

# #skillupYYC

Updated Quarterly

## Employment, Training and Career Services Directory



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# Calgary Region Employment, Training and Career Services Directory

Compiled by

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Community and Business Services – Calgary Region

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The contents of this Directory are based on information provided by program funders, service providers and institutions and may not be all-inclusive. It is designed to serve as a general guideline of programs and services on employment, training and related support services in Calgary and surrounding areas.

In this Directory there are links to other websites. Alberta Human Services is not responsible for the content provided by other organizations on their websites or by other means. Please direct any comments or inquiries regarding these organizations directly to the organization in question.

## **Funding For Learners**

- Almost all programs allow learners to apply for Learner Income Support either as Employment Insurance (EI) or Non EI. Check directly with the training provider.
- No Learner Income Support is provided for Career and Employment Services job search and job placement programs.
- Learners in Enhanced Language Training Programs are also eligible to apply for Learner Income Support.
- Wages are paid to learners in Workplace Training programs and Job Corps.
- Wages may also be provided for federally-funded youth programs.

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## ABBREVIATIONS AND ACRONYMS

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<b>AISH</b>	Assured Income for the Severely Handicapped
<b>CEIS</b>	Career and Employment Information Services
<b>EI</b>	Employment Insurance (EI) or EI Eligible
<b>ESL</b>	English as a Second Language
<b>GED</b>	General Equivalency Diploma
<b>HS</b>	Alberta Human Services
<b>ILVARC</b>	Immigrant Language & Vocational Assessment – Referral Centre
<b>IS</b>	Income Support
<b>JP</b>	Job Placement
<b>LINC</b>	Language Instruction for New Canadians
<b>SE</b>	Self-Employment
<b>TIOW</b>	Targeted Initiative for Older Workers
<b>TESL</b>	Test of English as a Second Language
<b>TES</b>	Transition to Employment Services
<b>TOEFL</b>	Test of English as a Foreign Language
<b>TOWES</b>	Test of Workplace Essential Skills
<b>WT</b>	Workplace Training
<b>YC</b>	Youth Connections

## ACADEMIC UPGRADING

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This section contains information on full-time and part-time basic skills (grades 1-6), adult basic education (grades 7-9) and academic upgrading (grades 10-12) as well as some other programs offering General Educational Development (GED) or High School Equivalency Certificate. For some of these programs learners may be eligible to receive funding. Check with the training provider for details.

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### **Bow Valley College – Bow Corridor Campus**

#105, 800 Railway Ave., Canmore, AB T1W 1P1

[www.bowvalleycollege.ca/upgrading](http://www.bowvalleycollege.ca/upgrading)

Some learners may qualify for funding.

#### ***Academic Upgrading***

Contact: Canmore Campus

Ph: 403-678-3125

Students taking High School Upgrading courses and are provided with advice and support for the following programs:

- High School FlexClass – Canmore Campus

Participants can choose between independent self-paced on-line studies, or classroom based, instructor facilitated studies, FlexClass. Unit tests and exams can be written at this campus if arrangements are requested.

Through a partnership with Canadian Rockies Public Schools (CRPS), BVC High School Upgrading courses are available to returning Grade 12 students and those under the age of 19 by Sep. 1. Students are funded by CRPS. Registration fees apply.

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### **Bow Valley College – High River Campus**

2<sup>nd</sup> Flr., 710 Centre St. SE, High River, AB T1V 0H3

[www.bowvalleycollege.ca/foothills](http://www.bowvalleycollege.ca/foothills)

Some learners may qualify for funding.

#### ***Academic Upgrading***

Contact: Janice Jones

Regional Campus and

Learner Services

Administrator

Ph: 403-441-2399

Email: [bvcfoothills@bowvalley](mailto:bvcfoothills@bowvalleycollege.ca)

[college.ca](http://college.ca)

Online High School upgrading courses are offered.

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### **Bow Valley College – South Campus**

345 – 6 Ave. SE, Calgary, AB T2G 4V1

[www.bowvalleycollege.ca](http://www.bowvalleycollege.ca)

Some learners may qualify for funding.

#### ***Aboriginal Upgrading Program***

Ph: 403-476-2256

This program, with an Aboriginal focus, accepts students for either full-time or part-time studies in a variety of subjects. Alberta Education high school credit courses are also offered.

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## **Bow Valley College**

345 – 6 Ave. SE, Calgary, AB T2G 4V1

(Applications/Admissions Dept.)

[www.bowvalleycollege.ca/](http://www.bowvalleycollege.ca/)

Some learners may qualify for funding.

### **Adult Basic Education (4-9)**

Contact: Student Advising Centre

Ph: 403-410-1402

Email:

[info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)

Full-time or Part-time

Term Intakes

Students are taught skills equivalent to Grades 4-9 in Reading, Writing, Math, and Essential Skills such as communications, problem solving, decision-making, budgeting, résumé writing and computer skills. Clients are encouraged to contact the Student Advising Centre for information regarding the application process.

### **Academic Upgrading (10-12)**

Contact: Student Advising Centre

Ph: 403-410-1402

Email:

[info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)

Continuous Intake

High School Academic Upgrading is provided for adult students who are currently at Grades 10-12 levels. A wide range of courses in the core areas are available to prepare for entry into further skill training programs, technical institutes, colleges, universities and direct employment.

### **Adult Basic Literacy Education (ABLE) – Computers for Beginners**

Contact: Sangita Thapa

Ph: 403-410-1525

Email:

[sthapa@bowvalleycollege.ca](mailto:sthapa@bowvalleycollege.ca)

This program addresses the need for basic computer training for adults who have had very limited exposure to computers and computer learning. It is an inclusive adult literacy program that includes, but is not limited to, adults with diagnosed physical and developmental disabilities. Learners will be introduced to:

- Use MS Office, Word 2010
- Search the Internet for information
- Use accessories on the computer, such as the calculator
- Create and use an e-mail account, such as g-mail
- Identify and learn about basic computer parts/vocabulary
- Use Windows, including personalization, file management and useful shortcuts
- Fill in forms online

Note that the above is a general outline and the course will vary for individuals, particularly with MS Office use. If there is demand, there will be opportunity to use tablets in the class.

### **Adult Basic Literacy Education (ABLE) – Basic Math for Everyday**

Contact: Sangita Thapa

Ph: 403-410-1525

Email:

[sthapa@bowvalleycollege.ca](mailto:sthapa@bowvalleycollege.ca)

This is a part-time, non-credit, adult literacy course that teaches financial literacy and basic math to adults who are working at a minimum grade 2 reading level, and who can add and subtract on paper. Topics include: Number Relationships, Basic Facts (Addition & Subtraction, Multiplication & Division) and Money Math

**Adult Basic Literacy Education (ABLE) – Read & Write**

Contact: Sangita Thapa  
Ph: 403-410-1525  
Email:  
[sthapa@bowvalleycollege.ca](mailto:sthapa@bowvalleycollege.ca)

This is a part-time inclusive adult literacy program. A small class of students reading at Grades 2-4 includes adults with disabilities. This is an opportunity for students to work together in a classroom setting to improve their reading and writing skills.

**Deaf and Hard of Hearing Adult Literacy**

Registration:  
Ph: 403-355-4664  
Email: TBA  
Regular Term intakes

This program is designed for Deaf adults who are returning to learning and it develops reading, writing, math, computer and other essential skills. The program may be attended on a full-time or part-time basis. An ASL Proficiency assessment is required for admission into the DHH program.

**Foundational Learning**

Contact: Student Advising Centre  
Ph: 403-410-1402  
Email:  
[info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)

Students must be at least 18 years of age to attend. Upgrading and schooling are offered to meet education and career goals, whether Adult Literacy, Adult Basic Education (below High School), High School core courses, American Sign Language or other skills are required to further a Client's education or employment.

**Intermediate Literacy (Volunteer Tutor Adult Literacy Program – VTALP) (4-9)**

Contact: Sanita Thapa  
Ph: 403-410-1525  
Email:  
[sthapa@bowvalleycollege.ca](mailto:sthapa@bowvalleycollege.ca)

Learners work with a trained volunteer tutor at mutually agreed upon times in many community locations. They get help to read, write or practice solving everyday math problems. They study the Driver's Training, Pre-GED manuals or specific work-related manuals.

Part-time, up to two hours once/week.  
Continuous Intake

**Lifeline to Literacy (below 6)**

Contact: Sangita Thapa  
Ph: 403-410-1525  
Email:  
[sthapa@bowvalleycollege.ca](mailto:sthapa@bowvalleycollege.ca)

Students develop reading, writing and math skills. They can also learn skills to use at work, practice writing messages, read instructions and solve everyday math questions. Field trips to cultural arts events help students strengthen their literacy skills. A literacy facilitator and trained tutors work with the students on individual learning plans.

Two programs offered:  
Mon 6:00 pm – 8:30 pm  
Tues/Wed 6:00 pm – 8:30 pm  
Ongoing admission.  
Two semesters/year:  
Sep-Jan & Feb-Jun

**Pre-Business Pathway**

Contact: Prospective Students Services  
Ph: 403-410-1402  
Email:  
[info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)  
Intake Dates: Jan-Apr & Sep-Dec

This program provides adult learners with an alternate pathway into Chui School of Business Diploma and Certificate programs than current entrance requirements. Learners will take five courses over one term that develop skills necessary for success in their chosen business program as well as in the workplace. Learners will develop reading, writing, communication, math, computer, and critical thinking skills. Four courses will be taken as a cohort while the fifth course will be dependent on the learners intended business program and provide the learner with advanced credit.

**Pre-Health Pathway**

Contact: Prospective  
Students Services  
Ph: 403-410-1402  
Email:  
[info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)  
Intake Dates: Sep-Apr

This program provides adult learners with an alternate pathway into the Practical Nurse Diploma program at Bow Valley College than current entrance requirements. Learners will take ten courses over two terms that develop skills necessary for success in the PN program as well as the workplace. Learners will develop document use, reading, writing, communication, biology, math and critical thinking skills. Learners will also be exposed to the current Canadian health care industry. The pathway is cohort based; however, two of the ten courses will be offered through the PN program and will provide the learner with advanced credit.

**Pre-Practical Nurse Stream**

Contact: Student Advising  
Centre  
Ph: 403-410-1402  
Email:  
[info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)

This unique four-month self-paced upgrading program is intended for students who need to upgrade their high school courses required to enter the Licensed Practical Nurse Program at Bow Valley College. Students who successfully complete this program are guaranteed immediate admission in the Nursing program.

**Supported Adult Learning Classroom**

Contact: Berniece Gowan  
Ph: 403-410-1502  
Email:  
[bgowan@bowvalleycollege.ca](mailto:bgowan@bowvalleycollege.ca)  
Ongoing registration

The Supported Adult Learning classroom (formerly SARAW) is a basic literacy reading, writing, computer and math skills learning environment. This classroom is designed for adults who have physical or developmental disabilities. Learning technology and other materials are available to suit a learning plan. Accompanying support workers are trained to be able to support literacy skill development. Learning sessions are a maximum of two hours/week. This is a no-fee, non-credit, learning opportunity.

**Workplace Literacy**

Contact: Client Services  
Ph: 403-410-1400  
Email:  
[clientservices@bowvalleycollege.ca](mailto:clientservices@bowvalleycollege.ca)  
Continuous intake

These one week courses provide preparation for students to pass various industry certification tests. They also help learners improve their reading, writing, document use, numeracy and basic math, and problem solving skills.

- Basic Food Safety Literacy
- Construction Safety Literacy
- Food Safety, Sanitation, and Hygiene Literacy
- Workplace Documents Literacy
- Workplace Hazardous Materials Information System (WHIMS)

**Calgary John Howard Society (CJHS)**

917 – 9 Ave. SE, Calgary, AB T2G 0S5  
[www.cjhs.ca](http://www.cjhs.ca)

**Literacy (Volunteer Tutor Adult Literacy Program – VTALP: Levels 4-9) Adult Basic Education**

Contact: Gail McDougall  
Ph: 403-543-7824  
Email:  
[gail.mcdougall@cjhs.ca](mailto:gail.mcdougall@cjhs.ca)  
Part-time, Client-directed  
Up to two hours once/week  
Continuous Intake

Adult learners work with a trained volunteer coach at mutually agreed-upon times in various community locations or on-site at the CJHS office. Learners receive help with reading, writing, math or any other literacy skill that addresses the learner's needs, including resume writing, basic computer skills, studying for driver's training, pre-GED or specific work-related materials.

