clients can register by telephoning the office or by visiting the website to view Workshop Schedules and registering online.

Bissell Centre:**Employment Services Program****► Alberta Works Funded**

Address: 10527 – 96 Street
Edmonton, AB T5H 2H5
Phone: (780) 423-2285
Dispatch office: (780) 424-4385
Website: <http://www.bissellcentre.org/>

Program Contact:

Name: Robert Teagler for Casual
Labour Service

Target group:

Individuals 18 years old or older must have a Social Insurance Number (these are checked upon registration).

Program Description:

Employment Services program offers support with resume writing, interview skills, supported job search, work skill and life skills seminars.

The Casual Labour service is also available through the Employment Services program. This is a temporary work service that matches employers with registered workers of Bissell's Employment Services.

Pre-Requisites/Eligibility Requirement:

Hours of operation are from 7:00AM to 2:30PM, Monday through Thursday and 7:30AM to 11:30AM on Fridays.

To access the Casual Labour service, go to the Bissell Centre's Robert Teagler Friendship room between the above hours.

To register, go to the Bissell Centre at 7:00AM and speak to a staff member who will assist you.

Contact Employment Services for further information.

Bissell Centre:**Moving Up Program****► Alberta Works Funded**

Address: 10527 – 96 Street
Edmonton, AB T5H 2H5
Phone: (780) 423-2285 ext. 150
Email: dhironnell@bissellcentre.org
Dispatch office: (780) 424-4385
Website: <http://www.bissellcentre.org/>

Target group:

Residents of Edmonton's inner-city, 18 years of age and older and experiencing homelessness or have a low income. Participants must register with Employment Services

Program Length:

This is a two-day a week program which runs for four weeks. One day a week is spent in class for pre-employment training.

Pre-Requisites/Eligibility Requirement:

Contact Employment Services for more information.

Bredin Institute – Centre for Learning

Address: 500, 9707 – 110 Street
Edmonton, AB T5K 2L9
Phone: (780) 425-3730
Website: <http://www.bredin@bredin.ab.ca>

Provider Description:

Bredin Institute is a non profit organization, registered under the Societies Act of Alberta, founded in 1976. The Bredin Institute has been using the client centred approach to designing and offering Albertans a wide variety of programming. The main aim of which is to assist individuals to build better futures for themselves and their families. These programs presently consist of employment job search/placement services, training programs in high demand occupations, youth programming and programs/services to immigrants. The main purpose and business is to transition unemployed, survival employed or underemployed into a positive contributor to Alberta society. This is accomplished through education, skill development, life skills, decreasing language barriers and aiding in the integration of immigrants into the Canadian culture. Student Funding is available. Contact Jennifer Aromin at (780) 425-3720 extension 2289 or email Jennifer.aromin@bredin.ab.ca.

County of Parkland Worksource Program

► Alberta Works Funded

Address: Westgrove Professional
Building
131 – First Avenue
Spruce Grove, AB T7X 2Z8
Phone: (780) 960-4861
Fax: (780) 960-4674
Email: worksource@bredin.ab.ca
Website: <http://www.bredin.ab.ca>

Target group:

Unemployed Albertans, youth and adults in the County of Parkland

Program Description:

WorkSource will provide services to help Albertans in the County of Parkland to develop skills, find and keep employment and manage their careers through the Labour Market Resource Centre, Job Placement Services and Workplace Training program.

Program Length:

The length of program will vary depending on the type of service that the client requires.

Program Contact:

Name: Curtis Stalenhoef

Pre-Requisites/Eligibility Requirement:

Employment Insurance recipients, Employment Insurance reach back, recipients of Alberta Works Income Support or, unemployed or marginally employed, low income Albertans, ready, willing and able to benefit from employment services, eighteen years of age or older, legally entitled to work in Canada, meet citizenship requirements (e.g. Canadian citizen, permanent resident or convention refugee), actively seeking employment for at least 3 months prior to requesting workplace training, experiencing difficulty in retaining employment because they have a demonstrated need to develop their personal management, occupational or basic foundation skills and/or in need of work experience or a practical application of the personal life managements skills taught in a classroom setting, and healthy to participate in, and benefit from training leading to employment.

Bredin Institute – Centre for Learning

Employment Centre

► Alberta Works Funded

Address: 500, 9707 – 110 Street
Edmonton, AB T5K 2L9
Phone: (780) 425-3730
Fax: (780) 426-3709
Website: <http://www.bredin@bredin.ab.ca>

Program Contact:

Name: Jennifer Aromin
Email: bec@bredin.ca

Target group:

All Albertans regardless of their source of income, 18 years of age or older, unemployed or marginally employed, a resident of Alberta

Program Description:

To provide employment preparation, job search workshops and support services to enable clients to secure and maintain employment. Workplace Training will be provided for clients who require this service in order to become employed.

Program Length:

The length of service will vary depending on stream of service.

Intake Dates:

N/A

Pre-Requisites/Eligibility Requirement:

18 years of age or older and unemployed or marginally employed individuals who are able to continue working while attending the program, a resident of Alberta, deemed to meet citizenship requirements and be legally entitled to work and train in Canada.

**Distinctive Employment
Counselling Services of Alberta
(DECSA)**

**Labour Force Solutions Program 10
► Alberta Works Funded**

Address: 11515 – 71 Street
Edmonton, AB T5B 1W1
Phone: (780) 474-2500
Fax: (780) 474-7765
Email: info@decsa.com
Website: <http://www.decsa.com>

Provider Description:

DECSA (Distinctive Employment Counselling Services of Alberta) provides training and help with finding and retaining employment for multi-barriered individuals, women who have left an abusive relationship and skills training to assist and support women and transgendered individuals wishing to transition from street prostitution to a healthier and safer lifestyle with the goal of further training and employment. DECSA also has a Labour Market Resource Centre for anyone to use.

Target group:

Multi-barriered individuals

Program Description:

The Labour Force Solutions 10 program provides services to fill employment vacancies and improve job retention for clients and employers alike by linking clients seeking work with prospective employers.

Program provides 3 streams of pre-employment training that will fit individual needs in the areas of: Individualized Case Management Support, Community Support, Life Management Skills, Career Planning, Labour Market Information, Employment Preparation, Job Search Services, Job Placement, Work Place Training and Follow up services

Program Length:

12 – 16 weeks with 3 and 6 months of outcome measure of success

Intake Dates:

Continuous

Pre-Requisites/Eligibility Requirement:

18 years of age or older, unemployed or under-employed, resident of Alberta, legally entitled to work and train in Canada and meet citizenship requirements

McBride Career Group

Address: #910, 10045 – 111 Street
Edmonton, AB T5K 2M5
Phone: (780) 448-1380
Website: <http://www.mcbridecareergroup.com>

Provider Description:

McBride Career Group (MCG) provides unemployed and underemployed Albertans with programs to achieve and retain meaningful employment opportunities. Services include:

- Career consulting
- Employment support
- Occupational training
- Professional development

Other areas of specialty include:

- Career changers by assisting unemployed individuals to identify steps toward job and career goals
- Employer assistance by providing support in hiring, training, developing and retaining capable employees.

MCG trains and supports Albertans in their job search through various programs and workshops that are designed to enhance or retrain unemployed or underemployed Albertans and career changers. McBride assists the unemployed to find suitable employment by increasing their job skills and offering employment support and development.

Our funded services are free of charge to participants.

St. Albert Career Resource Centre:

Career Resource Centre

► Alberta Works Funded

St. Albert Public Library
Address: 5 St. Anne Street
St. Albert, AB T8N 3Z9
Phone: (780) 459-1686
Fax: (780) 458-5772
Email: hdolman@sapl.ab.ca

Provider Description:

The Career Resource Centre provides computers with internet and word processing, a printer, telephone, fax machine, scanner and photocopier. Online and print resources, career advising, counseling referrals, employment workshops and work search assistance are provided.

Hours:

9:00 a.m. - 9:00 p.m. Monday to Thursday
9:00 a.m. - 6:00 p.m. Friday
9:00 a.m. - 5:00 p.m. Saturday
1:00 p.m. - 5:00 p.m. Sunday

Program Contact:

Name: Heather Dolman

Wecan Cooperative:

Employment Resource Centre

► Alberta Works Funded

Address: #240 Abbottsfield Mall
3210 – 118 Avenue
Edmonton, AB T5W 4W1
Phone: (780) 479-5443
Fax: (780) 474-1993
Email: wecanco-op@shaw.ca
Website: <http://www.wecancooperative.ca>

Target group:

Low income clients seeking assistance with job search and career counseling.

Program Description:

Wecan Cooperative provides services to address individual needs including:

- Career and employment information
- Career advising
- Assessment
- Service Plan development
- Personal development and counselling
- Career counselling
- Preparation for training and/or education
- Job search assistance

The Employment Resource Centre has an extensive range of information to help individuals make career, learning and work decisions. The Centre is equipped with computers for word processing, telephones, fax machines and photocopiers for career and work-search purposes.

Employment consultants available by appointment.

EMPLOYMENT SERVICES FOR PERSONS WITH DISABILITIES

- If a program is identified as ► **Alberta Works Funded**, this means that the program is funded by CBS, Alberta Human Services (HS).
- If a program is identified as an ✓ **AFA Provider**, this means that the Training Provider has signed an Accountability Framework Agreement (AFA) with HS and the provider is responsible for ensuring that all Alberta Works funded learners accepted into their selected programs have received an employability assessment and demonstrated the need for training to achieve an employment outcome.

DECSA:

Assets for Employment/ Opportunities Fund

Address: 11515 – 71 Street
Edmonton, AB T5B 1W1
Phone: (780) 474-2500
Fax: (780) 474-7765
Website: <http://www.decsa.com>

Program Description:

The Assets for Employment / Opportunities Fund is a support program to assist persons who have recovered from the disabling effects of short-term mental illness. Medical confirmation of stability to participate in the program and full-time employment is required.

Services offered through this program include:

- Supports for wellness, education and employment strategies to assist clients to return to the workforce and retain employment
- Individual action planning with the goals to assist in understanding disability and develop coping strategies, life management skills and planning for the next step towards employment
- Career Planning that is individualized to each client's personal preferences, treatment needs and abilities
- Help to identify a realistic and achievable employment goal
- Develop employment related strategies with getting and keeping a job
- Linkages to community resources
- Access to workshops
- Assistance finding potential employers for job trial, work experience and employment
- Coaching and mentorship during the return to work phase and education to the employer.
- DECSA will work with health professionals to ensure that health issues are addressed

DECSA:**Assistive Technology and Workplace Support**

Address: 11515 – 71 Street
Edmonton, AB T5B 1W1
Phone: (780) 474-2500
Fax: (780) 474-7765
Website: <http://www.decsa.com>

Target group:

Employers who employ a person with a disability who can benefit from an Assistive Technology Assessment and/or job accommodation services to promote staff work performance.

Program Description:

Implementing assistive technology and workplace accommodations for persons with disabilities. These interventions result in developing skilled staff, increasing employment retention and reducing recruitment costs.

This service offers:

- Awareness and education about specific disabilities
- Worksite assessment to determine assistive technology or job accommodation supports required
- Linkages to government for funding and community services specialized training to implement assessment recommendations
- Support to both employers and employees to make adjustments to the workplace.

EmployAbilities:**Access to Success Youth Program**

Address: 4th floor, 10909 Jasper Avenue
Edmonton, AB T5J 1L9
Phone: (780) 423-4106
Fax: (780) 426-0029
Website: <http://www.employabilities.ab.ca>

Program Contact:

Name: Chandra Victor
Email: Chandra@employabilities.ab.ca

Target group:

Youth between the ages 15-30 years with mental health concerns.

Program Description:

This 20 week program is open to youths with barriers to employment aged 15-30, eligible to work in Canada, not in receipt of E.I. Benefits. The participants must have documented mental health concerns. The program offers sessions in personal life management, employability skills, job search techniques, computer training, employment readiness and job maintenance support. Graduates receive completion certificates recognizing their competence in service best, computer training, food safety, first aid, CPR and WHMIS.