## Chinook Learning Services – Calgary Board of Education

Viscount Bennett Centre, 2519 Richmond Rd. SW, Calgary, AB T3E 4M2

[www.ChinookLearningServices.com](http://www.ChinookLearningServices.com)

### **High School Credit Program (10-12)**

Ph: 403-777-7272 Option 5

Contact: Student Services

Continuous Intake

High school credit upgrading courses are offered on a full- or part-time basis to prepare students for college, university or the world of work. Students will receive credit for the courses on their Alberta High School Transcripts which will count towards their Alberta High School Diploma. The majority of students attend to fulfill requirements or take prerequisites for admittance to post-secondary institutions. A proportion of students are co-registered in post-secondary institutions while attending this program.

Classroom or self-directed study is available. Adult students who are 20 years old and older may be eligible for financial assistance to attend school part-time. Provincial Diploma Exam preparation classes are offered twice a year. Course planning is offered at no cost. Tutoring and other out-of-classroom support is also available.

Information on course offerings, fees and registration deadlines are available on the website, in the High School Credit course guides on newsstands or by phoning the office.

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## Columbia College

802 Manning Rd. NE, Calgary, AB T2E 7N8

[www.columbia.ab.ca](http://www.columbia.ab.ca)

Some learners may qualify for funding.

### **Academic Upgrading Program (Gr. 1-9)**

Contact: General Inquiries

Ph: 403-235-9300

Email:

[admissions@columbia.ab.ca](mailto:admissions@columbia.ab.ca)

Day and Evening Courses

These Adult academic upgrading courses are intended to help students who need upgrading and are planning to go on to further education or employment.

The courses follow the Alberta Education Curriculum. Courses offered are:

- Computers
- English
- Math
- Work Experience
- Writer's Workshop

Tutoring is available to help students succeed. Funding category – Basic Skills, Adult Basic Education.

### **Continuing Education – College Prep (Gr. 10+)**

Contact: General Inquiries

Ph: 403-235-9300

Email:

[admissions@columbia.ab.ca](mailto:admissions@columbia.ab.ca)

Intake: Ongoing

Evenings 5:30 pm – 9:30 pm

Fee-based evening Intensive Academic Preparation - College Prep Courses.

These courses provide an accelerated path to help students meet the entrance requirements for admissions into a professional program of their choice. For students enrolled in a Columbia College Professional Program, these upgrading courses are eligible for tuition and program reductions. Courses offered are:

- Biology
- English
- Math
- Medical Terminology

## Equilibrium School

707 – 14 St. NW, Calgary, AB T2N 2A4

[www.equilibrium.ab.ca](http://www.equilibrium.ab.ca)

### **The GED Preparation Course**

Contact: Anna Jankowska

Ph: 403-283-1111

Fax: 403-270-7786

Email:

[school@equilibrium.ab.ca](mailto:school@equilibrium.ab.ca)

Intakes: Monthly

Small class sizes

Morning and Afternoon

options

This is a four-month, part-time (3 hours per day, 4 days per week) course geared towards individuals who are required to write the GED test, which is the equivalent of a high school diploma and provides mature Albertans with the opportunity to earn a high school equivalency standing which may assist them in qualifying for better jobs or for work promotions. It is tailored towards the individual needs and abilities of each client. With flexible start and end dates, the program length can be customized to fit individuals' schedule and needs.

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## Mount Royal University (MRU)

Applications/Admissions Dept.

4825 Mount Royal Gate SW, Calgary, AB T3E 6K6

[www.mtroyal.ca](http://www.mtroyal.ca)

### **Aboriginal Education Program (AEP) (Iniskim Centre)**

Ph: 403-440-5040

<http://www.mtroyal.ca/ProgramsCourses/FacultiesSchoolsCentres/IniskimCentre/index.htm>

[ntres/IniskimCentre/index.htm](http://www.mtroyal.ca/ProgramsCourses/FacultiesSchoolsCentres/IniskimCentre/index.htm)

Some learners may qualify for funding.

This is a University/College entrance preparation program (UCEP) for students of Aboriginal ancestry. Housed within the Iniskim Centre, the Aboriginal Education Program (AEP) supports students as they transition from non-credit to credit courses. Currently, three levels of study are offered that are designed for students who require advanced upgrading with a concentration in English and math. In addition, the core courses are supplemented with credit-level arts and science courses, as well as University preparation and Native culture courses. The inclusion of Aboriginal cultural content and support services are integral to the AEP. All levels are supported by tutorial services, academic and personal advising, social events and visits from community members.

Admission Criteria:

- Aboriginal ancestry
- Be 18 years of age or have a high school diploma
- Attend an information session
- Write placement tests in English and math. Students assessed at a minimum Grade 10 math and Grade 11 level of English will be accepted.

Enrolment in the program is limited, and final admission is based on the above criteria, as well as available seats.

### **Academic Upgrading Courses**

Ph: 403-440-6282

### **Admissions and Recruitment Office**

Ph: 403-440-5000

Toll-free: 1-800-877-5000

[www.mtroyal.ca/parttime](http://www.mtroyal.ca/parttime)

Select academic upgrading courses are offered at the 10-12 level in the following subjects: Math, English, Biology, Chemistry, Physics and Social Studies. These courses can be used for admission purposes to MRU and other Alberta colleges and universities; however, they are not eligible for Alberta Ministry of Education graduation, credit or transcript purposes. If a student wishes to challenge the Alberta Ministry of Education Diploma examinations to receive credit toward an Alberta High School Diploma, they should contact Information Services, Alberta Education Toll-free at 310-000 + 780-427-5732 or [www.education.gov.ab.ca/](http://www.education.gov.ab.ca/)

Semester Dates:  
Fall: Sep-Dec  
Winter: Jan-Apr  
Spring: May-Jun  
Daytime and/or evening  
courses available.

Academic Upgrading courses may be taken alone or in conjunction with university level courses depending on how the student is admitted to MRU. If students are planning to continue their studies at a post-secondary level but require additional high school courses, wish to improve their grades, or have been out of school for a substantial period of time, academic upgrading may be the route for them.

Students must meet MRU's English Language Proficiency Requirement to be eligible for admission. Check the website for course offerings, fees and deadlines.

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## **Mustard Seed Employment Centre**

102 –11 Ave. SE, Calgary, AB T2G 0X5  
[www.theseed.ca](http://www.theseed.ca)

### ***Mustard Seed Employment Program***

Ph: 403-269-1319

Fax: 403- 237-5296

Email: [employmentcentre@theseed.ca](mailto:employmentcentre@theseed.ca)

Intake Dates: TBD

This program is open to anyone experiencing homelessness or barriers to employment, are motivated to find sustainable employment, and are willing to work with an Employment Coach. Potential clients may also have a referral from their current case worker, if applicable.

The program is Client-driven and helps find competitive entry-level employment in Calgary and area. The focus is on long-term sustainable work in areas that Clients specify, and the program can provide either intensive or non-intensive follow-along support for up to one year.

Each potential Client must complete an application and undergo an intake process. Once accepted, the Client is paired with an Employment Coach who performs a thorough assessment to determine their needs, relevant skills, and experience. From there, Clients then can set their own pace for the job search, as well as determine with their Coach if relevant trainings opportunities are needed. There are possibilities for financial assistance based on a scholarship application. In addition, there are opportunities for Clients to access Employer Contacts from the program.

Once the Client secures a job, the coach is available for follow-along support and to be a liaison for the employer and employee. After three months of sustainable employment, the Client will graduate. Volunteers are also available to help with resumes, cover letters, interview preparations, and basic life skills that are connected to employment.

#### Services Provided:

- Job coaching/support
- Job search assistance
- Interview skills training
- Job skills training assistance
- Life skills training
- Clothing for interview
- Resume writing support
- Soft skills training
- Scholarship Opportunities



## **SAIT**

1301 - 16 Ave. NW, Calgary, AB T2M 0L4

[www.sait.ca](http://www.sait.ca)

Some learners may qualify for funding.

### ***Academic Upgrading***

Ph: 403-210-5756

Email: [Upgrading@sait.ca](mailto:Upgrading@sait.ca)

Website: <http://www.sait.ca/programs-and-courses/full-time-studies/academic-upgrading.php>

Courses offered daytime, evening and online.

SAIT offers high school equivalent upgrading courses in English, mathematics and the sciences at the prep and grade 10-12 levels. Students can complete courses as full- or part-time learners for admission into SAIT programs as well as to satisfy the admission purposes of other Alberta post-secondary institutions.

Upgrading courses provide students with a flexible approach for their transition into post-secondary studies. Student Liaisons will help students develop an upgrading program plan that works with their schedule and helps them reach their post-secondary program admission goals.

Upgrading assists students to become accustomed to the SAIT environment and culture and develop successful strategies for learning. All students have access to the services of the Lamb Learner Success Centre, which includes resources such as tutoring support, academic coaching, testing services and student success seminars.

## **CAREER AND EMPLOYMENT SERVICES (INCLUDING JOB PLACEMENT PROGRAMS)**

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This section contains information on career and employment services which may include workshops, job search services and job placement services. Individuals who access these services may be unemployed, underemployed, receiving Employment Insurance (EI) or Income Support (IS) but will not receive any additional funding.

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### **Aboriginal Futures Career & Training Centre**

Ste. 200, 6011 - 1A St. SW, Calgary, AB T2H 0G5

[www.aboriginalfutures.com](http://www.aboriginalfutures.com)

#### ***Education and Training***

- Career Counselors assist individuals to develop an action plan, and apply for funding for one year or less training and education programs.
- First Nations Summer Career Placement program designed to assist students secure summer employment that will prepare them for their future entry into the labour market.
- Targeted Wage Subsidy program is designed for an individual experiencing difficulty finding work and it also encourages employers to hire individuals whom they would not normally hire in the absence of a subsidy.

Training programs are provided on an as-needed basis through partnerships with other organizations or industries.

#### ***Employment Services***

Ph: 403-253-5311

Fax: 403-253-5741

Email:

[info@aboriginalfutures.com](mailto:info@aboriginalfutures.com)

Urban Aboriginal people are assisted to become self-reliant through training, education and employment services.

- Career Counselors are trained professionals offering employment counselling and career planning sessions.
- Employment Resource Room has up-to-date job postings, employment and training information, career planning and job search resources.
- Drop-in computer lab with Internet access, printer, phone, fax, photocopies, and wireless Internet.
- Resume and Cover Letter writing, Interviews Skills, Work Search Techniques, and all other job search skills are available by appointment with a Career Counsellor in a one-to-one session or in a workshop atmosphere.

#### ***Events: Job Fairs and Employer Presentation***

Three types of Events are hosted and intended to bring together Clients, Service Providers, Employers, Government, Educators and community to help Clients build productive career paths, develop skills, explore work options and achieve meaningful employment:

- Job Fairs – Two job fairs are held each year for Aboriginal job seekers. The events attract Employers who are actively looking to recruit Aboriginal people.
- Career Event – to promote career and learning opportunities with local businesses and industry to enhance career development.
- Employer Presentation – industry professions present their hiring process, promote their business, advertise job openings and meet potential interview candidates in an information session.

***In-house Training,  
Education Services and  
Workshops***

- Aboriginal Workplace Learning Circle is designed to help participants gain confidence, learn essential skills, better their communication skills and set solid career & employment goals. Participants will build a personal plan to succeed in the workplace, home or school. They will also gain job search skills and tools (resumes, cover letters, interview skills, applications, emails, Internet browsing) needed to apply for work and get employed.
- Job Club is a group assisted job search program for individuals looking to find employment. Participants will explore the hidden job market, build relationships with employers, learn how to get results with the use of today's technology and participate in interview coaching.
- Information is available on educational and training institutions in Calgary.
- Aboriginal Scholarships and Bursaries and other funding sources for educational needs.
- Referrals are provided to external training opportunities.

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## **Alberta Aboriginal Construction Career Centre (AACCC)**

2<sup>nd</sup> Flr, 300 – 6 Ave. SE, Bow Valley College West Campus, Calgary, AB T2G 4V1

[www.AACCC.ca](http://www.AACCC.ca)

Facebook.com/AACCCBVC

### **AACCC**

Contact: Career Coach

Ph: 403-441-2380

Fax: 403-441-7316

Email:

[aaccc@bowvalleycollege.ca](mailto:aaccc@bowvalleycollege.ca)

[a](#)

Intake Dates: Ongoing

This program is a unique service designed to connect prospective aboriginal workers with employers recruiting for construction related careers. It is a partnership between Government of Alberta, Bow Valley College, NorQuest College, First Nation Communities, and industry organizations.

These services will create Aboriginal skills development and employment, while assisting Alberta business and industry with key human resource objectives. It responds to a business solution to address Alberta's growth and skilled workforce shortages by engaging the resources of the Aboriginal population in urban and rural communities through career development.

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## **Alberta Human Services (HS)**

Alberta Human Services: <http://humanservices.alberta.ca/>

Career Information Hotline: <http://www.alis.alberta.ca>

### ***Alberta Career and Employment Workshops***

Albertans are now able to register themselves for workshops directly using the following website:  
<http://humanservices.alberta.ca/services-near-you/2450.html>.

Albertans using this Self-Registration option will be able to view available workshops, register, confirm, and even cancel their registration online.



These workshops are open to all Albertans and are offered at no cost at HS delivery sites in the Calgary Region:

#### Career Planning Workshops:

- Career Planning – 3 days
- Entrepreneurial Exploration (new) – 2 days
- Using the Internet for Career Planning – 3 hours

#### Work Search Workshops:

- Résumé Writing Workshop – 2 days
- Interview Skills – 2 days
- Work Search 2.0 – 2 days
- Advanced LinkedIn Profile Writing -3 hours
- Advanced Resume Writing -3 hours

#### Self-Employment Workshops:

- Entrepreneurial Exploration Workshop – 2 days
- Entrepreneurs in Action – 3 days

### **Alberta Job and Career Fairs**

For details of upcoming events visit

<http://humanservices.alberta.ca/jobfairs>

These fairs occur regularly at Alberta Works Centres across the Calgary region. They help job seekers, including underrepresented groups such as Aboriginal people, immigrants, youth, older workers and people with disabilities, connect to the labour market. They provide job seekers opportunities to:

- Speak to employers and learn about available jobs.
- Practice valuable interviewing and networking skills.
- Learn from employers about what it takes to make it in their industry.

These events are offered at no cost to participants and help employers with their recruiting efforts by offering:

- Space to meet one-on-one with job seekers.
- Current labour market information, trends and publications.
- Opportunities to profile their business to Alberta Human Services staff and other career practitioners who can refer job seekers directly to the employer.

These events are offered at no cost to participants and help employers with their recruiting efforts by offering:

- Space to meet one-on-one with job seekers.
- Current labour market information, trends and publications.
- Opportunities to profile their business to Alberta Human Services staff and other career practitioners who can refer job seekers directly to the employer.

### **Alberta Works and Alberta Supports Centres**

<http://www.humanservices.alberta.ca/services.html>

Over time, many Alberta Works Centres will be transitioning into Alberta Supports Centres. Come in to one of these centres for help with financial support, employment services and career resources. Alberta Works also offers job fairs, workshops, information sessions and region-specific labour market information. Alberta Supports can connect you to benefits and services for seniors, disabilities, bullying, family violence, homelessness and more.

#### **Calgary Region Locations:**

##### **Bow Corridor Alberta Works Centre**

3 Flr. Provincial Building, 800 Railway Ave.

Canmore, AB T1W 1P1

Ph: 403-678-2363

Fax: 403-678-6730

Mon – Fri 8:15 am-4:30 pm

*Financial Support, employment services and career resources*

##### **Calgary Central – Century Park Place Alberta Supports Centre**

5 Flr. Century Park Place, 855 – 8 Ave. SW

Calgary, AB T2P 3P1

Ph: 1-877-644-9992

TDD/TTY: 1-800-232-7215

Email: [hs.ds-calgary@gov.ab.ca](mailto:hs.ds-calgary@gov.ab.ca)

<http://www.alberta.ca/alberta-supports.aspx>

Mon-Fri 8:15 am-4:30 pm

*Benefits and services for seniors, work or training, income support, disabilities, bullying, family violence, homelessness and more.*

##### **Calgary Central – Lancore Alberta Supports Centre**

3 Flr. Lancore Building, 1021 – 10 Ave. SW

Calgary, AB T2R 0B7

Ph: 403-297-2094

Fax: 403-297-4172

Email: [hs.dx-calgary@gov.ab.ca](mailto:hs.dx-calgary@gov.ab.ca)

<http://www.alberta.ca/alberta-supports.aspx>

Mon-Fri 8:15 am-4:30 pm

*Benefits and services for seniors, work or training, income support, disabilities, bullying, family violence, homelessness and more.*

**Calgary East – Marlborough Alberta Supports Centre**

1502 Marlborough Mall, 515 Marlborough Way NE

Calgary, AB T2A 7E7

Ph: 403-297-7570

Fax: 403-355-4851

Email: [hs.ds-calgary@gov.ab.ca](mailto:hs.ds-calgary@gov.ab.ca)

<http://www.alberta.ca/alberta-supports.aspx>

Mon-Fri 8:15 am-4:30 pm

*Employment services only*

**Calgary East – Radisson Alberta Supports Centre**

Main Flr., 525 – 28 St. SE

Calgary, AB T2A 6W9

Ph: 403-297-1907

TDD/TTY: 403-297-1927

Fax: 403-297-8639

Email: [hs.ds-calgary@gov.ab.ca](mailto:hs.ds-calgary@gov.ab.ca)

<http://www.alberta.ca/alberta-supports.aspx>

Mon-Fri 8:15 am-4:30 pm

*Financial Support, employment services and career resources*

**Calgary North – One Executive Place Alberta Supports Centre**

1816 Crowchild Tr. NW

Calgary, AB T2M 3Y7

Ph: 403-297-7200

Fax: 403-297-3115

Email: [hs.ds-calgary@gov.ab.ca](mailto:hs.ds-calgary@gov.ab.ca)

<http://www.alberta.ca/alberta-supports.aspx>

Mon-Fri 8:15 am-4:30 pm

*Benefits and services for seniors, work or training, income support, disabilities, bullying, family violence, homelessness and more.*

**Calgary South – Fisher Park Alberta Supports Centre**

100 Fisher Park II, 6712 Fisher St. SE

Calgary, AB T2H 1X3

Ph: 1-877-644-9992

TDD/TTY: 1-800-232-7215

Email: [hs.ds-calgary@gov.ab.ca](mailto:hs.ds-calgary@gov.ab.ca)

<http://www.alberta.ca/alberta-supports.aspx>

Mon-Fri 8:15 am-4:30 pm

*Benefits and services for seniors, work or training, income support, disabilities, bullying, family violence, homelessness and more.*

**Claresholm Alberta Works Centre**

Provincial Building, 109-46 Ave. W

Claresholm, AB T0L 0T0

Ph: 403-625-4457

Fax: 403-625-1489

Mon – Fri 8:15 am-4:30 pm

*Financial Support, employment services and career resources*

**Career Information****Hotline**

Toll-free: 1-800-661-3753

Fax: 780-422-0372

Email:

[hotline@alis.gov.ab.ca](mailto:hotline@alis.gov.ab.ca)

[www.alis.alberta.ca](http://www.alis.alberta.ca)

Advisors on the Career Information Hotline inform Albertans about career planning, work search skills, occupation descriptions, education and training options and general education funding and they can give feedback on a résumé. It is also a central contact for Employment Insurance (EI) learners.

## Bow Valley College – Career Connection

Bow Valley College – West Campus, Suite W212, 2<sup>nd</sup> Floor, 300 – 6 Ave. SE, Calgary AB T2G 0G5

[www.mycareerconnection.ca](http://www.mycareerconnection.ca)

### **Career Connection**

Contact: Nicole Dodd

Ph: 403-410-3203

Fax: 587-393-2641

Email:

[careerconnection@bowvalleycollege.ca](mailto:careerconnection@bowvalleycollege.ca)

[www.bowvalleycollege.ca](http://www.bowvalleycollege.ca)

Monday-Friday

9:00am-4:30pm

No charge career services are provided to unemployed or underemployed Canadian citizens, Permanent Residents (Landed Immigrant) or people who are legally entitled to work in Canada and have demonstrated a need for career and employment services.

- Self-directed information services: Clients have access to resources including Labour Market Information, Resume Writing Software, Job Boards, Internet Access, Computers/Phone/Fax.
- Employment Services: For Clients that require more assistance in their job search and career planning goals. Focuses on developing a realistic Client Action Plan for job search and/or career planning.
- One-on-One career coaching in areas including resume and cover letter critiques, LinkedIn and social media job search, mock interviews, networking strategies, career assessments, career and education planning
- Job Retention Support will be offered to Clients with issues impacting their ability to work. The primary focus will be the prevention/mediation of such issues.

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## Bow Valley College – Connections to the Workplace/ Connect'Emploi (job placement)

West Campus, Ste. W212, 2<sup>nd</sup> Fl., 300 – 6 Ave. SE, Calgary, AB T2G 0G5

<http://mycareerconnection.ca/youth>

### **Connections to the Workplace/**

### **Connect'Emploi (FR)**

Contact: **Nathalie Caron,**

Project Officer

Ph: 587-390-6280

Email: [careerfocus@bowvalleycollege.ca](mailto:careerfocus@bowvalleycollege.ca)

[www.bowvalleycollege.ca](http://www.bowvalleycollege.ca)

Intake Dates: On-going

We operate in:

Calgary, Cochrane, Airdrie,

Strathmore/Chestermere,

Okotoks / High River, and

Banff/Canmore

Connecting young professionals to employer across all industries. This program assists young post-secondary educated professionals to gain work experience in their field by matching them with employers.

Selected candidates will have access to coaching sessions and a 12-week subsidized work experience in their field with possibility of hire.

Work experience: 37.5hr per week at \$18.40/hr

Candidate Eligibility:

- Completed Post-Secondary Education obtained in Canada or Abroad
- Between 15-30 (must be 30 at the time of work placement)
- Canadian Citizen, Resident or Refugee entitled to work
- Not currently in receipt of Employment Insurance (EI) benefits

Eligible candidates can register directly with us at:

<http://mycareerconnection.ca/youth/connections-to-the-workplace>

or Join an Information Sessions to learn more.

This career focus project is available to post-graduates and employers in Calgary and surrounding areas. Visit our website for more information.

This program is funded by the Government of Canada

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## Bow Valley College – Connexion Carrière

Centre d'Emploi Francophone de Calgary/ Calgary Francophone Employment Centre  
Bow Valley College – West Campus, Suite W224, 300 – 6 Ave. SE, Calgary AB T2G 0G5  
[www.connexioncarriere.ca/](http://www.connexioncarriere.ca/)

Contact: Erwan Goasdoué  
Ph: 587-390-6262  
Fax: 403-355-1823  
Email:  
[egoasdoue@bowvalleycollege.ca](mailto:egoasdoue@bowvalleycollege.ca)  
Mon-Fri 8:30 am to 4:30 pm  
Open to Clients who are unemployed or underemployed and requesting employment services in French

The following employment services are provided to unemployed or underemployed Albertans requesting services in French:

- Self-directed information services: Clients will have access to an array of self-directed resources such as but not limited to Labour Market Information, Job Boards, Internet Access, Computers/Phone/Fax.
- Employment Services: For Clients that require more assistance in their job search and career planning goals. Focuses on developing a realistic Client Service Plan for job search and/or career planning.
- Employment preparation workshops including Job Search strategies, Résumé and Cover Letter Writing, LinkedIn and Working in Calgary.
- English Language workshops (20 hours) to assist Clients in Interview Preparation.
- Employment Communication sessions: 15 hours per week (Mon-Fri 9:00 am – 12:00 pm) designed to help Clients improve their listening/ speaking and reading/writing skills in order to find, secure and maintain employment.
- Job Retention Support will be offered to Clients with issues interfering with work. The primary focus will be the prevention/mediation of such issues.
- Exposure courses are short courses in duration for Clients who are job-ready and require specific certification to obtain employment.
- International Qualification Assessment Service (IQAS) application preparation and processing.

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## Bow Valley College – Corporate Readiness Training Program (CRTP)

Room N445, 332 – 6 Ave. SE, Calgary, AB T2G 4S6  
[www.bowvalleycollege.ca](http://www.bowvalleycollege.ca)

Some learners may qualify for funding.

### **Corporate Readiness Training Program (CRTP)** <http://crtp.bowvalleycollege.ca>

Contact: Shanta Ferguson  
Ph: 403-410-3466  
For registration call  
Ph: 403-410-1400  
Intake Dates: 3 Semesters:  
Jan, May & Sep

Information Sessions:  
First Wed of every month.  
Check website for details or call or visit office.

This program is for Internationally Educated Professionals who are looking to start their careers in Calgary. It is a full-time program that provides learners with job search skills and the business and intercultural communication skills they will need to be successful in a Canadian work environment. The program is comprised of 10 weeks of full time blended (face-to-face and on-line) training and six weeks of unpaid work placement to gain Canadian experience.

Program content areas include:

- Bridging into the Canadian Workplace: labour market research skills, goal setting, career coaching
- Job Search Tools: targeted competitive resumes, cover letters and interview skills, personal branding, and business cards
- Social Media: Leveraging LinkedIn to your benefit, awareness of appropriate use of social media
- Workplace Essential Skills; Assessing and elevating skill levels
- Business communication skills: Intercultural Communicative competencies, networking, delivering presentations, writing professionally.
- Work Experience Placement: To gain practical experience relevant to the participant's education, skills and career development needs. Work experience placements in Calgary companies are outside the control of the college, and the decision to host a student is made by the host company. Therefore, a work placement cannot be guaranteed by the program.