Program Length:

The program is 22 weeks in length including a six week work exposure.

EmployAbilities:

EmployAbilities Career and Employment Centre

► Alberta Works Funded

Address: 4th floor, 10909 Jasper Avenue
Edmonton, AB T5J 1L9

Phone: (780) 423-4106

Toll Free: 1-800-785-6539

Fax: (780) 426-0029

Website: <http://www.employabilities.ab.ca>

Program Contact:

Name: Corinne Hamilton

Email: Corinneh@employabilities.ab.ca

Target group:

Must be over 18, able to work in Canada with a visible or non visible Disability.

Program Description:

The Centre is an accessible resource room featuring adaptive equipment, labour market information and job search materials. Employment specialists will also be available for a one on one appointment to discuss your employment future.

You can come to the centre for:

- The job market
- Apprentice information
- Assistive Technology
- Education/Career Planning
- Workshops/Computer access
- Job Opportunities/Resume development
- Connections to community resources

Intake Dates:

Drop in Service no appointment needed

EmployAbilities:

Entry Level EmployAbility Skills Program

✓AFA Provider

Address: 4th floor, 10909 Jasper Avenue
Edmonton, AB T5J 1L9

Phone: (780) 423-4106

Fax: (780) 426-0029

Website: <http://www.employabilities.ab.ca>

Program Contact:

Name: Luke

Email: luke@employabilities.ab.ca

Target group:

Individuals on EI, IS and AISH recipients or other Albertans who may qualify for grant funding.

Program Description:

The Entry Level EmployAbility Skills Program is a 24-week program that provides graduates with the skills to become employed in entry level positions within computerized environments. The program includes a work experience component and 28 weeks of supportive employment follow-up.

Program graduates have obtained successful employment in positions such as:

- Legal Assistants
- Receptionists
- Administrative Assistants,
- Data Entry Clerks
- Processing Clerks
- File Clerks

Program Length:

24 weeks full time training, Monday to Thursday

Pre-Requisites/Eligibility Requirement:

- Applicants are assessed to ensure they are ready, willing and able to achieve the program's outcomes prior to applying for funding support.
- Contact EmployAbilities to access this service.

EmployAbilities:

Step Up Program for Persons with Developmental Disabilities

Address: 4th floor, 10909 Jasper Avenue
Edmonton, AB T5J 1L9

Phone: (780) 423-4106

Fax: (780) 426-0029

Website: <http://www.employabilities.ab.ca>

Program Contact:

Name: Faye Elliott

Email: faye@employabilities.ab.ca

Target group:

Individuals receiving PDD funding.

Program Description:

This program offers individualized employment preparation and skills training for persons with developmental disabilities.

Program Length:

24 weeks full time training, Monday to Thursday

Intake Dates:

Intake is ongoing and the program can be up to two years in length.

McBride Career Group:

Growth 4 U Program

Phone: (780) 448-1380
Fax: (780) 448-1392
Email: liz@mbridecareers.com

Target group:

Persons between 15-30 years of age who have been diagnosed with severe mental illness and are not eligible to receive EI benefits.

Program Description:

Growth 4 U is a program for persons with mental illness who want to choose a career, work or return to school.

The topics include:

- Mental Health – learning about one's illness, causes, early warning signs, triggers and coping strategies
- Personal Development – focus on sleep, nutrition, exercise, financial planning, housing
- Career Planning – identifying 2-3 career choices
- Job Shadowing – two weeks
- Certification in WHMIS, Fire and Workplace Safety, First Aid, Computer Training, Food Safe Certificate
- Work Experience – eight weeks of working for an employer. At the conclusion of the eight weeks, participants can continue working for the employer, change jobs, attend school, or attend school and work part time.

Program Length:

22 week

Pre-Requisites/Eligibility Requirement:

To be accepted into this program, participants need to attend an orientation in order for them to make an informed decision as to whether or not the program is for them. Several interviews are held and a selection made; 12 individuals are chosen based on their desire, commitment and readiness.

Benefits include:

- \$8.80 per hour if not on AISH
- Bus pass
- Breakfast
- ID
- Criminal Record Check
- No cost to the participants

Waiting list available; all individual on waiting list are contacted and interviewed

McBride Career Group:

Vocational Rehabilitation Program

Phone: (780) 448-1380

Fax: (780) 448-1392

Program Description:

The Vocational Rehabilitation program provides one-to-one service to help people with medical and/or physical issues that prevent them from being employed or obtaining employment.

Service components of this program;

- Job focus assessments/job profiles: The assessment measures a client's physical restrictions, transferable skills, interests and work experience.
- Career Counselling
- Job Search Skill Development: This is a workshop geared towards accessing the hidden job market, developing interview skills, submitting and creating resumes and cover letters in order to attain a job.
- Job Search Supports: A 12-week program working with a vocational coach with the final goal of achieving employment.
- Resume: The client will work with a Vocational Coach on a targeted resume that reflects their skills, talents and accomplishments.
- Labour Market Analysis.

Cost: Services are contracted through the Workers' Compensation Board and Private Insurance.

On Site Placement (OSP):

Burke Temporary Employment Agency for Persons with Disabilities

► Alberta Works Funded

Address: #802, 9707 – 110 Street
Edmonton, AB T5K 2L9

Phone: (780) 488-8122

Fax: (780) 447-4432

Email: info@osp.ab.ca

Website: <http://www.osp.ab.ca>

Program Description:

This agency is designed to assist individuals with disabilities who are seeking temporary employment only. Temporary workers are individuals who have experienced difficulties maintaining permanent employment as a result of disability related issues.

Temporary workers receive individualized supports and services from agency staff during temporary assignments as required.

Key supports and services can include on site job training, monitoring supports, case management services and community referrals.

Temporary workers are employees of the Burke Temporary Employment Agency.

Temporary workers have the opportunities to gain valuable paid work experience, earn extra income, and build work stamina, confidence and self-esteem.

Worker and employer accommodations are available to ensure successful outcomes.

On Site Placement:

The Futures Project

Address: #802, 9707 – 110 Street
Edmonton, AB T5K 2L9
Phone: (780) 488-8122
Fax: (780) 447-4432
Email: info@osp.ab.ca
Website: <http://www.osp.ab.ca>

Program Description:

The Futures Project assists persons with disabilities who have been unable to access assistance anywhere else to obtain employment, self-employment or educational goals. Participants are unable to achieve outcomes independently. Canada Pension Plan Disability (CPP-D) Benefit recipients are referred directly by the CPP Vocational Rehabilitation Department.

This program offers the following services:

- Employment Assessment
- Employment Preparation Workshops
- Work Exposure Opportunities
- Work Related Exposure Courses
- Assistance to attain employment, return to school or establish self-employment
- Follow-up Services

Program Length:

The length of the program is based on the individual client service plan.

Pre-Requisites/Eligibility Requirement:

Call to book an intake appointment.

On Site Placement:

Job Placement Program for Persons with Disabilities

► Alberta Works Funded

Address: #802, 9707 – 110 Street
Edmonton, AB T5K 2L9
Phone: (780) 488-8122
Fax: (780) 447-4432
Email: info@osp.ab.ca
Website: <http://www.osp.ab.ca>

Program Description:

The Job Placement Program (JPP) assists persons with disabilities who are unemployed or employed less than 15 hours a week, to find permanent part-time or full-time employment.

In addition, the JPP offers a summer placement service for returning post secondary students with disabilities. The JPP is also designed to assist individuals in job crisis by providing employment support.

Clients receive one-on-one Case Management support as they take steps needed to obtain employment or temporary work and during job orientation and follow-up periods.

Key services that assist OSP clients to prepare for employment include:

- Employment assessment and service plan development
- Professional assessments by OSP's Occupational Therapist
- Daily workshops designed to assist clients and temporary workers to prepare for work
- Individualized career planning

Clients have opportunities to develop skills with employers:

- Job tryouts over one to two weeks at employer sites develop skills, employment goals and employer references
- Informational interviews and job shadows provide career information and develop vocational decision making skills
- Temporary work assists individuals unable to work in permanent positions to develop skills.

OSP provides clients with access and funding needed to develop employment credentials through:

- Exposure courses offered at vocational institutions provide certificates needed for specific employment goals or for temporary work
- Exposure courses offered at OSP include WHMIS, Service Best and First Aid

OSP clients are supported to find employment by providing:

- Job search resources are available for clients as they seek employment
- Job search groups are offered daily

On Site Placement:

Under 30 Project for Persons with Disabilities

► Alberta Works Funded

Address: #802, 9707 – 110 Street
Edmonton, AB T5K 2L9

Phone: (780) 488-8122

Fax: (780) 447-4432

Email: info@osp.ab.ca

Website: <http://www.osp.ab.ca>

Program Description:

This program offers the following:

- Employment assessment
- Employment preparation workshops
- Work related Exposure Course certification
- Work Exposure Opportunities
- Assistance finding employment /returning to school/ establishing self-employment
- Follow-up services

Program Length:

The length of the program is based on the individual Client Service Plan.

Pre-Requisites/Eligibility Requirement:

- Have not received Employment Insurance Benefits in the last three years
- Between 17-30 years of age
- Ready, Willing and Able to work given project services

To access this service call OSP at (780) 488-8122 to book an intake appointment.

DECSA:

Ventures Program

Address: 11515 – 71 Street
Edmonton, AB T5B 1W1
Phone: (780) 474-2500
Fax: (780) 474-7765
Website: <http://www.decsa.com>

Target group:

Persons residing in the Edmonton or surrounding area living with a permanent disability with a disclosure of a realistic entrepreneurial goal or business idea. Minimum age is 18 years.

Program Description:

Ventures is an entrepreneurial training program that provides business supports to individuals wishing to pursue self employment and who are living with a documented disability. The program works with the person with a disability to realize their employment goals and guide them on a path to become self-sufficient through self employment.

The program offers:

- Assessment of entrepreneurial suitability that takes the disability into consideration.
- Assessment of entrepreneurial goals or business ideas.
- Assessment of business strengths, needs and strategies to achieve self-employment goals.
- Business plan coaching
- Identification of training needs
- Referrals to appropriate sources to access learning opportunities
- Upon the development of a viable business plan, there is a potential to access secured micro-loan funding and post loan support.

Pre-Requisites/Eligibility Requirement:

- Medically documented disability
- Sound working knowledge of the proposed business
- Interest in a secured loan to establish or expand a business, which will create or maintain long term employment.
- Applicants must have been declined by two conventional financial institutions.

Referral from AISH, Disability Agencies, Community Agencies or self-referral.

EMPLOYMENT SERVICES FOR FRANCOPHONE CLIENTS

- If a program is identified as ► **Alberta Works Funded**, this means that the program is funded by CBS, Alberta Human Services (HS).
- If a program is identified as an ✓ **AFA Provider**, this means that the Training Provider has signed an Accountability Framework Agreement (AFA) with HS and the provider is responsible for ensuring that all Alberta Works funded learners accepted into their selected programs have received an employability assessment and demonstrated the need for training to achieve an employment outcome.

Accès emploi:

Francophone Employment Services Centre

► Alberta Works Funded

Address: 8944 – 82 Avenue
Edmonton, AB T6C 0Z3

Phone: (780) 490-6975

Fax: (780) 490-6905

Email: suzanne.corneau@accesemploi.net

Provider Description:

Accès emploi est un centre d'emploi qui offre des services en français en employabilité et en orientation de carrière.

Accès emploi provides a one-stop site for walk in or referral of **French-speaking clients** within the Edmonton service delivery region who require career counselling, job search assistance and help re-integrating into the workforce.

Target group:

Clients must be 18 years of age or older and must speak French.