CRTP works with professionals from many occupations including; Engineers, IT Professionals, Accountants, Office Administrators, Technicians, Human Resource Officers, Drafters and many others.

Note: doctors, nurses, pharmacists, teachers, dentists, and lawyers have specific colleges or certification boards therefore, CRTP is unable to provide a work experience placement for those occupations. Professionals in these occupations will be referred to Directions for Immigrants.

The program follows the college trimester schedule. There are 2 courses for learners to complete in this program and they must be completed in the same trimester. In the first 10 weeks, classes run Monday to Friday from 8:00 am-12:30 pm. The 6 week work experience placement follows the host company schedule, but generally runs Monday to Friday 8:00 am-4:00 pm.

Learners are able to attend all networking and information events sponsored by the Centre for Excellence in Immigrant and Intercultural Advancement at Bow Valley College, participate in the BVC/CRIEC mentorship program and join the active CRTP Alumni Group.

Eligible Clients must have a minimum CLB of 6 in all strands, be a permanent resident/Canadian citizen, have completed post-secondary in their country of origin, and know which occupational field they wish to pursue. This program is considered an exit program, so learners must be motivated to enter the workforce at the completion of the training. Applications for each intake are accepted 4 months before the intake start date.

This is an Alberta Works funded program. Individuals who are accepted into the program are encouraged to attend a funding workshop at least 6 weeks before the start of the intake to allow for the funding to be processed.

Additional programs have been built to facilitate the ongoing learning and career success for the participants:

- **Corporate Readiness Certificate:** This program helps you develop all the competitive job search strategies and tools you need to compete in the Calgary job market. Create a targeted resume, effective LinkedIn Profile, and strong cover letter to increase your chances of getting an interview. Practice and polish your interviewing skills to highlight your talents to a potential employer. This certificate was designed to give learners who do not qualify for CRTP, or who work during the day, the opportunity to be able to learn the skills needed to advance their careers.
  - **Mentorship for Immigrant Professionals:** Funded by Citizenship and Immigration Canada (CIC), this program connects learners/Clients with working professionals in a mentoring partnership. Contact Chenwei Lian at [clian@bowvalleycollege.ca](mailto:clian@bowvalleycollege.ca) or 403-410-3211.
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## Bow Valley College – Directions for Immigrants in Trades and Professional Careers and Health Career Centre

Bow Valley College – West Campus, #219, 300 – 6 Ave. SE, Calgary, AB T2G 0G5

[www.directionsforimmigrants.ca](http://www.directionsforimmigrants.ca)

[www.bowvalleycollege.ca/](http://www.bowvalleycollege.ca/)

Contact: Karen Jenkins

Ph: 403-770-5155 (main)

Toll-free: 1-877-297-2553

Fax: 403-297-3424

Email:

[directions@bowvalleycollege.ca](mailto:directions@bowvalleycollege.ca)

[e.ca](http://www.bowvalleycollege.ca/)

This career service centre helps internationally-educated professionals secure professional employment and gain accreditation. Immigrant professionals with an international degree, diploma, certificate or trade certificate in any occupation, in any industry, plus two years of related work experience and a CLB of 6, can access the services. Please note the work experience component and CLB 6 requirements are waived for Immigrant Health Care Professionals.

Services include:

- Career Resource Centre with a variety of tools to assist Clients with their job search and accreditation process, including computers with Internet access.
- Website that provides a wealth of information on occupations that help Clients restart their career.
- One-on-one Career Coaching to develop an Action Plan for employment and accreditation.
- Workshops tailored to learn effective job search strategies and workplace communication, target employers and build networks.
- Industry Networking Sessions to connect with employers, licensing bodies, industry and association representatives.
- Study Groups to prepare Clients for accreditation exams required to attain professional licensure. Currently offering for engineers, geoscientists, nurses, pharmacists, physicians and medical laboratory technologists.
- Job Success Groups designed to develop effective communication skills: Clear Communication for Business and Clear Communication for Healthcare Professionals.

The **Health Career Centre** covers Southern Alberta and helps internationally-educated health professionals secure professional employment and gain accreditation. Services include the website, one-on-one career coaching by phone, email or in person, personalized learning sessions, study groups and job success groups. Clients do not need to travel to Calgary to access some of the services. Online sessions available for some of the study groups.

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## Bow Valley College – TOWES

[www.towes.com](http://www.towes.com)

<http://www.bowvalleycollege.ca/get-working/towes.html>

### ***TOWES Testing, Workplace Training Products, Consulting & Training***

Contact: Krista Medhurst,  
Business Leader, TOWES

TOWES general line

Ph: 403-410-3200

Email:

[towes@bowvalleycollege.ca](mailto:towes@bowvalleycollege.ca)

This is an effective assessment that accurately measures three essential skills needed for safe and productive employment: Reading Text, Document Use, and Numeracy, available in paper and online formats, in both English and French. It also has a suite of essential skill resources to meet workplace and educational training needs, also available in paper and online formats.

A variety of essential skills consulting and training services are offered which can be customized for groups or audiences. Training sessions are offered on site, at your organization or at conference and training facilities located across the country.

TOWES Prime is a new comprehensive online suite of products which includes adult literacy assessments and instructional system, developed with an internationally recognized team of assessment and literacy experts. Benefits of the new system include instant scoring, significantly reduced test time and reduced cost.

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## Calgary Alternative Employment Services (CAES) - see Persons with Disabilities (PWD)

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### Calgary Catholic Immigration Society (CCIS)

[www.ccis-calgary.ab.ca](http://www.ccis-calgary.ab.ca)

#### **Employment Services**

5<sup>th</sup> Flr., 1111 – 11 Ave. SW  
Calgary, AB T2R 0G5  
Contact: Ron Volk,  
Employment Services  
Coordinator  
Ph: 403-290-5768  
Fax: 403-262-2033  
Email: [employmentrv@ccis-calgary.ab.ca](mailto:employmentrv@ccis-calgary.ab.ca)  
Continuous Intake

This program assists newcomers through individual job search counselling, coaching, preparation and career guidance. **Group and individual counselling** is offered in the following areas: occupational assessment, career planning/ goal setting, résumé preparation, job placement, Canadian workplace culture, general job market information, job search skills, job interview skills, job leads and credential recognition.

**Career Bridge Workshops** is a three-week group program of Canadian job search techniques and job acquisition strategies. Instruction is based on a variety of interactive facilitation methods that maximize the learning needs of all culturally diverse Clientele and their personal learning styles. The program focuses on: current job search strategies, job leads, group information sessions, employment/ career counselling, industry guest speakers.

**Employment Communication Workshops** is a four-week program that combines job search strategies and business communication to assist new Canadians to enhance and develop the necessary soft skills needed to integrate into the Canadian business culture. In addition to general job search competencies, training is provided in business communication with emphasis on: business vocabulary/ writing, presentation skills, business insights, articulation through words, Canadian business culture/ systems/ ethics, professional accreditation information, networking, mentoring with employers. The program is facilitated by a Certified Career Practitioner professional. Services are provided in 50 languages.

#### **Mentorship for Integration**

4<sup>th</sup> Flr., 1111 – 11 Ave. SW  
Calgary, AB T2R 0G5  
Contact: Tatjana Beocanin  
Donald, Program  
Coordinator  
Ph: 403-290-5116  
Fax: 403-264-4858  
Email:  
[tbeocanin@ccisab.ca](mailto:tbeocanin@ccisab.ca)  
Katereh Ramouzi, Program  
Facilitator  
Ph: 403-290-5131  
Fax: 403-264-4858  
Email: [kramouzi@ccis-calgary.ab.ca](mailto:kramouzi@ccis-calgary.ab.ca)

Newcomers are matched with local professionals who share similar employment backgrounds. Immigrant Clients are provided with the necessary connections, information and cross-cultural understanding to ease their transition into the Canadian workplace and secure sustainable employment in a profession that matches their education, experience and expertise. In turn, the program offers members of the business community an opportunity to share their knowledge and advice with newcomers and give back to their community and their profession.

**Networking for Success**

Contact: Olivia Rocskar  
Ph: 403-290-5129  
Email: [networking@ccis-calgary.ab.ca](mailto:networking@ccis-calgary.ab.ca)

Most newcomers come to Calgary hoping to immediately secure employment in their professional field; however, lack of Canadian work experience and networking connections, cross-cultural understanding and communication skills often prolong the search for suitable employment.

The goal is to assist immigrant professionals through networking opportunities to expose immigrant professionals to Canadian workplace environment. The unique design of these events creates networks between foreign-trained professionals and employers as well as provides the networking skills.

The objective is to assist the integration and resettlement of immigrant professionals into Canadian professional careers and the Calgary business community. This will be achieved by empowering immigrant professionals through creating connections with dedicated and community-engaged professionals established in their careers. The program provides immigrant professionals with networking opportunities leading to building social capital, a crucial instrument for their success.

Specific objectives are to:

- provide a professional network for skilled immigrants
- provide employers with an opportunity to meet skilled immigrants
- upgrade communication skills and workplace knowledge to ensure a successful transition into a Canadian work environment
- provide relevant Canadian network experience to enable achievement of employment goals

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**Calgary Construction Association – Youth Employment Program**

#2725 - 12 St. NE, Calgary, AB T2E 7J2  
[www.yepcca.ca](http://www.yepcca.ca)

**Youth Employment Program**

Contact: Calgary  
Construction Association  
Ph: 403-291-3350  
Fax: 403-291-9770  
E Mail: [yep@cca.ca](mailto:yep@cca.ca)  
Continuous Intake

Youth are provided with a three-week paid work experience in the construction industry, with the potential for full-time employment. The work experience allows youth the opportunity to evaluate and determine the suitability of a construction career path. All interested candidates must partake in a pre-screening interview process and, if successful, are required to complete a Construction Safety Training Systems course. This program is open to individuals aged 16 years and up who are no longer in school and are unemployed or marginally employed.

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**Calgary Immigrant Educational Society (CIES)**

1723 – 40 St. SE, Calgary, AB T2A 7Y3  
[www.immigrant-education.ca](http://www.immigrant-education.ca)

**Employment Department**

Contact Name: Suman  
Khanal, Program Manager  
Ph: 403-235-3666  
Email:  
[sumankhanal@immigrant-education.ca](mailto:sumankhanal@immigrant-education.ca)

New immigrants are provided with the following employment services at no cost and on a one-on-one service basis:

- Career planning
- Credential evaluation referral
- Further education/training recommendation
- Résumé preparation
- Job search
- Job interview skills
- Volunteer opportunities
- Professional associations in Canada
- Labour jobs application

## Calgary John Howard Society (CJHS)

917 – 9 Ave. SE, Calgary, AB T2G 0S5

[www.cjhs.ca](http://www.cjhs.ca)

### ***Pathway to Employment***

Contact: Kimberly Millis

Employment Facilitator

Direct: 403-536-8121

General: 403-266-4566

Email:

[kimberly.millis@cjhs.ca](mailto:kimberly.millis@cjhs.ca)

This program provides employment skills training and job placement services to individuals 18 years of age or older who are experiencing difficulties securing employment. Individuals may be experiencing multiple barriers which may include having a criminal record and/or they are identified as being at risk of criminal justice system involvement. The program also supports employers to overcome labour shortages by providing access to skilled job seekers who are ready, willing and able to work. Both employers and new hires will be supported as needed during job placements to support retention strategies.

Services include:

- Employability & needs assessments, action plan development
- Career & Life Skills training; understanding & overcoming barriers to employment
- Effective job search techniques, exploring the hidden job market, employment readiness skills, hard & soft-skills training, interview preparation, cover letter & resume development
- Facilitated job placement & job retention supports
- Computer resource lab, labour market & resource information, community service referrals, additional internal services & supports as needed
- Ongoing support and assistance to employers to facilitate hiring and retention of job placements

Funded by the United Way of Calgary and Area with a focus on “Poverty to Possibilities”.

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## Calgary Public Library

Central Library, 616 MacLeod Tr. SE, Calgary, AB T2G 2M2

<http://calgarylibrary.ca/>

Ph: 403-260-2600

Email: [information@calgarylibrary.ca](mailto:information@calgarylibrary.ca)

### ***Career Coaching***

Individuals may drop in on the day of event, and sign up on a first-come, first served basis, for one-on-one help with job searching skills, practice interviews, or help with their resume or cover letter. Bring a USB device.

Programs are listed in the Library Connect Program Guide and on the Library's homepage by clicking on the [Programs](#) link.

### ***Career Programs***

Free programs are listed in the Library Connect Program Guide on the Library's homepage by clicking on the Programs link.

### ***Career Resources Orientations***

90-minute orientations to electronic and print career resources to enhance job search and career development. Groups or classes should use this online form <https://calgarylibrary.ca/library-tours/> to book an orientation. Individuals can join a group by calling 403-260-2674. Central Library only.

### ***Resources***

- Books in print, electronic and audio formats.
- Free member access to powerful online specialized business and career databases.
- Information specialists to assist with career information research.
- Locations throughout Calgary and convenient hours make it easy to conduct research.

### **Strategic Networking**

Central Library  
3<sup>rd</sup> Flr., 616 MacLeod Tr. SE  
Thur 5:30 pm – 7:00 pm

Volunteers lead informal networking sessions where patrons who are looking for work, learn how to create new opportunities, exchange ideas and leads.

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## **Calgary Workers' Resource Centre (CWRC)**

2002 – 1 Ave. NW, Calgary, AB T2N 0B3

[www.calgaryworkers.org](http://www.calgaryworkers.org)

### **Assistance with Accessing Employment Rights and Benefits**

Ph: 403-264-8100

Fax: 403-264-8117

Email: [cwrc1@telus.net](mailto:cwrc1@telus.net)

Approximately three-week  
wait time

Workers in the Calgary area (including Temporary Foreign Workers) are helped to understand and access their employment-related rights, benefits and entitlements under a variety of federal and provincial legislation by:

- providing them with information and support related to their employment-related problems;
- filing complaints under the Alberta Employment Standards Code and the Alberta Human Rights, Citizenship and Multiculturalism Act;
- filing claims for Employment Insurance benefits, Workers' Compensation, Canada Pension Plan Disability benefits and other short and long-term disability plans;
- appealing decisions made by the Employment Insurance Commission, Alberta Employment Standards and the Alberta Human Rights and Citizenship Commission.

Staff also assist by attending hearings or panels with Clients and by advocating on their behalf with various government institutions and employers. Workshops are offered to community organizations and groups on various employment rights and benefits at no cost to participants. Note that job search assistance or résumé preparation services are not provided.

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## **Centre for Newcomers**

#1010, 999 – 36 St. NE, Calgary, AB T2A 7X6

[www.centrefornewcomers.ca](http://www.centrefornewcomers.ca)

### **Career Development and Job Search Services**

Contact: Marivic Prospero

Ph: 403-536-8249

Email:

[m.prospero@centrefornewcomers.ca](mailto:m.prospero@centrefornewcomers.ca)

Contact: Admasu Tachble

Ph: 403-537-8805

Email:

[a.tachble@centrefornewcomers.ca](mailto:a.tachble@centrefornewcomers.ca)

Career planning and employment preparation assistance is available for immigrants who are legally entitled to work in Canada, unemployed or underemployed, looking for a job or training, and who are experiencing some difficulty communicating in English. Career and employment services are provided on a one-to-one or group basis.

- **E-Job Search Workshop** is a one-week half-day exploration for permanent residents and refugees on how to use a computer and the Internet in a job search, including setting up an e-mail account, attaching a document to an e-mail, searching Internet job search sites, locating career information and employer information through the Internet.
- **Employment Readiness Workshop (ERW)** is five half-day sessions offered monthly aimed at motivating Income Support Clients to gain better understanding of options, identify positive choices towards changes and develop job search skills.
- **International Qualifications Assessment Service (IQAS)** assistance is available, subject to eligibility.
- **Job Search Centre** with a career and employment library, computers, the Internet, fax, telephone and a resource counsellor available to assist with job search questions.

- **Job Search Workshops** cover a wide range of topics including: resume writing, interview preparation, networking, education and career planning, job search strategies, labour market information and research, Canadian work culture, Alberta employment standards, Employment Insurance and work safety, and others, as needed.
- **Managing Workplace Expectations** is a two-week half-day exploration for permanent residents and refugees of understanding cultural differences in the workplace, effective employment communication skills, feedback and team work, workplace protocol for telephone and e-mail.
- **One-on-One Individual Career Counselling** assists with training, employment and job search questions to explore career and employment options and establish action plans

Services are available in at least one of the following languages: Arabic, Farsi, Mandarin and Cantonese, Filipino, Hindi/Urdu, Punjabi, Serbo-Croatian, Spanish, Vietnamese, and some Sudanese languages.

Clients are also assisted with completing Employment Insurance applications in the following first languages: Arabic, Mandarin and Cantonese, Filipino, Hindi/Urdu, Punjabi, Serbo-Croatian, Spanish and Vietnamese.

## Champions Career Centre

#650, 839 – 5 Ave. SW, Calgary, AB T2P 3C8

[www.championscareercentre.org/](http://www.championscareercentre.org/)

Contact: Donna Smillie,  
Client Services Coordinator  
Ph: 403-265-5374  
Fax: 403-265-5675  
TTY: 403-265-5309  
Email:  
[info@championscareercentre.org](mailto:info@championscareercentre.org)  
Continuous Intakes

This is one of the two identical HS-funded Career and Employment Information Services for persons with disabilities in the Calgary area with an integrated approach that will result in persons with disabilities making successful transitions to employment and further training or education. Offered are:

- Assessments
- Career Counselling
- Disability Related Employment Supports (DRES)
- Job Search
- Direct Job Placement
- Job Retention
- Education and Training Placement
- Service Management

### The service provides:

- An accessible labour market resource centre
- An accessible business centre and computer lab (fitted with assistive technology)
- Employability Assessment or Service Needs Determination Assessment
- Assistance creating a Client Service Plan that identifies appropriate career goals & specific steps the Client will take
- Assistance with résumés and cover letters
- Referral to specialized assessment services
- Assistance accessing DRES
- Workshops covering a wide range of Employment Readiness and Interpersonal Skills topics
- Career Counselling sessions
- Direct job placement and job retention support
- Referral to education and training services
- Assistive services (including ASL interpreter services) to enable Clients to access all aspects of the CEIS service
- Referral to community supports

- Service management on an individual Client basis
- Advice, support, and assistance to employers to facilitate hiring and retention of persons with disabilities

Self-directed Clients are welcome to access the labour market resource centre, business centre and computer lab.

**Eligibility:**

- Have barriers due to an identifiable and self-disclosed disability that is interfering with their ability to reach an employment goal. Disabilities may be physical, sensory, cognitive, neurological, mental health, or a combination of the above.
- At least 18 years old
- Legally eligible to work in Canada
- Ready, willing, and able, and have sufficient physical and mental health to participate in:
  - Full-time Employment (minimum 30 hours per week);
  - Part-time Employment (minimum 15 hours per week); or
  - Full-time/reduced-course-load education, or full-time skill training designed to assist in gaining full-time or part-time employment

The length of service can be up to six months but could vary depending on individual Client needs.

**Fast Labour Solutions Ltd. (A division of Spirit Staffing and Consulting Inc.)**

619B – 36 Ave. NE, Calgary, AB T2E 2L8

[www.fastlaboursolutions.com](http://www.fastlaboursolutions.com)

Contact: Jenny Larocque,  
Operations Manager  
Ph: 403-276-6633  
Fax: 403-244-6033  
Email:  
[fls@spiritstaffing.com](mailto:fls@spiritstaffing.com)

This equal opportunity employment agency specializes in Industrial Services offering both temporary and permanent employment in the following areas: Warehousing/Distribution, Production, Transportation, Oil & Gas, Construction and Skilled Trades.

As a certified provider for safety training, courses offered are: Construction Safety Training Systems (CSTS), Flagging, Ground Disturbance, H<sub>2</sub>S Alive, Oil Sands Safety Association (OSSA) Confined Space Entry & Monitor, OSSA Fall Protection, OSSA Orientation, Pipeline Construction Safety Training (PCST), Petroleum Safety Training (PST), Standard First Aid, Transportation of Dangerous Goods (TDG), and Workplace Hazardous Materials Information System (WHMIS). Call to book a course or visit the website to see the calendar.

Job search and placement services are offered at no cost to all job seekers.

Administrative and professional staffing services are also provided through Spirit Staffing and Consulting Inc.

## Immigrant Services Calgary

#1200, 910 - 7 Ave. SW, Calgary, AB T2P 3N8

[www.immigrantservicescalgary.ca](http://www.immigrantservicescalgary.ca)

### **Employment Bridging Services**

Contact: Noel Tsang

Ph: 403-705-4383

Fax: 403-266-2486

Email:

[noelt@immigrantservicescalgary.ca](mailto:noelt@immigrantservicescalgary.ca)

This program offers newcomers a bridge to formal employment in Calgary by assisting them in making employment-related decisions that will provide them a job to match their skills and experiences. Employers can play an important role in this process by meeting diverse, internationally trained professionals through direct hire opportunities, career fairs and networking events.

### **Immigrant Language and Vocational Assessment – Referral Centre (ILVARC)**

Ph: 403-262-2656

Fax: 403-294-1173

Email:

[ilvarc@immigrantservicescalgary.ca](mailto:ilvarc@immigrantservicescalgary.ca)

Services provided by appointment only.

Centralized assessment and referral services are provided for immigrants and refugees to help them achieve their language, education and career related goals.

Immigrants referred to ILVARC by Alberta Human Services (HS) staff or HS program-funded staff as part of the assessment process to determine the eligibility/suitability for programs will have the cost for the Canadian Language Benchmark (CLB) assessments covered by HS. All Clients must present their immigration documents and have a referral.

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## Jewish Family Service Calgary

Sloan Square, #420, 5920 – 1A St. SW, Calgary, AB T2H 0G3

[www.jfsc.org](http://www.jfsc.org)

Ph: 403-287-3510

This non-denominational accredited social service and psycho/educational agency offers programs and services in clinical and vocational counselling, seniors' services, family life education, immigrant and resettlement services and volunteer opportunities. It also provides contact in developing business partnerships with new and existing employers.

**Vocational services** provides the following assistance:

- Job placement
- Résumés and cover letter preparation
- One-on-one vocational counselling and career development
- Group sessions in vocational counselling
- Contact prospective employers for work experiences
- Practice interview skills
- Networking and telephone calling
- Resources provided (computers, fax, photocopies, newspapers, job postings)

**Mentoring Program for Skilled Workers:**

- Foreign trained professionals with CLB 3 or higher.



## Job Resource Centre – Banff and Canmore

Canmore: #109, 710 – 10 St., Canmore, AB T1W 0G7

Banff: 314 Marten St., Box 2039, Banff, AB T1W 1B8

[www.jobresourcecentre.com](http://www.jobresourcecentre.com)

### **Job Resource Centre**

Contact: Sandy Nemeth

Banff Ph: 403-760-3311

Canmore Ph: 403-678-6601

Continuous Intake

Individuals are assisted to make successful employment and educational transitions or find work by providing self-directed services such as a labour exchange, access to computers and office equipment; assisted services such as job search techniques, résumé preparation and individual coaching; career and employment counselling services such as career planning and information on education and training options.

Employers' services include job posting service, HR consulting, workshops, hiring fairs, foreign worker information services and Labour Market Information and an interview room for employer use. Services are available in both official languages at the Banff location.

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## Manpower Services

240, 734 – 7 Ave. SW, Calgary, AB

[www.opportunitiesknock.ca](http://www.opportunitiesknock.ca)

### **Opportunities Knock**

Contact: Evaline Aboka-

Griess, Program Coordinator

Ph: 403-303-4438

Email – preferred method of

contact: [Evaline.Aboka-](mailto:Evaline.Aboka-Griess@manpower.com)

[Griess@manpower.com](mailto:Griess@manpower.com)

Mon–Fri 9:00 am – 4:00 pm

Continuous Intake

This program helps prepare unemployed, job ready Albertans with what employers want in today's job market.

**Job Search Services Program** supports Clients through group-based workshops, individualized coaching and on-going support to increase job search, acquisition and retention skills to enter the workforce as quickly as possible. Computer work stations, printers, scanners, fax machines and wi-fi access are provided to participants.

**Workplace Training Program** provides employer-delivered on –the-job training and work experience opportunities to unemployed Albertans who are having difficulty entering the workforce due to limited or no work experience and/or lack of skills.

All registered Clients of the programs are provided unlimited access to Manpower's Training and Development Centre which provides access to high-quality web-based courses learning in Business & Leadership, Desktop Skills, IT, and Environmental Safety & Health.

Clients are from diverse groups including, but not limited to, the following: low skill level that may be suitable for entry-level jobs, professional of highly skilled positions requiring degrees and other credentials, immigrants, youth, older workers and aboriginal people.