Program Description:

- Job boards
- Community board
- Resource centre
- Internet access
- Edmonton daily and weekly newspapers
- Reference material
- Client information
- Assistance to part-time or marginally employed clients

Accès emploi:**Job Placement Program****► Alberta Works Funded**

Address: 8944 – 82 Avenue
Edmonton, AB T6C 0Z3
Phone: (780) 490-6975 or
1-866-490-6999
Fax: (780) 490-6905
Email: ae@accesemploi.net

Target group:

Clients must be 18 years of age or older and must speak French.

Program Description:

Accès emploi's Job Placement Program offers the following services.

- Needs assessment and referrals
- One-on-one employment consultation
- Resume preparation
- Provision of job leads
- Translation and interpretation services
- Employment preparation workshops
- Interpretation for CSTS
- English for the workplace conversation program (3 levels)

Program Length:

9-10 months

Intake Dates:

Ongoing

Accès emploi:**Workplace Training Program****► Alberta Works Funded**

Address: 8944 – 82 Avenue
Edmonton, AB T6C 0Z3
Phone: (780) 490-6975 or
1-866-490-6999
Fax: (780) 490-6905
Email: suzanne.corneau@accesemploi.net

Target group:

Clients must be 18 years and over and must speak French.

Program Description:

The Workplace Training program establishes partnerships with employers to hire and train clients and provide an alternative to classroom-based training. At program completion, employees are expected to continue working with the employer.

Program Length:

26 - 34 weeks

ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

- If a program is identified as ► **Alberta Works Funded**, this means that the program is funded by CBS, Alberta Human Services (HS).
- If a program is identified as an ✓ **AFA Provider**, this means that the Training Provider has signed an Accountability Framework Agreement (AFA) with HS and the provider is responsible for ensuring that all Alberta Works funded learners accepted into their selected programs have received an employability assessment and demonstrated the need for training to achieve an employment outcome.

Grant MacEwan University:

English as a Second Language

✓AFA Provider

Phone: (780) 497-4000
Fax: (780) 497-4167
Email: esl@macewan.ca

Contact Alberta College Campus at:
Room 115, 10050 MacDonald
Drive
Edmonton, AB T5J 2B7

Phone: (780) 497-4000
(780) 497-4000

Website: <http://www.macewan.ca/esl>

Target group:

Permanent residents or international students whose first language is not English and who wish to enter post-secondary studies and/or their profession.

Program Description:

The English as a Second Language course provides academic English in preparation for further post-secondary study or re-entry into a profession.

Program Length:

14 weeks

Intake Dates:

September/January/May

Pre-Requisites/Eligibility Requirement:

Grade 10 and placement testing.

Grant MacEwan University:

**TOEFL Preparation / IELTS
Preparation / CAEL Preparation**
✓AFA Provider

Phone: (780) 497-4000
Fax: (780) 497-4167
Email: esl@macewan.ca

Contact Alberta College Campus at
10050 MacDonald Drive
Edmonton, AB T5J 2B7

Phone: (780) 633-3708
(780) 497-4000

Website: <http://www.macewan.ca/esl>

Target group:

ESL learners who wish to take the above standardized language proficiency tests in order to enter their profession or post secondary studies.

Program Description:

The TOEFL Prep / IELTS Prep / CAEL Prep courses prepare the student to achieve the required score on the TOEFL, IELTS or CAEL which give admission to University and/or college programs.

Program Length:

13-14 weeks

Intake Dates:

September / January / May

Pre-Requisites/Eligibility Requirement:

CLB 6/7, IBT 60-61, CAEL 50, IELTS 4.5-5

Metro Continuing Education:

English Language Institute

✓AFA Provider

Address: 8610 – 81 Street
Edmonton, AB T6C 2V9
Phone: (780) 917-8653
Website: www.metrocontinuingeducation.ca

Full Time English as a Second Language; Beginner through CLB 6

✓AFA Provider

Address: 8610 – 81 Street
Edmonton, AB T6C 2V9
Phone: (780) 917-8653
Fax: (780) 421-9773
Email: esl@epbs.ca
Website: www.metrocontinuingeducation.ca

Provider Description:

Metro Continuing Education's English Language Institute is a branch of Edmonton Public School Board offering instruction for improving English speaking, listening, reading, and writing skills. Students develop the English language skills required for employment, continued training, secondary or post secondary education. A full range of English language instruction is offered, from beginner through CLB 6 and on to Secondary Transitional English Program (STEP).

Target Group: Immigrants with permanent residency status or citizenship and visitors to Canada requiring English language skill improvement.

Program Description:

Metro Continuing Education's English Language Institute offers instruction for improving English speaking, listening, reading, and writing skills. Students develop the English language skills required for employment, continued training, and, at the highest level, secondary or post secondary education. We offer instruction to a full range of student skill levels, from beginner through CLB 6.

Pre-Requisites/Eligibility Requirement:

All applicants require a program application, interview, and placement test at least three months before the session begins. This also determines eligibility for funding.

Deleted: Call (780) 917-8653 for further information.¶

Funding: Students are eligible for funding through Alberta Human Services (HS) if they have permanent residency status or citizenship.

Intake Dates:

Sessions begin in January, May and September. Each session runs for 15 weeks. Students must complete an application interview and placement test at least three months before the beginning of a session.

Program Description:

The Secondary Transitional English Program (STEP) program is designed for students to continue to develop their English skills in preparation for high school academic upgrading or post-secondary education. This course assists students working toward their personal education goals. TOEFL preparation is offered to students who require TOEFL testing.

Secondary Transitional English Program (STEP)

✓AFA Provider

Address: 8610 – 81 Street
Edmonton, AB T6C 2V9
Phone: (780) 917-8653

Fax: (780) 421-9773
Email: esl@epbs.ca
Website: www.metrocontinuingeducation.ca

Pre-Requisites/Eligibility Requirement:

Students must be Canadian citizens or have permanent residency status in order to be considered for funding. Funding applications and a skill placement test must be completed at least three months before the session begins. Canadian citizens who do not qualify for funding may attend by paying tuition. Visitors to Canada require a student visa and pay out-of-country tuition fees.

Student funding is available for up to 20 months, to a maximum of five sessions.

Call (780) 917-8653 for intake information or for an appointment with our Student Services personnel.

Intake Dates:

Sessions begin in January, May and September. Each session runs for 15 weeks. Students must complete an application interview and placement test at least three months before the beginning of a session.

Program Description:

The Adult Further Education (AFE); Gateways to Employment program is designed for students to continue to develop their English skills while gaining Canadian employment experience as a volunteer. Students volunteer one day a week at job sites that frequently are searching for employees. These include, but are not limited to, hospitality, daycare and seniors' residences. Other work sites may be accessed dependent upon an individual's previous job experience.

Pre-Requisites/Eligibility Requirement:

Students must be Canadian citizens or have permanent residency status in order to be considered for funding. Funding applications and a skill placement test must be completed at least three months before the session begins. Canadian citizens who do not qualify for funding may attend by paying tuition. Visitors to Canada require a student visa and pay out-of-country tuition fees.

Students rarely require more than two sessions before transferring to high school upgrading or post secondary institutions.

Call (780) 917-8653 for intake information or for an appointment with our Student Services personnel.

Intake Dates:

**Adult Further Education (AFE);
Gateways to Employment**
✓AFA Provider

Address: 8610 – 81 Street
Edmonton, AB T6C 2V9
Phone: (780) 917-8653
Fax: (780) 421-9773
Email: esl@epbs.ca
Website: www.metrocontinuingeducation.ca

Sessions begin in January, May and September. Each session runs 30 weeks. Students must complete an application interview and placement test at least three months before the beginning of a session.

Call (780) 917-8653 for intake information or for an appointment with our Student Services personnel.

NorQuest College:

ESL (English as a Second Language) Intensive Program

✓AFA Provider

Address: 10215 – 108 Street
Edmonton, AB T5J 1L6
Phone: (780) 644-6740
Email: LT-Coordiators@norquest.ca
Website: <http://www.norquest.ca>

Target group:

Newcomers or visitors to Canada

Program Description:

The ESL Intensive Program allows newcomers or visitors to Canada the opportunity to learn English and communicate with confidence in a variety of situations. Students can improve their pronunciation, speaking fluency, and speaking correctness, as well as expand their vocabulary and use of idiomatic language. They are able to develop reading strategies and clear writing skills to prepare for further academic studies or employment.

Each term in the ESL program is four months in length. Depending on each individual student's progress, the length of program may vary. Students must also make adequate progress in each course to reach the next level of the program.

Pre-Requisites/Eligibility Requirement:

Clients must go through a placement assessment and a program interview to be placed into the ESL program and they may be ineligible for the LINC program.

Within the ESL program there are further specialty programs (e.g. Bridge programs) designed for ESL students to take which help them reach the level of proficiency they need to satisfy the English language requirements for their specific program (e.g. Bridge to Health Care Aide and Bridge to Business Careers). This is especially good for students to take if they were working in the career field in their home countries.

Solomon College:**Provider Description:**

Solomon College is an accredited educational institution, and financial assistance may be provided for eligible students. Contact the college for further information.

ESL/EAL Training**Program Description:**

English as a Second Language (ESL) / English as an Additional Language (EAL) training. Length of the program is up to 20 months and intakes are conducted monthly.

✓AFA Provider**Pre-Requisites/Eligibility Requirement:**

Completed CSS English assessment with all scores 5 and above.

Address: #228 10621 – 100 Avenue
Edmonton, AB T5J 0B3

Phone: (780) 431-1515

Fax: (780) 431-1644

Email: info@solomoncollege.ca

Website: <http://www.solomoncollege.ca>

IMMIGRANT BRIDGING PROGRAMS

- If a program is identified as ► **Alberta Works Funded**, this means that the program is funded by CBS, Alberta Human Services (HS).
- If a program is identified as an ✓ **AFA Provider**, this means that the Training Provider has signed an Accountability Framework Agreement (AFA) with HS and the provider is responsible for ensuring that all Alberta Works funded learners accepted into their selected programs have received an employability assessment and demonstrated the need for training to achieve an employment outcome.

Bredin Institute – Centre for Learning

International Pharmacy Bridging Program

✓AFA Provider

Address: 500, 9707 – 110 Street
Edmonton, AB T5K 2L9
Phone: (780) 425-3730
Fax: (780) 426-3709

Website: <http://www.bredin@bredin.ab.ca>

Program Contact:

Name: Jennifer Aromin
Email: pharmacyedm@bredin.ca

Target group:
International Pharmacy Graduates

Program Description:

This program is designed to assist International Pharmacy Graduates (IPG's) to acquire a license to practice pharmacy in Alberta.

Program Length:

41 weeks

Intake Dates:

August 8, 2011

Pre-Requisites/Eligibility Requirement:

Hold landed immigrant status/permanent residence, Pharmacy Degree from a University recognized by the PEBC, successfully completed the PEBC's Evaluating Examination, an overall Canadian Language Benchmark score of 7 or ACP recognized language proficiency test.

Edmonton Mennonite Centre for Newcomers:

Accountants' Bridging Program

► Alberta Works Funded

Address: 11713 – 82 Street
Edmonton, AB T5B 2V9

Phone: (780) 945-2288

Fax: (780) 428-4252

Website: www.emcn.ab.ca

Program Contact:

Name: Qing Cai

Email: qcai@emcn.ab.ca

Target group:

Open to immigrants who are permanent residents or Canadian Citizens who hold a degree from an international institution and have considerable experience in the field of accounting.

Program Description:

This 11-month program is to facilitate the professional accreditation and labour market access of internationally-educated accountants through training which meets local business demand. It develops participants' English language proficiency and assists in their adapting and improving of previously learned skills to Canadian standards.

The Program is a partnership between the Edmonton Mennonite Centre for Newcomers (EMCN) and Northern Alberta Institute of Technology (NAIT). Each partner contributes as follows:

- EMCN provides the English language training, First Aid training, Simply Accounting training and labour market/job search strategy training and supported job search;
- NAIT provides the fast-track accounting training for this specialized accelerated accounting program.