To be considered for this program, individuals must:

- have a realistic and attainable career goal
- have appropriate language skills for the occupation
- be motivated to succeed
- have minimal or low barriers to employment
- have stability in personal and family life
- be able to work in Canada as a citizen or permanent resident

## McBride Career Group Inc. – Calgary Career and Employment Centre

Unit 350, Southcentre Executive Tower, 11012 – Macleod Trail SE, Calgary

[www.mcbridecareergroup.com](http://www.mcbridecareergroup.com)

Contact: Angela Milner

Ph: 403-668-5445

Email:

[ccec@mcbridecareergroup.com](mailto:ccec@mcbridecareergroup.com)

Continuous Intakes

Mon-Fri

8:30am – 4:30pm

No cost career and employment services are provided at this centre to any Albertan who is 18 years of age or older. Clients must be a Canadian Citizen, permanent resident or legally entitled to work in Canada. Clients will have access to Self-Directed Information Services, One-on-One Career Coaching, Career Cafes and Webinars.

- Information Services: Accessed by utilizing the Client Resource Centre. Promotes self-directed services for clients by providing access to computers, job and hiring fair information boards, labour market information, career and educational resources, telephone, photocopier/scanner/fax, internet access, newspapers. Clients may seek assistance from the Informational Resource Specialist when working independently on their job search, resumes and cover letters
- Employment Services: One-on-One Career Coaching in the areas of resume development, targeting resumes and cover letters, innovative job search techniques utilizing both the hidden job market and online medias, conducting mock interviews, techniques to stand out at a career or hiring event; career and employability assessments; researching occupations, education and training programs.
- Computer training: self-directed tutorials and one-on-one computer training can be accessed at this centre by appointment.

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## McBride Career Group Inc. – Experience Counts – Targeted Initiative for Older Workers (TIOW) (Okotoks, High River, MD of Foothills, Vulcan, and Claresholm)

Bay 3, 87 Elizabeth St., Okotoks, AB T1S 2A2

#6, 28 – 12 Ave. SE., High River, AB T1V 1T2

[www.mcbridecareergroup.com](http://www.mcbridecareergroup.com)

Contact: Lyne Brown

Email:

[lbrown@mcbridecareergroup.com](mailto:lbrown@mcbridecareergroup.com)

Okotoks:

Ph: 403-995-4377

Fax: 403-995-3616

High River:

Ph: 403-601-2660

Fax: 403-601-2627

Continuous Intakes

This program is designed to provide Clients 55 years of age and older with a wide range of employment preparation services plus direct placement support to enhance their employability and lead to employment. All Clients will receive employment assistance and at least two employability improvement interventions (exceptions may be made for individuals 50-54 years of age and 65 years plus).

Employment assistance activities will include: employability assessment, job search/interview techniques, resume writing, employment counselling, workshops and Job Clubs.

In addition, all Clients will receive at least two of the following employability improvement interventions:

- vocational and/or learning assessments
- basic skills upgrading (computer skills training)
- employer-based work experience
- direct marketing to employers
- certification/referral to short term courses (exposure courses)
- preparation for self-employment
- wellness/stress management life skills;
- job maintenance/success coaching
- project follow-up support/job maintenance
- success coaching

## **McBride Career Group Inc. – Experience Counts – Targeted Initiative for Older Workers (TIOW) – Strathmore**

202 – 2<sup>nd</sup> Ave., Strathmore, AB, T1P 1K3

[www.mcbridecareergroup.com](http://www.mcbridecareergroup.com)

Contact: Karen Neu

Ph: 403-934-4305 or 403-361-0973

Fax: 403-934-4321

Email:

[kneu@mcbridecareergroup.com](mailto:kneu@mcbridecareergroup.com)

This program is designed to provide Clients 55 years of age and older with a wide range of employment preparation services plus direct placement support to enhance their employability and lead to employment. All Clients will receive employment assistance and at least two employability improvement interventions.

Employment assistance activities will include:

- employability assessment
- job search/interview techniques
- resume writing
- employment counseling
- workshops, and
- Job Clubs.

In addition to employment assistance activities, all Clients will receive at least two of the following employability improvement interventions:

- vocational and/or learning assessments
  - basic skills upgrading (computer skills training)
  - employer-based work experience
  - direct marketing to employers
  - certification/referral to short term courses (exposure courses)
  - preparation for self-employment
  - wellness/stress management life skills
  - job maintenance/success coaching
  - project follow up support/job maintenance and success coaching
-

## McBride Career Group Inc. – Okotoks and High River

[www.mcbridecareergroup.com](http://www.mcbridecareergroup.com)

### **Okotoks Career and Employment Centre**

Bay 3, 87 Elizabeth St.

Okotoks, AB T1S 2A2

Ph: 403-995-4377

Fax: 403-995-3616

Email:

[okotoks@mcbridecareergroup.com](mailto:okotoks@mcbridecareergroup.com)

[up.com](http://up.com)

### **High River Career and Employment Centre**

#6, 28 – 12 Ave. SE

High River, AB T1V 1T2

Ph: 403-601-2660

Fax: 403-601-2627

Email:

[highriver@mcbridecareergroup.com](mailto:highriver@mcbridecareergroup.com)

[oup.com](http://oup.com)

Mon-Fri

8:30 am – 12:00 pm

1:00 pm – 4:30 pm

Contact: Dawn Hansen

Continuous Intake

These Centres provide career and employment services to all Albertans in the High River and Okotoks communities and in the surrounding Foothills Region

Services available:

- Career and Employment Counselling Services which will be available to Clients who require more comprehensive supports in order to pursue career and employment goals.
- Information Services (Self-Directed Services) – Clients will have access to self-help tools and resources to assist in their independent career planning or job search queries at each Centre.
- With support from a Career Coach, Clients will receive assistance with resume development and cover letters, career planning and job search including interview preparation. Clients will have access to Exposure Course Funding with guidance and support from a Career Coach.
- Workshops specific to job search and career planning. These include “Resume Building and Cover Letters”, “Interview Skills”, and “Career Planning Online”.
- Employer Services include job fairs for local employers with opportunity for employers to collect résumés and conduct “on the spot” interviews, a “spotlight” of local employers, access to local job postings in the Centres and online.

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## McBride Career Group Inc. – Strathmore Career and Employment Centre

202 – 2nd Ave., Strathmore, AB, T1P 1K3

[www.mcbridecareergroup.com](http://www.mcbridecareergroup.com)

Ph: 403-934-4305

Fax: 403-934-4321

Email:

[Strathmore@mcbridecareergroup.com](mailto:Strathmore@mcbridecareergroup.com)

Mon-Fri

8:30 am – 12:00 pm

1:00 pm – 4:30 pm

The Centre is accessible to persons with limited mobility.

Contact: Michelle Fox-

Salim

Continuous Intake

This Centre will provide career and employment services to the residents of Strathmore and area communities.

Services available:

- Information Services (Self-Directed Services) – Clients will have access to self-help tools and resources to assist in their independent career planning or job search queries.
- Career and Employment Counselling Services will be available to Clients who require more comprehensive supports in order to pursue career and employment goals.
- Employer Services include job fairs for local employers with opportunity for employers to collect résumés and conduct “on the spot” interviews, weekly “spotlight” of local employers, access to the Contractor’s job postings and job postings at various locations throughout the communities.
- Needs Determination Services (Assisted Services) – With support from a Career Coach Clients will receive assistance with occupational research, use of computerized career planning tools, employment search assistance, portfolio, résumé and cover letter development and critiques, information on interview processes and provision of mock interview sessions.
- With guidance and support from a Career Coach, Clients will have access to Exposure Course Funding

## Millican-Ogden Community Association (MOCA) – Family Resource Centre

2734 – 76 Ave. SE, Calgary, AB T2C 0H3

[www.secalgarycrc.ca](http://www.secalgarycrc.ca)

### **Family Resource Centre**

Ph: 403-720-3322

Fax: 403-720-3459

Mon-Fri

9:00 am – 12:00 pm

1:00 pm – 5:00 pm

Closed Weekends and  
Holidays

Continuous Intake

This full service centre provides Career and Employment Services to Clients in the SE quadrant of Calgary. Services include:

- Assisting Clients in the writing of their résumés and cover letters.
- Supporting them in their job search.
- Teaching them interview techniques and strategies.
- Assessing individuals for career, education and/or training interests and referrals to appropriate resources.
- Supporting Clients to gain basic computer knowledge including Internet, email, MS Word and work-related online applications.
- A variety of resources (computer access, photocopier, fax and phones) and one-on-one career counselling.
- The Career Department has up to date job postings, employment and training information, career planning and job search resources.
- The Community Access Program provides computers for individuals to use for their job search and to access job postings on the Internet.
- The Career Counselor assists individuals to apply for funding for education and training.
- Career Planning sessions help Clients find the most suitable career.
- Computer workshops increase Clients' computer competency.

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## Mood Disorders Society of Canada

900-635 8<sup>th</sup> Ave SW Calgary, AB T2P 3M3

[www.vetstransitions.ca](http://www.vetstransitions.ca)

### **Transitions To Communities**

Contact: Jim Gordon,  
Program Coordinator

Ph: 587-356-1817

Email: [sccalgary@mdsc.ca](mailto:sccalgary@mdsc.ca)

Every six weeks

The program is for veterans of the Canadian Armed Forces and RCMP and provides mental health knowledge, self-awareness, coping strategies, employment and skills development for veterans.

The program has been developed by Mood Disorders Society of Canada (MDSC), in collaboration with Veterans Affairs Canada (VAC) and Employment and Social Development Canada (ESDC).

Transitions to Communities aims to provide the direct supports needed to address veterans' emotional and physical challenges, with a focus on employability skills, mental well-being and peer support.

Veterans will develop specific skills and abilities to assist them in living satisfying, hopeful and meaningful lives.

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## Mustard Seed Employment Centre

102 –11 Ave. SE, Calgary, AB T2G 0X5

[www.theseed.ca](http://www.theseed.ca)

### **Mustard Seed Employment Program**

Ph: 403-269-1319

Email:

[employmentcentre@theseed.ca](mailto:employmentcentre@theseed.ca)

This program is open to anyone experiencing homelessness or barriers to employment, are motivated to find sustainable employment, willing to work with an Employment Coach, and have a referral from their current case worker. It is a Client-driven program that helps the Client find competitive employment in Calgary and area. The focus is on long-term sustainable work in areas that Clients specify and the program provides intensive follow-along support for up to one year.

Each Client is paired with an Employment Coach who performs a thorough intake and assessment to determine their needs, relevant skills and experience.

Clients then proceed to a rapid job search according to their interests by building new relationships with employers or utilizing current relationships.

Once the Client secures a job, the coach is available for follow-along support including minimal financial assistance, training opportunities, and to be a liaison for the employer and employee. After three months of sustainable employment, the Client graduates. Volunteers are also available to help with resumes, cover letters, interview preparations, and basic life skills that are connected to employment.

Services provided:

- Job coaching/support
- Job search assistance
- Interview skills training
- Life skills training
- Job skills training assistance

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## **Prospect Human Services Society – Assessment Centre**

Northland Bldg, #130, 910 - 7 Ave. SW, Calgary, AB T2P 3N8

[www.prospectnow.ca](http://www.prospectnow.ca)

Up to two weeks wait time to see a counsellor.

### ***Calgary Assessment for Non-AFA Schools***

Contact: Jayne Border  
Ph: 403-237-5108

The following services are provided:

### ***Assessment Service***

Service is provided for individuals who are considering attending a grant-funded program at a non-Accountability Framework Agreement (AFA) school in the City of Calgary. The assessment helps them make the best decision regarding training that will lead to employment.

### ***Calgary Case Management Services***

The service deals with case managing individuals receiving Alberta Works, Income Support while attending the basic education and skill training programs at schools that have not signed an Accountability Framework Agreement. The service is responsible for monitoring progress, confirming the successful completion of programs and the transition of individuals to work, or to further learning opportunities that demonstrate substantial progress toward the completion of their career plans.

Case management includes:

- Reviewing how well Clients needs are being met by the training institution
- Reviewing Client commencement, attendance and progress towards completion of programs and career plans
- Facilitating the resolution of issues, and making adjustments as required
- Referrals to other community services or resources to address barrier to training and employment
- Follow-up to confirm completion of Client action plan and transition to work or further study, and
- Appropriate file closure

### ***Exposure Course Cheque Processing***

Provides job-ready individuals access to funding for Exposure Courses in job specific certifications required to obtain employment in a specific field. HS staff complete individual assessments and a referral form is provided to present to the assigned staff. Staff generate a cheque in the name of the Exposure Course training provider to give to the individual.

Exposure courses are open to all Albertans who must:

- Be job ready except for certain job specific credentials
- Require certification in specific mandatory job skills

There must be a strong likelihood of employment within one month.