Program Length: 11 months

Intake Dates:

Program starts in September and ends in July. Recruitment dates: January to June

Edmonton Mennonite Centre for Newcomers:

Engineers' and Technologists' Integration Program (ETIP)

✓AFA Provider

► Alberta Works Funded

Address: 8914 – 118 Avenue
Edmonton, AB T5B 0T6
Phone: (780) 421-7400
Fax: (780) 428-4252

Website: www.emcn.ab.ca

Program Contact:

Name: Laurie Hauer
Phone: 780-945-2294
Email: lhauer@emcn.ab.ca

Target group:

Internationally Educated Engineers

Program Description:

The main objective of the ETIP is to develop the participants' engineering business communication proficiency, enhance their previously learned technological knowledge and skills to Canadian standards, and gain Canadian accreditation as engineering technologists. Upon completion of the program, graduates are recognized by ASET (Association of Science and Engineering Technologist Professionals of Alberta) with the designation of T.T. (Technologist-in-Training). After one year of Canadian experience, a graduate will be eligible to apply for Canadian accreditation as a Certified Engineering Technologist (C.E.T.). The program also works with APEGGA (the Association of Professional Engineers, Geologists and Geophysicists of Alberta) to begin the application process for registration.

The ETIP program participants will:

- Have increased technical knowledge and practical skills
- Be more aware of Canadian standards, work place norms and expectations
- Have achieved “Canadianization” of the knowledge and skills brought to Canada
- Have professional recognition in areas of expertise
- Communicate more effectively
- Have increased computer skills including MS Office, MS Project and AutoCAD
- Have increased awareness of Canadian labour market trends and the ability to conduct a successful job search
- Possess Technologist-in-Training Membership in ASET, leading to full membership after one year Canadian experience
- Increased employment prospects in the field of expertise in Canada
- Financial independence and increased self-esteem

Program Length:

10 months

Intake Dates:

July to October for January start, January to April for June start

Pre-Requisites/Eligibility Requirement:

In order to be considered for the program, applicants must:

1. be a graduate of a recognized Engineering Degree program from outside of Canada
2. be unemployed, underemployed; or on EI
3. submit and pass a Prior Learning Assessment and Recognition (PLAR) assessment administered by ASET to appraise the applicant's technological background
4. pass the English language proficiency requirement according to the Canadian Language Benchmarks (CLBA); with a minimum test result of (CLB 5+) in Speaking, Listening, Reading, and Writing
5. submit immigration status documents –a PR card, IMM 2000 or recent Canadian Citizenship card
6. submit an IQAS (International Qualifications Assessment Services) evaluation
7. pass an interview with a panel of trustees that includes a Department Head from NAIT, the representative from ASET and the ETIP Coordinator and may include an industry representative

NorQuest College:

Bridge to Business Careers

✓AFA Provider

Address: 10215 – 108 Street
Edmonton, AB T5J 1L6
Phone: (780) 644-6704
Email: chinedu.mba@norquest.ca
Website: <http://www.norquest.ca>

Target group:

ESL students with an intermediate level of language proficiency, CLB 6/7, and a minimum of high school education in their first language.

Program Description:

The ESL to Bridge Business Careers is designed to develop students' reading, vocabulary and oral communication skills. After successfully completing the Bridge to Business Careers program and achieving a pass grade in the CLB 7 exit test, learners meet the English language requirements for all Business Careers programs at NorQuest College: Administrative Professional, Business Administration and Hospital Unit Clerk.

Program Length:

16 weeks (four months)

Pre-Requisites/Eligibility Requirement:

Students must have a program interview, a CLB of 6/7, and a minimum of high school education in their first language. Students must also have a program interview and placement test.

Clients can access this service by contacting the NorQuest College Registrar's Office and registering in the Bridge Business Careers program.

NorQuest College:

Bridge to Health Care Aide

✓AFA Provider

Address: 10215 – 108 Street
Edmonton, AB T5J 1L6
Phone: (780) 644-6764
Email: chinedu.mba@norquest.ca
Website: <http://www.norquest.ca>

Target group:

ESL students with a CLB level of 5/6 and a minimum of high school education in their first language.

Program Description:

The Bridge to Health Care Aide Program helps students reach the level of proficiency they need to satisfy the English language requirement for admission to Norquest's Health Care Aide Program. The program focuses entirely on preparing students for study in the Health Care Aide program.

Program Length:

16 weeks (four months)

Intake Dates:

August, January and May

Pre-Requisites/Eligibility Requirement:

Clients can access this service by contacting the NorQuest College Registrar's Office and registering in the Bridge to Health Care Aide program.

When students successfully complete the program they will meet the HCA language requirement, be better prepared to write the entrance reading test and can apply for the Health Care Aide program.

NorQuest College:

Bridge to Transit Operators

✓AFA Provider

Address: 10215 – 108 Street
Edmonton, AB T5J 1L6
Phone: (780) 644-6751
Email: karen.berg@norquest.ca
Website: <http://www.norquest.ca>

Target group:

Newcomers to Canada with permanent residence status or in the process of gaining permanent residence status. Must have a CLB 5 in reading and writing, and CLB 6 in listening and speaking. Must have a minimum of high school education in their first language (Grade 11).

Program Description:

The Bridge to Transit Operators program will prepare students with the English language and customer services skills necessary for a transit operator to communicate on the job. A focus of the program is developing strategies to deal with diverse and challenging workplace situations. Students will learn transit-specific vocabulary and gain a greater understanding of the organizational culture of transit.

Program Length:

16 weeks (four months)

Intake Dates:

September

Pre-Requisites/Eligibility Requirement:

Students must have a minimum of high school education in their first language (grade 11). Students must also have a CLB 5 in reading/writing, and CLB 6 in listening and speaking. Students must also have a program interview, a valid Alberta class 4 driver's license, clear criminal record check, and a current driver's abstract with no more than three demerits in the past two years and no suspensions in the last two years.

Clients can access this service by contacting the NorQuest College Registrar's Office and registering in the Bridge to Transit Operators program.

Students are not guaranteed a job. Upon successful completion of the program, students will be better prepared to pass the transit operator test and the interview. Successful completion of these entrance requirements will lead to a rewarding career in transit. If hired by Edmonton Transit students can expect \$22/hour and benefits after six months.

NorQuest College:

Introduction to Communication and Culture for Nursing (ICCN)

✓AFA Provider

Address: 10215 – 108 Street
Edmonton, AB T5J 1L6
Phone: (780) 644-6764
Email: chinedu.mba@norquest.ca
Website: <http://www.norquest.ca>

Target group:

ESL students with a CLB 6/5, with emphasis on the 6s, and a nursing credential from a recognized nursing program outside of Canada, or approved medical background.

Program Description:

The ICCN program is designed for internationally educated nurses and offers ESL instruction based entirely on language used in nursing. Students have a chance to focus on fundamentals such as medical terminology, therapeutic communication, and intercultural communication. ICCN is designed to prepare students for success in the Practical Nurse Diploma for Internationally Educated Nurses (PNDIEN) program, and the health-care field.

Program Length:

16 weeks (four months)

Pre-Requisites/Eligibility Requirement:

Students must have a CLB level of 6/5, with emphasis on the 6s. Students must also have a nursing credential from a recognized nursing program outside of Canada, or approved medical background.

Clients can access this service by contacting the NorQuest College Registrar's Office and registering in the Introduction to Communication and Culture for Nursing (ICCN) program.

After successfully completing the ICCN program with a CLB 6/7 language benchmarks, internationally educated nurses will meet language requirements for entrance into the Practical Nurse Diploma for Internationally Education Nurses (PNDIEN) program.

IMMIGRANT TRAINING AND EMPLOYMENT PROGRAMS AND SERVICES

- If a program is identified as ► **Alberta Works Funded**, this means that the program is funded by CBS, Alberta Human Services (HS).
- If a program is identified as an ✓ **AFA Provider**, this means that the Training Provider has signed an Accountability Framework Agreement (AFA) with HS and the provider is responsible for ensuring that all Alberta Works funded learners accepted into their selected programs have received an employability assessment and demonstrated the need for training to achieve an employment outcome.

Accès emploi:

Provider Description:

Accès emploi est un centre d'emploi qui offre des services en français en employabilité et en orientation de carrière.

Accès emploi provides a one-stop site for walk in or referral of **French-speaking clients** within the Edmonton service delivery region who require career counselling, job search assistance and help re-integrating the workforce.

Francophone Employment Services Centre

► Alberta Works Funded

Address: 8944 – 82 Avenue
Edmonton, AB T6C 0Z3
Phone: (780) 490-6975
Fax: (780) 490-6905
Email: ae@accesemploi.net

Target group:

Clients must be 18 years of age or older and must speak French.

Program Description:

- Job boards
- Community board
- Resource centre
- Internet access
- Edmonton daily and weekly newspapers
- Reference material
- Client information
- Assistance to part-time or marginally employed clients

Bredin Institute – Centre for Learning:

Centre for Skilled and Internationally Trained Professionals ▶ Alberta Works Funded

Phone: (780) 425-3730
Fax: (780) 426-3709
Email: csitp@bredin.ca
Website: <http://www.bredin.ab.ca>

Program Contact:

Name: Maria Lewin

Target group:

Immigrant clients with professional, technical or trades credentials from their country of origin, who are legally entitled to work in Canada and wish to work in their field of training.

Program Description:

To provide the resources and supports to help internationally trained professionals, technicians and tradespersons secure employment in their field of training.

Program Length:

The length of the program will depend on the client's needs and the extent to which they wish to pursue employment in their area of training in Canada.

Pre-Requisites/Eligibility Requirement:

Legally entitled to work in Canada and wish to work in their field of training. Underemployed clients may participate in all segments of the program other than Workplace Training, while preparing for work in their field. Serves immigrant professional clients or clients with trades credentials from northern Alberta (Red Deer north to the Northwest Territories border) and clients from southern Alberta may also access these services if they so desire.

Catholic Social Services:

CORE Skills Program, Immigration and Settlement Service

Address: 10615 – 103 Street
Edmonton, AB T5H 1V6
Phone: (780) 378-2463
Fax: (780) 498-0746
Website: <http://www.catholicsocialservices.ab.ca>

Program Description:

Catholic Social Services is a social service agency that serves children, adults and families of all faiths and cultures throughout central and northeast Alberta. Catholic Social Services provides various settlement, educational, language/language assessment, employment and outreach services. Multilingual and culturally diverse staff are available to assist clients.

Target group:

Open to immigrants/refugees who are either Permanent Residents or Canadian Citizens. The program is designed to assist immigrants who are experiencing language barriers, lack of specific employment skills and any other integration difficulties make the transition into the Health Care field.

Program Description:

The CORE Skills Program is a part of the Immigration and Settlement Service. This is a Health Care Aide Training Program. Student funding is available for eligible students.

Students who are accepted into the program will apply for student funding through Prospects Assessment Centre

Intake Dates:

September

Edmonton Mennonite Centre for Newcomers:

Address: 8914 – 118 Avenue NW
Edmonton, AB T5B 0T6
Phone: (780) 421-7400
Fax: (780) 428-4252

Website: www.emcn.ab.ca

Provider Description:

The Edmonton Mennonite Centre for Newcomers (EMCN) assists immigrants and refugees coming to the Edmonton area in achieving full participation in the community as well as contributing their experiences and skills to strengthen and enrich the lives of all Canadians.

The EMCN offers a variety of programs and services:

- Career Counselling Services provides individualized career and employment counselling with employment specialists to help immigrants move towards professional careers and meaningful work.
- Pre-employment workshops: includes Self-Assessment, Resume / Cover Letter Preparation, Interviewing, Networking, Career Research and information on the Hidden Job Markets.
- The Employment Resource Centres provide access to computers, copiers, Internet, fax machines and job listings. Drop-in services are available
- Specialized programs such as Employment Workplace Training and Exposure Courses are offered.
- Employment Readiness Classes (ERC) provide specialized job search training designed for immigrants. Resource room coaches provide additional assistance in preparation for successful job search.
- Employer Liaison Services help connect immigrant job searchers with potential employers.

Contact the agency for more information.

Career and Employment Services for Immigrants (CESI)

► Alberta Works Funded

Address: 8914 – 118 Avenue NW
Edmonton, AB T5B 0T6
Phone: (780) 421-7400
Fax: (780) 428-4252

Website: www.emcn.ab.ca

Target group:

- Immigrants whose skills are in categories NOC C & D.

Program Description:

- The CESI is a new, comprehensive and ultra-focused Program in which new and exciting directions for the provision of career services and job support to immigrants that are low-skilled with little to no formal training or education. These clients are categorized as NOC C & D according to HRSDC. The CESI program offers short-term employment intervention, assistance and support for immigrants looking to establish themselves in the Edmonton area through meaningful, long-term employment. The program focuses on providing in-depth assessment from qualified Career Practitioners followed by support and referral to help those we serve reach their specific employment goals. Some of the services we provide directly are:

Program Contact:

Name: Sharif Aminzadah
Email: saminzadah@emcn.ab.ca

- Supported referrals to workplace exposure training such as First Aid, WHIMS, H2S Alive and Forklift Safety (and many more).
- Onsite employment workshops customized to meet the needs of specific client groups.
- Employer Liaison and Job Development Services.
- Resource services and access to all the basic tools required for career building and job search.
- Paid Workplace Training opportunities

Intake Dates:

Ongoing

Pre-Requisites/Eligibility Requirement:

Canadian Citizen, Landed Immigrant, Permanent Resident, no formal education beyond secondary school to a maximum of a 1 year post secondary certificate.

Target group:

Landed immigrant or Canadian citizen with a minimum of a High School Diploma or a GED or equivalent.

Program Description:

The Payroll Certificate program, in partnership with EMCN (Edmonton Mennonite Centre for Newcomers), NAIT (Northern Alberta Institute of Technology) and CPA (Canadian Payroll Association) is open to all applicants and designed for those who want to pursue a fast track to CPA certification.

This eight-month program provides training in Canadian workplace norms and expectations, job search strategies and tools, basic computer, basic math training and business communication, including all of the courses required to meet the course work for the Payroll Compliance Practitioner (PCP) certification as well as some additional course work required for Certified Payroll Manager (CPM) certification.

Program Length:

8 months

Intake Dates:

Program starts in May and ends in December. Recruitment dates: October to February

Payroll Certificate Program

► **Alberta Works Funded**

Address: 11713 – 82 Street
Edmonton, AB, T5B 2V9

Phone: (780) 945-2288

Fax: (780) 428-4252

Website: www.emcn.ab.ca

Program Contact:

Name: Qing Cai

Email: qcai@emcn.ab.ca

Edmonton Mennonite Centre for Newcomers

Child Care Assistant Program

Address: 8914 – 118 Avenue
Edmonton, AB T5B 0T6
Phone: (780) 421-7400
Fax: (780) 428-4252

Website: www.emcn.ab.ca

Program Contact:

Name: Nicole Stogrin
Phone: 780-945-2286
Email: nstogrin@emcn.ab.ca

Target group:
Immigrants and Canadian Citizens

Program Description:

Program Length:

Intake Dates:
September 6, 2011 and May 2012

Pre-Requisites/Eligibility Requirement:

JOB SEARCH (see CAREER AND EMPLOYMENT SERVICES)

SELF EMPLOYMENT PROGRAMS

- If a program is identified as ► **Alberta Works Funded**, this means that the program is funded by CBS, Alberta Human Services (HS)
- If a program is identified as an ✓ **AFA Provider**, this means that the Training Provider has signed an Accountability Framework Agreement (AFA) with HS and the provider is responsible for ensuring that all Alberta Works funded learners accepted into their selected programs have received an employability assessment and demonstrated the need for training to achieve an employment outcome.

**Anderson Career Training
Institute (ACTI):**

Self Employment Training Program

► Alberta Works Funded

Address: 10604 – 172 Street
Edmonton, AB T5S 1H8
Phone: (780) 944-0909
Email: reception@acti.org
Website: <http://www.acti.org>

Provider Description:

Anderson Career Training Institute helps individuals and organizations realize their potential through training, coaching and mentoring.

Target group:

Clients must be unemployed, 18 years of age or older, have a viable business concept that matches their skills and financial situation, and be willing to commit to the Self Employment (SE) Program requirements.

Program Description:

The Self Employment Training Program is a 24-week program that includes eight weeks of fulltime, in-class instruction, followed by sixteen weeks of 1:1 support with a Mentor.

Instructional sessions on business topics include: licensing, taxation, goal setting, banking, public speaking, insurance, effective website design, marketing, selling, branding, market research, advertising, customer service, small business law, motivation, accounting, and more.

Features:

The ACTI SE Program features include: guidance in developing a professional business plan, small group instructional sessions (14-18 students), access to entrepreneurial resources, participatory class format with open discussion, ongoing support beyond the 24-week program.

Students and graduates of the ACTI SE Program are invited to participate in six annual Business Mixers hosted by ACTI, which provide an opportunity for networking and generating business leads.

ACTI SE Program students and graduates receive a subscription to our quarterly newsletter with articles and resources of interest for entrepreneurs, plus announcements of upcoming events.

The ACTI website incorporates opportunities for free advertising for each ACTI SE Program graduate's business with our Featured Business Profiles and Testimonials section.

Registration:

Clients are invited to email or call ACTI to register to attend an Orientation session. At the Orientation clients will meet with the Program Manager and review SE Program criteria; be introduced to the team of instructors (successful Edmonton entrepreneurs), the SE Program instructional topics and have the opportunity to present their business idea in a private meeting with the Program

Manager.

Program Length:

24 week

Intake Dates:

Please visit www.acti.org for current SE Program start dates.

Pre-Requisites/Eligibility Requirement:

Preference will be given to clients who have a current EI claim, ended an EI claim in the last three years or received maternity/paternity benefits within the past five years.

Microbusiness Training Centre Inc.

Self Employment Training Program

► Alberta Works Funded

Address: 203 Energy Square
10109 – 106 Street
Edmonton, AB T5J 3L7

Phone: (780) 482-4462

Website: <http://www.microbusiness.ca>

► Alberta Works Funded

Program Contact:

Name: Deborah Cox

Email: microbiz@microbusiness.ca

Provider Description:

Microbusiness Training Centre is a private business training school, delivering training, business development, coaching and mentoring services to aspiring and established entrepreneurs.

Target group:

Albertans seeking small business training and coaching with practical knowledge, tools, and support needed to develop and own their own business

Program Description:

The program consists of nine weeks of intensive practical classroom training that covers all aspects of building a well researched business plan including:

- Company setup
- Defining goods and services
- Market analysis
- Marketing and sales
- Financial management and projections
- Operations
- Risk management
- Financing
- Business plan development

Classroom training is followed by 16 weeks of group and individual coaching. In addition, clients can access business consulting services for an additional six months after completing the 25 week program.

To qualify for government sponsorship in the program, clients must meet one of the following criteria:

- Be unemployed, OR
- Working part-time (less than 20 hours a week), OR
- Retired or semi-retired and working less than 20 hours a week
- Underemployed (requires special consideration)

Program Length:

9 weeks classroom training followed by 16 weeks of group and individual coaching and mentoring.

Intake Dates:

- March 26, 2012
- June 4, 2012
- August 20, 2012
- October 22, 2012
- January 7, 2013
- March 11, 2013
- May 13, 2013
- July 29, 2013

- September 30, 2013
- December 2, 2013

Pre-Requisites/Eligibility Requirement:

Eligible clients may qualify for Alberta Works Learner Income Support for up to six months if they meet one of the following criteria:

- Currently receiving Employment Insurance (EI) benefits
- Received EI in the past three years
- Have received EI Maternity/Paternity benefits in the last five years.
- Currently receiving Alberta Works Income Support.
- Have limited sources of income while starting a business.

DECSA:

Ventures Program

Address: 11515 – 71 Street
Edmonton, AB T5B 1W1
Phone: (780) 474-2500
Fax: (780) 474-7765
Website: <http://www.decsa.com>

Target group:

Persons residing in the Edmonton or surrounding area living with a permanent disability with a disclosure of a realistic entrepreneurial goal or business idea. Minimum age is 18 years.

Program Description:

Ventures is an entrepreneurial training program that provides business supports to individuals wishing to pursue self employment and who are living with a documented disability. The program works with the person with a disability to realize their employment goals and guide them on a path to become self-sufficient through self employment.

The program offers:

- Assessment of entrepreneurial suitability that takes the disability into consideration.
- Assessment of entrepreneurial goals or business ideas.
- Assessment of business strengths, needs and strategies to achieve self-employment goals.
- Business plan coaching
- Identification of training needs
- Referrals to appropriate sources to access learning opportunities
- Upon the development of a viable business plan, there is a potential to access secured micro-loan funding and post loan support.

Pre-Requisites/Eligibility Requirement:

- Medically documented disability
- Sound working knowledge of the proposed business
- Interest in a secured loan to establish or expand a business, which will create or maintain long term employment.
- Applicants must have been declined by two conventional financial institutions.

Referral from AISH, Disability Agencies, Community Agencies or self-referral.

SERVICES FOR ABUSED WOMEN

- If a program is identified as ► **Alberta Works Funded**, this means that the program is funded by CBS, Alberta Human Services (HS).
- If a program is identified as an ✓ **AFA Provider**, this means that the Training Provider has signed an Accountability Framework Agreement (AFA) with HS and the provider is responsible for ensuring that all Alberta Works funded learners accepted into their selected programs have received an employability assessment and demonstrated the need for training to achieve an employment outcome.

DECSA:

Opportunity Plus Program

► Alberta Works Funded

Address: 11515 – 71 Street
Edmonton, AB T5B 1W1
Phone: (780) 474-2500
Fax: (780) 474-7765
Website: <http://www.decsa.com>

Target group:

Women 18 years or older who have left an abusive relationship and who are interested in full time programming to learn skills and access supports to succeed in employment, education or training that will lead them to becoming self-sufficient.

Program Description:

The Opportunity Plus program provides a continuum of highly flexible individual and workshop services that blend life management, employment preparation, career planning, employability/essential skills, occupational related skills, basic and financial literacy, exposure courses, and work experience as appropriate to the women's goals and needs. Services are blended to assist the individual to gain an understanding of abuse and learn skills to recover and overcome abuse as well as skills to move forward in a training or employment path.

Throughout the duration of their program and to the end of follow up, the women will have access to a range of supports that include:

- Outreach Support
- Individualized and Group Counselling for themselves and family members (if appropriate)
- Linkages to community supports and services to broaden personal support networks

The program is individualized to meet the needs of each client and therefore duration of program is individually determined. Life Management, Literacy, Financial Literacy, Computer Literacy, Planning, Goal Setting, Safety Planning are offered in modules up to 32 weeks.

Program Length:

The full duration of the program can be up to 52 weeks with follow up for six months.

Intake Dates: Please contact Opportunity Plus for current intake dates.

Pre-Requisites/Eligibility Requirement:

Clients can be referred from Alberta Works, alternate community agencies or self referral.

SERVICES FOR PROSTITUTES AND SEX TRADE WORKERS

- If a program is identified as ► **Alberta Works Funded**, this means that the program is funded by CBS, Alberta Human Services (HS).
- If a program is identified as an ✓ **AFA Provider**, this means that the Training Provider has signed an Accountability Framework Agreement (AFA) with HS and the provider is responsible for ensuring that all Alberta Works funded learners accepted into their selected programs have received an employability assessment and demonstrated the need for training to achieve an employment outcome.