***Informed Choice  
Workshop***

Drop-In Basis

Mon 1:00 pm

Wed 9:00 am and 1:00 pm

This service is primarily for individuals considering additional training to secure employment and includes the following information:

- How to complete the research questionnaire including what questions to ask employers.
- How to ensure that the course that is being offered by a training institution is accepted by industry.
- How to discover the schools results for employment for previous courses offered and what type of jobs the individuals obtain.
- What is the individual's learning style and does this match with the training institutions training format?
- How to find out from the training institutions how much time is required outside of the school hours (homework) to be a success in the training course.
- How to find out from the school if there is a practicum component and who finds the practicum placement; i.e., the school or the student.
- What are the school's expectations of acceptable progress and what does the school offer to support individuals who are not meeting those expectations?
- Current labour market information including website addresses to obtain additional information and how to interpret the information.

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**Prospect Human Services Society – The Worx – see [Persons with Disabilities \(PWD\)](#)**

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## Prospect Human Services Society – Rocky View Employment Services – Airdrie and Cochrane

915 - 33 St. NE, Calgary, AB  
[www.prospectnow.ca](http://www.prospectnow.ca)

### **Rocky View Employment Services:**

This service is open to any Client who is unemployed (EI, EI/EI Eligible), Income Support, Other Albertans) and provides the following employment services in the Cochrane - Airdrie area and itinerant services to surrounding communities:

#### **Rocky View Employment Services**

#412, 121 Main Street SW,  
Airdrie, AB T4B 0P8  
Ph: 403-948-9711  
Fax: 403-948-9715  
Email:

[Airdrie.employment@prospectnow.ca](mailto:Airdrie.employment@prospectnow.ca)

Website:

[www.airdrieemployment.com](http://www.airdrieemployment.com)

#### **Cochrane Employment Services**

Ste. 203, 105 – 1 St. West  
PO Box 805  
Cochrane, AB T4C 1A5  
Ph: 403-709-0010  
Fax: 403-709-0013  
Email:

[Cochrane.employment@prospectnow.ca](mailto:Cochrane.employment@prospectnow.ca)

Website:

[www.cochraneemployment.com](http://www.cochraneemployment.com)

Continuous Intake

- **Self-Directed Services** offer available career and employment resource materials, labour market information, labour exchange, self-help tools, HS publications, applications advice and assistance. Computers, printers, fax machines, telephone and Internet accesses are available.
- **Assisted Services** offer limited advice and guidance for shorter-term services and referral to various short courses which may include exposure courses or workshops that will be provided upon demand.
- **Career & Employment Counselling Services** offer a full workability assessment resulting in a Client action plan. It is for Clients who may require government funding as outlined in their action plan and may include a combination of workshops, exposure courses, self-help materials or referral to other HS programs. The Client will be case managed to ensure a successful transition to employment.

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## Prospect Human Services – Work Wise – Targeted Initiative for Older Workers (TIOW) (Airdrie)

#412, 121 Main Street SW, Airdrie, AB T4B 2B7  
[www.prospectnow.ca](http://www.prospectnow.ca)

### **Work Wise**

Contact: Abigail Gonzalez-Kube

Ph: 403-948-9711

Email: [abigail.gonzalez-kube@prospectnow.ca](mailto:abigail.gonzalez-kube@prospectnow.ca)

Continuous Intakes

This program is designed to provide unemployed Airdrie residents 55 years of age and older with a wide range of employment preparation services plus direct placement support to enhance their employability and lead to employment. All Clients will receive employment assistance and at least two employability improvement interventions. Employment assistance activities will include employability assessment, job search/interview techniques, resume writing, employment counselling, workshops and Job Clubs.

In addition, all Clients will receive at least two of the following employability improvement interventions:

- vocational and/or learning assessments
- basic skills upgrading (computer skills training)
- employer-based work experience
- direct marketing to employers
- certification/referral to short term courses (exposure courses)



- preparation for self-employment
- wellness/stress management life skills;
- job maintenance/success coaching
- project follow-up support/job maintenance
- success coaching

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## **Rupertsland Institute – Métis Training to Employment**

#5, 2611 - 37 Ave. NE, Calgary, AB T1Y 5V7

[www.metisemployment.ca](http://www.metisemployment.ca)

### ***Métis Employment Services***

Ph: 403-250-8902

Toll-free: 1-877-250-4295

Computer Lab open:

Mon-Fri 8:30 am – 4:30 pm

Closed on Holidays

These services are available to all job seekers and will include assistance in résumé preparation, interview skills, job search, employer contact/job board and job maintenance skills. Referrals can be made to other agencies/services where required.

To assist in addressing the issue of Aboriginal unemployment, services are offered to Métis people in the Province of Alberta to enter the workforce or return to school. These services will provide Clients with the necessary tools to become gainfully employed or enrolled in the training/ education required to prepare them for their career goals. The services offered include Career Counselling/Planning, Job Placement and Employment Preparation to enter and compete effectively in the labour market.

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## **Spirit Staffing & Consulting Inc.**

619A – 36 Ave. NE, Calgary, AB T2E 2L8

[www.spiritstaffing.com](http://www.spiritstaffing.com)

Contact: Jenny Larocque,  
Operations Manager

Ph: 403-244-3012

Fax: 403-244-6033

Email:

[info@spiritstaffing.com](mailto:info@spiritstaffing.com)

This equal opportunity employment agency's core focus is the recruitment of office support and professional related roles for careers in Oil & Gas, government and private sector. Temporary, contract, and permanent employment are offered for the following areas: Office Support, Administration, Human Resources, Procurement, Finance, Document Control, Analysts, Accounting, Engineering, Business Development, Technical sales and more.

A culturally-sensitive atmosphere is provided for employees so they can feel comfortable in their search for employment. Training and consulting are also provided to make the transition into the workforce simpler.

Job search and placement services are offered at no cost to all job seekers.

Industrial staffing services and certified safety training are also provided through Fast Labour Solutions.

## Talent Pool Society

237 – 8 Ave. SE – 6<sup>th</sup> Flr., c/o Calgary Chamber of Commerce, Calgary, AB T2G 5C3  
[www.talentpoolhub.com](http://www.talentpoolhub.com)

### **Employers' Resource and Information Hub**

Contact: Nicole Jelley, LLB,  
PHR - Executive Director  
Ph: 403-750-0439  
Email:  
[njelley@talentpoolhub.com](mailto:njelley@talentpoolhub.com)  
or  
[info@talentpoolhub.com](mailto:info@talentpoolhub.com)

The Talent Pool is the Employers' Resource and Information Hub that provides Alberta businesses with information, resources and vital links to pools of talent that are often overlooked: Aboriginal people, immigrants, mature workers, people with disabilities, women, and youth.

The Talent Pool gathers and disseminates information, shares best practices, and enables vital connections that continually add value to the communities of skilled professionals, community partners, and businesses. They conduct independent research in the areas of labour market information impacting employment and transferable skills. They also host educational events and provide an online repository of information and useful resources as well as a video library of best practices called Learning Moments.

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## The Salvation Army Community Services (Calgary)

Barbara Mitchell Family Resource Centre  
1731 – 29 Street SW, Calgary, AB T3C 1M6  
<http://www.salvationarmycalgary.org/adults.html>

### **ADVANCE: Career and Employment Services**

Contact: Carolyn Jonsson, Manager, Adult Education  
Ph:403-930-2724  
Fax:403-930-2727  
Email:Carolyn.Jonsson@salvationarmycalgary.org  
Intake Dates: Ongoing

Adult education facilitators assist clients looking for employment. Services include one-to-one appointments, the Fast Track workshop series, and access to Sally Ann's Internet Café. This program helps adults advance their careers through goal setting, resume and interview prep, job search strategies or continuing education assistance. Services are offered at no cost, Monday to Thursday from 9:00am – 4:00pm and on Friday from 9:00am – 12:00pm. Call 403-930-2700 to book a program entry appointment.

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## Vermilion Energy/YWCA Employment Resource Centre (ERC)

320 – 5<sup>th</sup> Ave. SE Calgary, AB T2G 0E5  
[www.ywcalgary.ca](http://www.ywcalgary.ca)

### **YWCA Employment Resource Centre (ERC)**

Contact: ERC Front Desk  
Ph: 403-705-7543  
Fax: 403-705-7545  
Email: [erc@ywcalgary.ca](mailto:erc@ywcalgary.ca)

This center supports women in establishing, re-engaging or working towards obtaining sustainable employment. Services are provided at no cost to unemployed or underemployed women (18 years old+) who need assistance, guidance and support to develop or enhance their employability skills and social inclusion. Please call or email for more information about and for the dates for services we provide listed below.

### **Operates Monday – Friday**

**8:30 am– 4:30 pm**

### **Center Drop-In Hours: Monday 1:00 pm-3:00pm;**

**Tues—Thurs  
9:00 am – 3:00 pm**

- Information
- Resources
- Referrals
- Computer access
- Group and Individual Intakes
- Group Workshops: Employability Skills, Essential Skills, and Life Skills
- One to One meetings for Career Coaching
- Job Board

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## City of Calgary Youth Employment Centre (YEC)

2nd Floor, 315 - 10 Ave. SE, Calgary, AB T2P 2M5

Ph: 403-268-2490 or 403-807-1462

[www.nextsteps.org](http://www.nextsteps.org)

### *City of Calgary Youth Employment Centre (YEC)*

Contact: Violet Rudy,  
Partnership Assistant

Ph: 403-268-2490

E-mail: [violet.rudy@calgary.ca](mailto:violet.rudy@calgary.ca)

#### **Hours:**

Monday – Friday

8:00 a.m. – 5:00 p.m.

Continuous Intake; Same Day Service;  
One-On-One Support

YEC provides career and employment services to Calgary youth ages **15 - 24** at no cost. Assistance with career and employability development opportunities such as resume and cover letter critiquing, job searching strategies, interview preparation, industry training, job postings, hiring fairs, networking opportunities, career exploration assessments, workshops, etc.

- Resume/Cover Letter Writing
- Job Searching Strategies
- Interview Preparation
- Industry Training
- Employment Counsellors
- Career Planning/Exploration
- Networking
- Volunteering
- Job Postings
- Scholarships/Bursary Opportunities
- Hiring Fairs
- Workshops

## COMPUTER ACCESS

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This section lists organizations that provide free or low-cost access to computers for job search usage.

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### Calgary Catholic Immigration Society (CCIS)

5<sup>th</sup> Flr., 1111 – 11 Ave. SW, Calgary, AB T2R 0G5

[www.ccisab.ca](http://www.ccisab.ca)

#### **Parent Link Family Resource Centre**

Ste 103, 1111 – 11 Ave.  
SW, Calgary, AB T2R 0G5  
Contact: Tatjana Milojevic,  
Coordinator  
Ph: 403-266-6686  
Email: [ecd@ccis-calgary.ab.ca](mailto:ecd@ccis-calgary.ab.ca)

Access to computers for public use for writing résumés, cover letters and Internet job search. Service is available on a drop-in basis.

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### Calgary Drop-In & Rehab Centre Society – Computers for Low Income Calgarians (CLIC) Program

1 Dermot Baldwin Way SE, Calgary, AB T2G 0C8

Ph: 403-699-8281

Fax: 403-234-0677

Email: [clc@thedi.ca](mailto:clc@thedi.ca)

[www.thedi.ca/clc](http://www.thedi.ca/clc)

#### **Computer Maintenance**

Ph: 403-699-8276  
Email: [clicl@thedi.ca](mailto:clicl@thedi.ca)

Participants can link their home to the Information Highway through a free, refurbished computer that comes equipped with:

- Adobe Acrobat Reader
  - Adobe Flashplayer
  - Adobe Shockwave Player
  - Firewall
  - Microsoft Windows
  - Open Office Antivirus
- 

### Calgary John Howard Society (CJHS)

917 – 9 Ave. SE, Calgary, AB T2G 0S5

[www.cjhs.ca](http://www.cjhs.ca)

#### **Computer Access**

Ph: 403-266-4566  
Or Walk-in

Access to computer workstations is provided on a first-come first-serve basis. Internet access is available for job and/or housing search as well as links to résumé templates, job boards, etc. Printer, fax and telephone are available upon request.

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### Calgary Public Library

18 Locations

<http://calgarylibrary.ca/>

#### **Computer Access**

Library cardholders have two hours of free computer access per day. All Calgary Public Library patrons have a print account with a monthly print credit of \$5.00. This credit allows up to 50 black and white pages or 25 colour pages printed, free of charge, each month. Scanning to a USB is also free with library membership. Free wireless access is offered in every library

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## Centre for Newcomers

#1010, 999 – 36 St. NE, Calgary, AB T2A 7X6

[www.centrefornewcomers.ca](http://www.centrefornewcomers.ca)

### **Career Development and Job Search Services**

Contact: Marivic Prospero

Ph: 403-536-8249

Email:

[m.prospero@centrefornewcomers.ca](mailto:m.prospero@centrefornewcomers.ca)

Access to computers for public use in conducting an Internet job search, for writing résumés and cover letters, and for career planning. Resources include interactive career planning software programs, Job Seekers' Library, HS publications, videotapes and audiotapes on career planning and how to conduct job search in English and first languages. Staff are available to assist as requested in the production of a résumé, cover letter or other employment or education related applications. Workshops also available in résumé writing, interview preparation and job search strategies.