DECSA:

Transitions Program

► Alberta Works Funded

Address: 11515 – 71 Street
Edmonton, AB T5B 1W1
Phone: (780) 474-2500
Fax: (780) 474-7765
Website: <http://www.decsa.com>

Target group:

Women ages 18 years or older who are working in the sex trade and are open to working with program staff to plan services, establish community supports and develop ways to live healthier and safer lifestyles and improve self-sufficiency. The population will include females, males or trans-gendered individuals from any culture.

Program Description:

Transitions is a very intensive, individualized service for those involved in prostitution who are attempting to leave that life and move into mainstream employment.

Outreach support is provided to deal with housing, childcare, clothing, custody, family maintenance, legal concerns, court preparation, income support, food bank needs and linkages to addictions, mental health and medical support.

Transitions services are delivered one-to-one, up to 52 weeks, which will assist in Life Management Skill Training, (includes crisis management, goal setting and decision making), possible academic preparation, career planning, job search and on the job support.

Program Length:

This program offers six months of outreach intervention and up to 52 weeks of services.

Pre-Requisites/Eligibility Requirement:

Referral from Alberta Works, Community Agencies or self referral.

SERVICES FOR LOW INCOME WOMEN

- If a program is identified as ► **Alberta Works Funded**, this means that the program is funded by CBS, Alberta Human Services (HS).
- If a program is identified as an ✓ **AFA Provider**, this means that the Training Provider has signed an Accountability Framework Agreement (AFA) with HS and the provider is responsible for ensuring that all Alberta Works funded learners accepted into their selected programs have received an employability assessment and demonstrated the need for training to achieve an employment outcome.

Bissell Centre:

The Women's Pre-Employment Program

► **Alberta Works Funded**

Address: 10527 – 96 Street
Edmonton, AB T5H 2H5
Phone: (780) 423-2285 ext. 120
Email: anamur@bissellcentre.org
Dispatch office: (780) 424-4385
Website: <http://www.bissellcentre.org/>

Target group:

Youth between 15-30 years of age

Program Description:

The Women's Pre-Employment Program targets mothers who have young children and want to prepare to enter (or re-enter) the workforce.

Program Length:

This program runs two days a week, for five weeks.

Pre-Requisites/Eligibility Requirement:

Contact the centre for more information.

Candora Society of Edmonton:**Provider Description:**

The **Candora Society of Edmonton** is a not for profit organization with a community development mandate to work with the residents of North East Edmonton to create a positive environment for families to live and grow and to collectively address issues of concern in our communities.

Candora Employment Preparation Program (CEPP)**Target group:**

Candidates must be female and be willing to enter the workforce

► Alberta Works Funded**Program Description:**

The Candora Employment Preparation Program (CEPP) is a part-time employment program for women who need help in re-entering the workforce.

Address: #248, 3210 – 118 Avenue
Abbottsfeld Mall
Edmonton, AB T5W 4W1
Phone: (780) 474-5011
Fax: (780) 474-5041

The program is 12 months in length and designed for low income women in North East Edmonton who have little or no work experience.

Program Contact:

Name: Michelle Ackland
Email: michelle.ackland@candorasociety.com

Two Employability sessions a week, work experience, short training courses and basic computer training

Program Length:

The program can be from one month to 12 months

Intake Dates:

September

Candora Society of Edmonton:

Candora Women's Saving Group

► Alberta Works Funded

Address: #248, 3210 – 118 Avenue
Abbottsfield Mall
Edmonton, AB T5W 4W1

Phone: (780) 474-5011

Fax: (780) 474-5041

Email: michelle.ackland@candorasociety.com

Program Description:

A financial literacy group for women. Free childcare and meals provided. Bus tickets available to those who need them

Program Length:

14 weeks

SKILLS TRAINING

- If a program is identified as ► **Alberta Works Funded**, this means that the program is funded by CBS, Alberta Human Services (HS).
- If a program is identified as an ✓ **AFA Provider**, this means that the Training Provider has signed an Accountability Framework Agreement (AFA) with HS and the provider is responsible for ensuring that all Alberta Works funded learners accepted into their selected programs have received an employability assessment and demonstrated the need for training to achieve an employment outcome.

Academy of Learning (AOL)

✓AFA Provider

Address:

Edmonton Downtown location:

#301, 10205 – 101 Street T5J 4H5

Phone: (780) 424-1144

Edmonton South location:

#154, 6325 Gateway Blvd. T6H 5H5

Phone: (780) 433-7284

Edmonton West End location

#1434, 8882 – 170 Street T5T 4M2

Phone: (780) 496-9428

Website: <http://www.academyoflearning.ab.ca>

Provider Description:

Academy of Learning (AOL) Career and Business Colleges in Edmonton offer skills training in:

- Office Administration
- Business Administration
- Accounting
- Payroll
- Insurance
- Legal Office Administration
- Hotel & Tourism Management
- Information Technology
- Web Design
- Health Care including Medical Office and Unit Clerk
- Healthcare Aide
- Pharmacy Technician
- Dental Office Administration

Target group: High School graduates and mature students of all ages.

Program Description:

AOL uses flexible scheduling and hands-on training. Job Placement Assistance is provided.

Pre-Requisites/Eligibility Requirement:

Student funding may be available. Contact the Academy of Learning Admissions Advisor for a consultation on program selection and funding opportunities.

Alberta Academy of Aesthetics

Address: 2926 West Edmonton Mall
8882 – 170 Street
Edmonton, AB T5T 3J7
Phone: (780) 486-7201
Email: info@academyofaesthetics.com
Website: <http://www.academyofaesthetics.com>

Provider Description:

The Alberta Academy of Aesthetics is a specialized aesthetics school offering full-time and part-time programs with monthly intakes.

Student funding may be available.

Alberta Transport Training Academy

Address: 12019-160 Street
Edmonton, AB, T5V 1G7
Phone: (780) 454-2856
Email: atta@telusplanet.net
Website: www.a-t-t-a.ca

Program Description:

Learning to drive a tractor-trailer and obtain a Class 1 license. 45 hours of in truck training. Air Brake course. P.D.I.C. Course, Log Book and Load Securement Course.

Target group:

All audiences.

Program Contact:

Name: Kristine Zukowski
Email: atta@telusplanet.net

Program Length:

6 Weeks

Intake Dates:

Ongoing

Pre-Requisites/Eligibility Requirement:

Alberta Class 5 driver's license, no GDI and must be 18 years of age.

Bredin Institute – Centre for Learning:

County of Parkland WorkSource Program

► Alberta Works Funded

Phone: (780) 960-4861
Fax: (780) 960-4674
Email: worksource@bredin.ab.ca
Website: <http://www.bredin.ab.ca>

Target group:

Unemployed Albertans, Youth (16-24 years of age) and Adults in the County of Parkland:

- Employment Insurance recipients,
- Employment Insurance reach back,
- Recipients of Alberta Works Income Support
- Unemployed or marginally employed
- Low income Albertans who are ready, willing and able to benefit from employment services;

Program Description:

WorkSource provides services to help Albertans in the County of Parkland to develop skills, find and keep employment and manage their careers through the Labour Market Resource Centre, Job Placement Services and Workplace Training Program.

Program Length:

The length of service will depend on the type of service the client requires.

Pre-Requisites/Eligibility Requirement:

- Legally entitled to work in Canada, meet citizenship requirements (e.g. Canadian citizen, permanent residence or convention refugee)
- Actively seeking employment for at least 3 months prior to requesting workplace training
- Experiencing difficulty in retaining employment because they have demonstrated a need to develop their personal management, occupational or basic foundation skills and/or
- In need of work experience or a practical application of the personal life management skills taught in a classroom setting,
- healthy enough to participate in, and benefit from training leading to employment.

Campbell College Ltd.:**Provider Description:**

Campbell College Ltd. is a private college with courses designed for individuals who learn well with an instructor and prefer a small school environment with individualized attention.

Administrative Professional Diploma**✓AFA Provider**

Address: #101, 11748 Kingsway Avenue
Edmonton, AB T5G 0X5
Phone: (780) 448-1850
Fax: (780) 447-5902
Website: <http://www.campbellcollege.ca>

Program Contact:

Name: Sharon Halliday
Email: sharon@campbellcollege.ca

Target group:

High School graduates who are starting their career, mature students of all ages, career changers and immigrants/newcomers who may have training and experience from their countries yet find it difficult to enter our job market.

Program Description:

The Administrative Professional Diploma is a full-time, seven-month program. It is skill training which allows our students to quickly gain the qualifications required to work in a variety of administrative and clerical positions. The program includes a two-month practicum that provides experience in an actual office environment, important work references, and valuable networking opportunities. The curriculum includes instruction in Microsoft Office, Business English and Communications, Business Math, Keyboarding, Applied Office Procedures, Job Search Techniques and Work Experience.

Intake Dates:

April 9, 2012 – November 16, 2012
June 4, 2012 – January 11, 2013
September 3, 2012 – April 12, 2013
November 5, 2012 – June 14, 2013

Financial assistance may be available to eligible applicants. The College has in-house funding counsellors who are qualified to approve grants and assist with loan applications for training.

Careers in Transition Inc. (CIT)

Address: #560, 10621 – 100 Avenue
Edmonton, AB T5J 0B3
Phone: (780) 496-9228
Fax: (780) 496-7679
Website: <http://www.citinc.ca>
Email: VKing@citinc.ca

Security Alarm Installer Program

✓AFA Provider

Email: VKing@citinc.ca

Provider Description:

Careers in Transition (CIT) delivers Academic Upgrading and Skills Training programs to adult Albertans from training centres in Edmonton and Calgary and typically serves early school leavers in their early twenties.

The programs emulate the world of business rather than the classroom to prepare students for future employment.

Target group:

Students should have completed some high school to ensure adequate math and science background. Most students enter the program with grant support because of their employment status but self supported students are welcome.

Program Description:

The Security Alarm Installer program serves younger persons who have an interest in skill based employment in relation to the installation of equipment in newly constructed residential or commercial buildings or the retro fitting of security equipment in existing structures. Graduates gain access to an industry that offers a good income, secure employment and the opportunity for sub-contracting and independence.

The Security Alarm Installer Program is 14 weeks long and features:

- Classroom based instruction
- Two work experience sessions
- Successful graduates gain a nationally recognized industry certification
- Job placement support and follow up for graduates

Group information sessions are held every second week. If interested, the future student is scheduled for further assessment which includes:

- A written application form
- Written examinations to ensure adequate academic preparation
- Demonstration of an understanding of the industry

Determination of physical ability to work in a construction environment.

Contracted Employment and Training services are offered through a related organization (Personal Support & Development Network Inc. – PSDN)

Catholic Social Services:**Provider Description:**

Catholic Social Services is a social service agency that serves children, adults and families of all faiths and cultures throughout central and northeast Alberta. Catholic Social Services provides various settlement, educational, language/language assessment, employment and outreach services. Multilingual and culturally diverse staff are available to assist clients.

CORE Skills Program, Immigration and Settlement Service

Address: 10709 – 105 Street
Edmonton, AB T5H 2X3
Phone: (780) 424-3545
Website: <http://www.catholicsocialservices.ab.ca>

Target group:

This program is open to immigrants/refugees who are either Permanent Residents or Canadian Citizens. The program is designed to assist immigrants who are experiencing language barriers, lack of specific employment skills, and any other integration difficulties, to make the transition into the Health Care field.

Program Description:

The CORE Skills Program is a part of the Immigration and Settlement Service. This is a Health Care Aide Training Program.

Intake Dates:

Applications/inquiries are accepted year-round. There is one intake per year, in September.

Pre-Requisites/Eligibility Requirement:

Student funding is available for eligible students.

Applicants contact Catholic Social Services directly for information and/or application to the program. Students who are accepted into the program will apply for student funding through BGS Enterprises.

**Emergency Services Academy Ltd.
(ESA)**

Provider Description:

Emergency Services Academy Ltd. is a private Vocational College providing fire fighter and emergency medical training.

Address: 2nd floor, 161 Broadway Blvd.
Sherwood Park, AB T5H 2A8

Phone: (780) 416-8822

Website: <http://www.esacanada.com>

Funding is currently available for the Emergency Medical Technician (EMT) program.

Contact ESA for further information.

EmployAbilities:

Entry Level Employability Skills

Program Description:

Address: 4th floor, 10909 Jasper Avenue
Edmonton, AB T5J 1L9

Phone: (780) 423-4106

Fax: (780) 426-0029

Email: luke@employabilities.ab.ca

Website: <http://www.employabilities.ab.ca>

This program, requiring a 24 week commitment, provides graduates with the skills to become employed in entry level positions within computerized environments. Program Graduates have obtained successful employment in positions such as legal assistants, receptionists, administration assistants, data entry clerks, processing clerks, and file clerks, for example.

Program Contact:

Name: Luke

Email: luke@employabilities.ab.ca

Guru Digital Arts College

Address: 200, 10169 – 101 Street
Edmonton, AB T5J 0T6
Phone: (780) 429-4878
Toll Free: 1-877-429-4878
Website: www.gurudigitalarts.com

Provider Description:

Guru Digital Arts College is dedicated to providing current, relevant and highly specialized digital media instruction. We currently offer two six month diploma programs:

- Digital Media Production Diploma
- Interaction Design & Game Level Development Diploma.

For more information on Guru Digital Arts College, please visit www.gurudigitalarts.com.

Guru Digital Arts College is a fully licensed Private Vocational School and students may be eligible for government funding and/or student loans. For more information regarding government funding or student loans, please visit the Alberta Learning Information Service Financial Assistance (<https://www.alis.gov.ab.ca/>). You may also contact the Guru Digital Arts College Admissions Coordinator for assistance.

Lokken Career College

Address: #104, 9707 – 110 Street
Edmonton, AB T5K 2L9
Phone: (780) 424-3700 or
1-888-LOKKEN6
Website: <http://www.lokken.com>

Certified Personnel and Certified Industrial Personnel Apprenticeship ✓AFA Provider

Provider Description:

Lokken's programs are created to serve unemployed or underemployed Albertans over the age of 18 who wish to obtain a career in the Trades, Industrial Sector and/or the Construction Sector. Student funding may be available – contact Lokken or apply online.

Target group:

Individuals ages 18 years and older who require improved academic qualifications or skills to meet the demands of industrial employment and have no safety training certificates.

Program Description:

The Certified Personnel and Certified Industrial Personnel Apprenticeship is a training program, designed for individuals who require improved academic qualifications or skills to meet the demands of industrial employment. Intakes are taken throughout the year.

The program will:

- Expand your abilities to find and retain work
- Help you market yourself to employers
- Provide the safety training required for today's industrial employment
- Provide opportunities for industrial work internships
- Help you find full time industrial employment
- Provide ongoing employment support and counseling for six months after graduation

Program Length:

20 week

MaKami College Inc.:**Provider Description:**

MaKami College provides the tools for students to achieve their personal career goals and objectives.

Massage Therapy

Address: #205A, 5004 – 98 Avenue
Edmonton, AB T6A 0A1

Phone: (780) 468-3454

Email: makami@telus.net

Website: <http://www.makamicollege.com>

Program Description:

The Massage Therapy program is seven and ½ months in length, encompassing 1250 hours.

English as a Second Language (ESL) assistance is provided to any students that require it, specifically regarding the Massage Therapy program.

Pre-Requisites/Eligibility Requirement:

Prospective student must have High School English and Science or an Assessment test and an interview.

Student funding may be available for qualified students.

Manpower Services Alberta:

Provider Description:

Manpower offers employers a range of services for the entire employment and business cycle including permanent, temporary and contract recruitment; employee assessment and selection; training; outplacement; outsourcing and consulting.

TechReach Edmonton Works

► Alberta Works Funded

Address: #102, Enbridge Tower
10201 Jasper Avenue
Edmonton, AB T5J 3N7

Phone: (780) 420-0110

Fax: (780) 424-0807

Email: jeanette.sutherland@na.manpower.com
or
Katherine.nelms@na.manpower.com

Website: <http://www.manpowerab.com>

Target group:

- IS, EI and EI Reachback clients
- Individuals who are unemployed (not working or only working sporadically) and in need of skill and pre-employment training
- Canadian citizen, landed immigrant or legally entitled to work in Canada
- 18 years of age or older and out of the regular school system
- Ready, willing and able to start and to commit to six weeks of intensive training, in addition to a commitment of obtaining full-time employment for a minimum of six months following graduation
- Minimum of grade 10 academic competencies
- In addition, the client must be able to type a minimum of 10 words per minute, and achieve a score of at least 20 on Manpower's Proofreading Assessment to ensure that the client can keep up with the course content and can comprehend instructions.

Program Description:

The TechReach Edmonton Works program consists of in-class training modules and is individualized based on client needs and goals.

Components of the program include:

- The skills training for office administration or customer service includes computer skills training in Word, Excel, Outlook and PowerPoint, as well as typing and data entry.
- The pre-employment training consists of job readiness workshops including: Career strategies, individual career assessment, resume preparation, networking skills, job search techniques and interviewing skills as well as customer service.
- The customer service training includes quality service, customer requirements, exceeding expectations, ask and listen, problem situations, telephone skills, quality concepts and making choices.

Program Length:

Each training intake is six weeks long (30 days) and intakes are scheduled at seven week intervals.

Marvel College

Address: 10018 – 106 Street
Edmonton, AB T5J 1G1
Phone: (780) 429-4407
Website: <http://www.mccollege.ca>

Program Contact:

Name: Chantel Warmen

Provider Description:

Marvel College provides Hairstyling and Esthetics training.

Pre-Requisites/Eligibility Requirement:

Funding may be available through student loans, other government agencies and independent funding.

McBride Career Group:

General Industrial Pre-Trades Program

► Alberta Works Funded

Address: 910, 10045 – 111 Street
Edmonton, AB T5K 2M5
Phone: (780) 453-8202
Fax: (780) 448-1392
Website: <http://www.mcbridecareergroup.com>

Program Contact:

Name: Patrick Keyes
Email:

Target group:

- Client must be 18 years of age or older
- Unemployed and have an active EI claim, or have been on EI in the last three years or unemployed and receiving Income Support benefits or unemployed and have personal or family financial supports.

Program Description:

The General Industrial Pre-Trades program provides an opportunity for men and women who are interested in the trades to gain skills and exposure to various trades and complete basic pre-apprenticeship training.

Program Length:

14 weeks

Pre-Requisites/Eligibility Requirement:

- Minimum Grade 10 education
- Out of school for at least 12 months
- Resident of Alberta for minimum of three months
- Be committed to complete all program training and to work in the trades

Graduates of this program will receive a NAIT Continuing Education Certificate as well as specific safety certificates and will be well suited for entry level positions relating to a number of industrial trades.

McBride Career Group:

Parts and Materials Technician Training

► Alberta Works Funded

Address: 910, 10045 – 111 Street
Edmonton, AB T5K 2M5
Phone: (780) 448-1380
Fax: (780) 448-1392
Website: <http://www.mcbridecareergroup.com>

Program Description:

The Parts and Materials Technician Training program provides integrated training to unemployed clients. Students obtain their 1st year Apprenticeship equivalency training for Parts and Materials Technician working in Automotive Parts, Heavy Duty Parts, Aircraft Parts, Large/Small Appliance Parts, Building Materials and Supplies, Pharmaceutical/Medical Supplies, Electronics Supplies, Computer Parts, Toy Supplies, Clothing Warehouses, Food Products, Natural Resource Products. Students may also receive WHMIS, First Aid and Forklift certificates.

Program Length:

17 weeks

Pre-Requisites/Eligibility Requirement:

- Minimum grade 10 education
- Ability to read and write English (min. CLB4)
- Be in good physical health, ability to lift a minimum of 30 lbs.
- Be able to stand for extended periods of time
- An excellent attention to detail
- Safety conscious attitude

**Northern Alberta Institute of
Technology (NAIT)**

✓AFA Provider

Address: 11762 – 106 Street
Edmonton, AB T5G 2R1

Phone: (780) 471-6248

Toll-Free: (877) 333 -6248

Email: asknait@nait.ca

Website: <http://www.nait.ca>

Provider Description:

NAIT currently offers 250 part-time and full-time programs, centering on information technology, engineering technologies, applied sciences, health sciences, business, culinary arts and skilled trades. Over 1400 continuing education courses are offered and Academic Upgrading and English as a Second Language (ESL) are available.

Full-time studies include one year certificate programs, two year diploma programs and four year degrees. Technical training is offered in 35 recognized apprenticeship trades

NAIT's main campus is located north of downtown Edmonton, with three other campuses in the Capital Region.

**Pixel Blue College
(Formerly Devstudios)**

Address: B100, 10080 Jasper Avenue
Edmonton, AB T5J 1V9
Phone: (780) 756-3990
Email:
Website: <http://www.pixelbluecollege.com>

Program Contact:

Name: Curtis Greenland
Phone: 780-756-3990
Email: info@pixelbluecollege.com

Provider Description:

Pixel Blue College offers education in five Alberta Advanced Education accredited diploma granting programs: MCTS, Net Development, Design & Motion Graphics, 3D Animation, Digital Audio Production and 3D Game Modeling.

The curriculums are structured to give all students an opportunity to rapidly enter the career of their choice. Upon completion of one of the college's education programs, students will possess a portfolio of knowledge and skills to help them establish a career in their chosen field.

Target group:

All Albertans.

Pre-Requisites/Eligibility Requirement:

To apply at Pixel Blue College, we require the following:

- Registration Application (Paper or Online), with application fee
- Resume
- 2 Letters of reference
- Creative work, if applying for Design & Motion Graphics or 3D Animation, or 2D Animation
- Most recent transcript or statement of marks

2D Character Animation

Program Description:

The 2D Character Animation Program explores the world of animation and how the digital age has revolutionized the methods used for creating it. This intensive course will cover the popular programs used by today's studios, and will deal heavily with the raw fundamentals of animation.

Program Length:

20 Weeks

Intake Dates:

March and September Yearly

3D Game Modeling

Program Description:

The 3D Game Modeling Program is designed to educate students in a dedicated gaming environment. It is an intense course and students will be taught in such a manner that they will be able to fit into any game production environment once they graduate.

Program Length:

43 Weeks

Intake Dates:

March and September Yearly

Design & Motion Graphics

Program Description:

The Design and Motion Graphics Program explores the limitless world of creativity through digital media development, a combination of technical awareness with software applications, and the role of communication through commercial and visual art.

Program Length:

22 Weeks

Intake Dates:

March and September Yearly

3D Animation & Modeling

Program Description:

The 3D Animation & Modeling Program studies the techniques and tools for producing the next generation of 3D. It combines the traditional understanding of animation with the cutting-edge tools for creating tomorrow's media.

Program Length:

25 Weeks

Intake Dates:

March and September Yearly

Digital Audio Production

Program Description:

The Digital Audio Production Program is designed to educate students in modern audio production techniques. Students will learn the fundamentals of audio theory and then quickly proceed to hands-on interaction with the hardware and software tools commonly used in the industry.

Program Length:

22 Weeks

Intake Dates:

March and September Yearly

Software Development MCTS.NET

Program Description:

The Software Development MCTS.NET Diploma Program is focused on helping students acquire the skills required to build multi-tiered Internet and desktop applications using the latest Microsoft software development tools including the .NET development suite.

Program Length:

22 Weeks

Intake Dates:

March and September Yearly

Prospect Human Services:

Program Name:

Edmonton Assessment Centre

Address: 9940 – 106th Street
Edmonton, AB T5K-2N2

Phone: (780) 756-0444

Fax: (780) 756-0446

Email: greg.quanchan@prospectnow.ca

Program Contact:

Name: Greg Quan Chan

Email: greg.quanchan@prospectnow.ca

Provider Description:

Assessment and Service Management services for all non AFA providers in the Edmonton region.

Target group:

All Albertans

Program Description:

Assessment and Service Management services for all non AFA providers in the Edmonton region.

Program Length: Varied

Intake Dates:

Informed Consumer Workshops will be facilitated every Monday at 1:00 p.m. and every Wednesday at 9:00 a.m. and 1:00 p.m.

Slate Training Centre (Computer and Business College):

Address: #416, Westmount Centre
111 Avenue and Groat Road
Edmonton, AB T5M 3L7
Phone: (780) 424-1338
Fax: (780) 424-8819
Email: administration@slatetraining.com
Website: <http://www.slatetraining.com>

Provider Description:

The Slate Training Centre offers full and part-time programs in the morning, afternoon, evening and weekends.

The following programs are offered by Slate Training Centre's Computer and Business College.

- Business Administration Management
- Accounting and Payroll Administrator
- Office Administrative Assistant
- Computerized Accounting
- Business and Computer Technology
- Dental Administrative Assistant
- Project Management Assistant

Pre-Requisites/Eligibility Requirement:

For more information, see the website, telephone or come in to the office in person.

Solomon College:

Hospitality Operations Program

✓AFA Provider

Address: #228, 10621 – 100 Avenue
Edmonton, AB T5J 0B3
Phone: (780) 431-1515
Fax: (780) 431-1644
Email: info@solomoncollege.ca
Website: <http://www.solomoncollege.ca>

Program Description:

The Hospitality Operations program is a certificate program. This is a 10 month co-op program that provides students with the opportunity to acquire relevant, hands on job experience prior to graduation. In addition, students receive academic training in hospitality operations. Intakes are conducted monthly.

Pre-Requisites/Eligibility Requirement:

Solomon College is an accredited educational institution, and financial assistance may be provided for eligible students. Contact the college for a funding application or further information.

Trade Winds to Success Training Society:

Trade Winds to Success Training Society Program

► Alberta Works Funded

Address: 311, 16120 – 118 Avenue
Edmonton, AB T5V 1C6
Phone: (780) 471-9100
Fax: (780) 471-9177
Email: ed@tradewindstosuccess.ca
Website: <http://www.tradewindstosuccess.ca>

Target group:
Aboriginal

Program Description:

Pre-apprenticeship training in eight different trade areas.

Funding available through ASETS partners. Funding referrals made upon acceptance into the program.

- Pre-apprenticeship training includes career decision making, academic upgrading to prepare to write AIT exam, and union shop training which includes theory and hand skills training along with safety certification.
- 18 weeks in length.
- Must be of Aboriginal descent, Métis, Treaty, Status and non Status and Inuit, completion of grade 10 in English math and science and be ready willing and able.
- Call to register for an information session.
- Training offices located in both Edmonton and Calgary.

Women Building Futures:

Journeywoman Start Program

✓AFA Provider

Address: 10326 – 107 Street
Edmonton, AB T5J 1K2
Telephone:(780) 452-1200
Toll-Free: (866) 452-1201
Fax: (780) 452-1279
Email: reception@womenbuildingfutures.com
Website: www.womenbuildingfutures.com

Provider Description:

Women Building Futures is a charitable non-profit organization committed to helping women succeed in non-traditional careers and achieve economic prosperity through pre-trades training, employment support and mentorship.

Target group:

Unemployed and underemployed women 18-44 years of age who are highly motivated to complete an apprenticeship and have little or no trades experience.

Program Description:

The Journeywoman Start Program is a 17-week program for individuals who are serious about entering and completing an apprenticeship in a construction trade.

The program includes:

- Eight weeks of hands-on skill training and theoretical introduction to a variety of trades
- Workplace culture conditioning
- Six safety certificates
- Four weeks of math/science to prepare the student to pass the Level 5 Alberta Trade Entrance Exam
- Construction fitness to build physical endurance and strength

All WBF graduates are provided with work experience, job placement, apprenticeship registration and employment retention support

Intake Dates:

Every two months

Pre-Requisites/Eligibility Requirement:

Student funding available. To access student funding and begin the assessment process, prospective students need to first attend an Information Session and then a Career Decision Making Workshop.

Students can register through either the Women Building Futures website, www.womenbuildingfutures.com or by calling (780) 452-1200. Once interviewed and accepted into the program, students meet with the Student Support Advisor for individual funding counseling.

**Women Building Futures/Olds
College – Heavy Equipment
Operator Program**
✓AFA Provider

Address: 10326 – 107 Street
Edmonton, AB T5J 1K2
Telephone: (780) 452-1200
Toll-Free: (866) 452-1201
Fax: (780) 452-1279
Email: reception@womenbuildingfutures.com
Website: www.womenbuildingfutures.com

Target group:

Unemployed and underemployed women 18-44 years of age who are highly motivated to work as Heavy Equipment Operators and have little to no experience in construction.

Program Description:

The Heavy Equipment Operator Program is a 17-week program, offered in partnership with Olds College, which prepares women for a career as a heavy equipment operator. Graduates receive dual certificates from Olds College and Women Building Futures.

The program includes:

- Seven safety certificates
- Introduction to the use of Heavy Equipment
- Clients will come away with an understanding of the operator's responsibilities, basic preventative maintenance procedures, earthmoving processes and practical hands-on experience on loaders, scrapers, graders, dozers, excavators and rollers
- Understanding and analyzing soils and soil reclamation techniques
- Careful handling of disturbed areas
- Grading construction sites
- Distance measuring, excavation math and blueprint reading

All WBF graduates are provided with work experience, job placement, apprenticeship registration and employment retention support.

Intake Dates:

Spring and Fall

Pre-Requisites/Eligibility Requirement:

To access student funding and begin the assessment process, prospective students need to first attend an Information Session and then a Career Decision Making Workshop. Students can register through either the Women Building Futures website, www.womenbuildingfutures.com or by calling (780) 452-1200. Once interviewed and accepted into the program, students meet with the Student Support Advisor for individual funding counselling.

Women Building Futures offers affordable housing to women accepted into the program.

TEMPORARY EMPLOYMENT SERVICES

- If a program is identified as ► **Alberta Works Funded**, this means that the program is funded by CBS, Alberta Human Services (HS).
- If a program is identified as an ✓ **AFA Provider**, this means that the Training Provider has signed an Accountability Framework Agreement (AFA) with HS and the provider is responsible for ensuring that all Alberta Works funded learners accepted into their selected programs have received an employability assessment and demonstrated the need for training to achieve an employment outcome.

Bissell Centre:

Employment Services Program ► **Alberta Works Funded**

Address: 10527 – 96 Street
Edmonton, AB T5H 2H5
Phone: (780) 423-2285
Dispatch office: (780) 424-4385
Website: <http://www.bissellcentre.org/>

Target group:
Youth between 15-30 years of age

Program Description:
The Access to Success Youth Program is a pre-employment and employment preparation program for youth with mental health concerns and barriers to employment.

Program Length:
The program is 22 weeks in length including a six week work exposure.

Target group: individuals 18 years old or older must have a Social Insurance Number (these are checked upon registration).

Hours of operation are from 7:00AM to 2:30PM, Monday through Thursday and 7:30AM to 11:30AM on Fridays.

To access the Casual Labour service, go to the Bissell Centre's Robert Teagler Friendship room between the above hours.

To register, go to the Bissell Centre at 7:00AM and speak to a staff member who will assist you.

Contact Employment Services for further information.

On Site Placement (OSP):

Burke Temporary Employment Agency for Persons with Disabilities

► Alberta Works Funded

Address: #802, 9707 – 110 Street
Edmonton, AB T5K 2L9

Phone: (780) 488-8122

Fax: (780) 447-4432

Email: info@osp.ab.ca

Website: <http://www.osp.ab.ca>

Program Description:

This agency is designed to assist individuals with disabilities who are seeking temporary employment only. Temporary workers are individuals who have experienced difficulties maintaining permanent employment as a result of disability related issues.

Temporary workers receive individualized supports and services from agency staff during temporary assignments as required.

Key supports and services can include on site job training, monitoring supports, case management services and community referrals.

Temporary workers are employees of the Burke Temporary Employment Agency.

Temporary workers have the opportunities to gain valuable paid work experience, earn extra income, build work stamina, confidence and self-esteem.

Worker and employer accommodations are available to ensure successful outcomes.

YOUTH PROGRAMS

- If a program is identified as ► **Alberta Works Funded**, this means that the program is funded by CBS, Human Services (HS).
- If a program is identified as an ✓ **AFA Provider**, this means that the Training Provider has signed an Accountability Framework Agreement (AFA) with HS and the provider is responsible for ensuring that all Alberta Works funded learners accepted into their selected programs have received an employability assessment and demonstrated the need for training to achieve an employment outcome.

Bent Arrow Traditional Healing Society:

Provider Description:

Bent Arrow is a non-profit charitable organization that provides direction and support for a variety of services targeting Aboriginal children, youth and their families, and adults ages 18 and older.

Wind Dancers Youth Pre-employment Program

Target group:

Aboriginal Youth ages 16-25

Address: 2nd floor, 10117 – 150 Street
Edmonton, AB T5P 1P2
Phone: (780) 481-3451
Fax: (780) 481-3509
Website: <http://www.bentarrow.ca>

Program Description:

The Access to Success Youth Program is a pre-employment and employment preparation program for youth with mental health concerns and barriers to employment.

Program Contact:

Name: Terry Lynn Bigstone
Email: terry.bigstone@bentarrow.ca

Intake Dates:

Ongoing

Program Start Dates:

- March 26, 2012
- August 6, 2012
- December 17, 2012
- May 6, 2013

BGS Enterprises Inc.:

Youth Ventures Program

Address: 1110, 10025 – 102A Avenue
Edmonton, AB T5J 2Z2
Phone: (780) 425-6655
Fax: (780) 425-5666
Email: bgs@bgsenterprises.com
Website: <http://www.bgsenterprises.com>

Target group:

Youth between the ages of 15-30 who are in need of assistance to overcome employment barriers and are NOT eligible for EI.

Program Description:

The Youth Ventures program provides employment services to youth including individualized assessment, Service Management and outreach. Staff **will** assist youth in attaining employment, pursuing further education or training and promote participation in Edmonton's labour market.

Pre-Requisites/Eligibility Requirement:

Depending on individual client need, Service Management can last up to a period of three years.

Clients can contact Youth Ventures by phone or come to the site to meet with a staff member.

Additional program elements include Psychological services and the ability to bring the service “to the street” in order to proactively engage youth.

EmployAbilities:

Access to Success Youth Program

Address: 4th floor, 10909 Jasper Avenue
Edmonton, AB T5J 1L9
Phone: (780) 423-4106
Fax: (780) 426-0029
Website: <http://www.employabilities.ab.ca>

Program Contact:

Name: Chandra Victor
Email: Chandra@employabilities.ab.ca

Target group:

Youth between the ages 15-30 years with mental health concerns.

Program Description:

This 20 week program is open to youth with barriers to employment aged 15-30, eligible to work in Canada, not in receipt of E.I. Benefits. The participants must have documented mental health concerns. The program offers sessions in personal life management, employability skills, job search techniques, computer training, employment readiness and job maintenance support. Graduates receive completion certificates recognizing their competence in service best, computer training, food safety, first aid, CPR and WHMIS.

Program Length:

The program is 22 weeks in length including a six week work exposure.

On Site Placement:

Opportunities for Youth Program

Phone: (780) 488-8122
Fax: (780) 447-4432
Email: info@osp.ab.ca
Website: <http://www.osp.ab.ca>

Target group:

Youth between 15-30 years of age

Program Description:

The Opportunities for Youth program assists persons with disabilities aged 17 to 30 to obtain employment, self-employment or educational outcomes. This program is for participants who are unable to achieve these outcomes independently.

Services are provided in partnership with youth and employers.

Participants have the opportunity to gain the skills needed to achieve their employment goals.

Work experience placement, job search and marketing supports assist individuals to identify job opportunities, self employment or educational goals.