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## Mustard Seed

102 – 11 Ave. SE, Calgary, AB T2G 0X5

[www.theseed.ca](http://www.theseed.ca)

### **Street Level Computer Lab**

Contact: Mustard Seed

Support Centre

Ph: 403-269-1319

Guests can use the computer lab between 9:00 am – 12:00 pm and 1:30 pm – 4:30 pm, depending on volunteer availability, for email and Internet browsing, as well as for searching for employment and working on résumés.

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## Rupertsland Institute – Métis Training to Employment

#5, 2611 - 37 Ave. NE, Calgary, AB T1Y 5V7

[www.metisemployment.ca](http://www.metisemployment.ca)

### **Métis Training to Employment**

Ph: 403-250-8902

Toll-free: 1-877-250-4295

Computers are available for cover letters, résumés, reference letters and job search. Assistance can be provided for preparation of résumés. Email service may also be provided.

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## The Salvation Army Community Services (Calgary)

Barbara Mitchell Family Resource Centre

1731 – 29 Street SW, Calgary, AB T3C 1M6

<http://www.salvationarmycalgary.org/adults.html>

### **Sally Ann's Internet Café: Computer Access**

Contact: Carolyn Jonsson, Manager, Adult Education

Ph:403-930-2724

Fax:403-930-2727

Email:

[Carolyn.Jonsson@salvationarmycalgary.org](mailto:Carolyn.Jonsson@salvationarmycalgary.org)

Intake Dates: Drop In

Access computers with high speed internet; print, scan or fax documents; use the telephone for local calls. Drop in Monday – Friday from 10:00am – 12:00pm.

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## **Youth Employment Centre (YEC)**

2<sup>nd</sup> Flr., 315 - 10 Ave. SE, Calgary, AB

[www.nextsteps.org](http://www.nextsteps.org)

Ph: 403-268-2490

Computers are available for youth ages 15-24 years, in the resource area, to look for work and do résumés. Free fax within Calgary. Free Internet access. Assistance with résumés.

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# COMPUTER SKILLS TRAINING

This section lists organizations that offer stand-alone computer skills training. Note that many other training programs offer computer skills training as part of a training-for-work program.

## Academy of Learning – Calgary Northeast and Calgary South

<http://www.academyoflearning.com>

### **Computer Courses**

#### **Academy of Calgary**

##### **Northeast**

#260, 495 – 36 St. NE

Calgary, AB T2A 6K3

Ph: 403-569-8973

Email:

[calgaryne@academyoflearning.ab.ca](mailto:calgaryne@academyoflearning.ab.ca)

#### **Academy of Calgary South**

#220, 8228 McLeod Tr. S

Calgary, AB T2H 2B8

Ph: 403-252-8973

Email:

[calgarys@academyoflearning.ab.ca](mailto:calgarys@academyoflearning.ab.ca)

### **Computer Courses offered:**

- Introduction to Personal Computers
- Windows
- Word
- Excel
- Access
- PowerPoint
- Outlook
- Publisher
- Quickbooks
- Simply Accounting
- Photoshop
- Keyboarding

## Academy of Learning – High River

#2, 28 – 12 Ave. SE, High River, AB T1V 1T2

<http://www.academyoflearning.com>

### **Computer Courses**

Ph: 403-652-2116

Email:

[academyoflearning@highriver.net](mailto:academyoflearning@highriver.net)

Mon-Thur: 8:00 am – 5:00 pm

Fri: 8:00 am – 3:00 pm

Continuous Intake

### **Computer Courses offered:**

- Introduction to Personal Computers
- Windows
- Introduction to the Internet
- Word
- Excel
- Access
- PowerPoint
- Outlook
- Publisher
- Quickbooks
- Simply Accounting
- Adobe Illustrator
- Adobe Photoshop
- Keyboarding

## Calgary Catholic Immigration Society (CCIS)

5<sup>th</sup> Flr., 1111 – 11 Ave. SW, Calgary, AB T2R 0G5

[www.ccis-calgary.ab.ca](http://www.ccis-calgary.ab.ca)

### **Computer Training for Employment**

Contact: Ana Maria Ortega

Ph: 403-817-6477

Email: [hoc@ccis-](mailto:hoc@ccis-calgary.ab.ca)

[calgary.ab.ca](http://www.ccis-calgary.ab.ca)

Continuous Intake

#### **Schedules:**

Mon & Wed

6:00 pm – 9:00 pm

Tues & Thur

This program provides low cost training and high quality instruction. It is instructor-led hands-on computer training. Courses are designed for all adults (18 years old and above) to assist them in upgrading their job skills and is primarily for low-income Canadians and Newcomers. Subsidized and customized computer courses are also available.

### **Computer Courses offered:**

- |                                |          |         |
|--------------------------------|----------|---------|
| • Introduction to Computer     | 3 hours  | No cost |
| • Windows 7, Internet & E-mail | 12 hours | \$120   |
| • Keyboarding                  | 12 hours | \$120   |
| • MS Outlook 2010              | 12 hours | \$120   |

6:00 pm – 9:00 pm	• MS Word 2010 – Foundation	18 hours	\$120
Sat 9:00 am – 3:00 pm	• MS Excel 2010 – Foundation	18 hours	\$120
	• MS PowerPoint 2010	12 hours	\$120
	• On-line Job Search	18 hours	\$60
	• Social Media for Employment	12 hours	\$60

\*Certificate and hand-out costs are included in the fee.

## Calgary Drop-In & Rehab Centre Society – Computer Learning Centre

1 Dermot Baldwin Way SE, Calgary, AB T2G 0C8

[www.thedi.ca](http://www.thedi.ca)

### Computer Courses

Ph: 403-699-8291

Fax: 403-234-0677

Email: [clc@thedi.ca](mailto:clc@thedi.ca)

Mon-Thur: 2:00 pm – 4:30 pm

Learn all the basic skills needed to operate and use a computer, including how to navigate around Windows, manage files/folders and access important programs:

- Year-round classroom teaching by experienced instructor.
- Respectful and supportive learning environment with one-on-one tutoring.
- Training provided in Microsoft (MS) Windows, MS Word in the Workplace, MS Excel in the Workplace, Resume building workshops and one-on-one job search assistance.

## Calgary Immigrant Educational Society (CIES)

1723 – 40 St. SE, Calgary, AB T2A 7Y3

[www.immigrant-education.ca](http://www.immigrant-education.ca)

### Computer Skills for Employment

Contact: Racine Diallo,

Computer Programs

Manager

Ph: 403-235-3666

Email:

[computerprograms@immigrant-education.ca](mailto:computerprograms@immigrant-education.ca)

[www.immigrant-education.ca](http://www.immigrant-education.ca)

Continuous Intakes

This 41-hour program is offered to Clients that have the essential computer skills to further improve their knowledge on Microsoft Office and the Internet. This program covers Keyboarding, MS Word and Excel (spreadsheet), PowerPoint, Outlook email, and is designed to assist students, immigrants, seniors and all other Canadians to enhance their skills or reenter the work force. Basic Computer Skills is a pre-requisite.

## Calgary Immigrant Women's Association (CIWA)

#200, 138 - 4 Ave. SE, Calgary, AB T2G 4Z6

Ph: 403-263-4414

Fax: 403-264-2914

Email: [employmentservices@ciwa-online.com](mailto:employmentservices@ciwa-online.com)

[www.ciwa-online.com](http://www.ciwa-online.com)

### Computer Training for Basic Computer Crash Course and Microsoft Office 2010 (MS Word, MS Excel, MS PowerPoint, MS Outlook & MS Publisher)

Contact: Jyoti Agnihotri

Ph: 403-263-4414 ext 155

Email: [jyotia@ciwa-online.com](mailto:jyotia@ciwa-online.com)

[www.ciwa-online.com](http://www.ciwa-online.com)

Provides immigrant women with the opportunity to enhance their computer skills through a series of customized courses. Classroom-based instructions will help participants progress from studying basic computer then advancing consecutively to Microsoft Office 2010 from MS Word, MS Excel, MS PowerPoint, MS Outlook and MS Publisher.

**Computer Crash Course for Beginners:** A 6-hour training that teaches participants basic computer concepts & its operations, Internet use and online electronic mail application.

**Microsoft Word 2010:** Trains participants on word's basic and common features. It ensures that participants can easily create professional-looking documents using various themes, visual designs, formatting tools, and sharing features at the end of the course.

**Microsoft Excel 2010:** Participants are trained to store, manipulate, and analyze data in organized workbooks for home and business tasks.



**Microsoft PowerPoint 2010:** Participants create amazing slide presentations that can integrate images, video, narration, charts, and more.

**Microsoft Outlook & Publisher 2010:** Participants are trained to send & receive emails, calendar schedules, and contact management using Outlook. While with Publisher, participants are trained to produce professional-looking publications such as brochures, newsletters, invitations, business cards, and more.

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## Calgary John Howard Society (CJHS)

917 – 9 Ave. SE, Calgary, AB T2G 0S5

[www.cjhs.ca](http://www.cjhs.ca)

### **Introductory Computer and Internet Courses**

Contact: Gail McDougall

Ph: 403-543-7824

Email:

[gail.mcdougall@cjhs.ca](mailto:gail.mcdougall@cjhs.ca)

Individual and group assistance are offered with a special focus on job-related activities in a dedicated computer lab. Short courses are offered on keyboarding, Microsoft applications, basic computer training, social media and job searching techniques. The program may be facilitated by agency staff or the Calgary Public Library.

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## Calgary Public Library

<http://calgarylibrary.ca/>

### **Central Library Learning Lab**

3<sup>rd</sup> Flr., 616 MacLeod Tr. SE

Calgary, AB

Ph: 403-260-2782

Classes are offered in the lab Monday to Saturday. Search “learning lab” in the [Programs](#) link or call for more information.

### **Computer Technology Coaching**

Ph: 403-260-2782 or

Drop-In

Drop in for one-on-one help with basic computer questions. Volunteers can assist with setting up email accounts, working with documents or attaching and printing files. Free with a library card. Programs are listed in the Library Connect Program Guide or from the Library’s homepage by clicking on the Programs link. Contact the Library for more information.

### **Digital Literacy in the Community**

Free Basic Computer classes offered at partner agencies across Calgary. Participants must be low-income or unable to pay for similar training in the community. Mobile labs are available if there are no computers on site. Organizations can contact the Library at 403-260-2600 for more information.

### **Introductory Computer and Internet Courses**

Introductory computer and Internet courses are offered throughout the year. Programs are listed in the Library Connect Programs Guide and may also be accessed from the Library’s homepage by clicking on the [Programs](#) link. Contact the Library for more information.

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## CNIB – Canadian National Institute for the Blind

15 Colonel Baker Pl. NE, Calgary, AB T2E 4Z3

[www.cnib.ca](http://www.cnib.ca)

### **CNIB – Computer Training**

Ph: 403-266-8831

Computer training with the following accessible software is available to anyone who is registered with CNIB:

- Internet Explorer 8 and 9: How to use accessible software such as ZoomText and/or JAWS. Learn how to surf the web, download material and effective terms for searching, reading and researching information.
- JAWS: A screen reading program.
- Microsoft Office Word 2007: A basic understanding of the working of MS Word such as formatting, cut, copy and paste. Advanced training is available upon

request.

- Microsoft Outlook 2007: How to access email, format, send and receive mail, how to create folders and set up accounts. More advanced training is available upon request.
- Microsoft Windows 2007: Introduction to and basic understanding of the operating system in areas of files and folders and settings user accounts.
- ZoomText: A screen magnification program.

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## Equilibrium School

707 – 14 St. NW, Calgary, AB T2N 2A4  
[www.equilibrium.ab.ca](http://www.equilibrium.ab.ca)

### **Computer Basics For Workplace Levels I & II**

Contact: Anna Jankowska  
Ph: 403-283-1111  
Fax: 403-270-7786  
Email:  
[school@equilibrium.ab.ca](mailto:school@equilibrium.ab.ca)  
Intakes: Monthly  
Small class sizes  
Mornings and afternoons

This is a one-month part time course geared towards individuals who are seeking employment and who are lacking basic computer skills. It teaches fundamental tasks as how to use a mouse, change and manipulate windows, and create, open, close, save and print documents. It will gradually introduce keyboarding, as well as how to proofread and edit their work. Participants will produce their own resume. Individuals will also learn how to perform research on the Internet and how to maximize this resource in their job search. They will learn how to set up their own email account and manage it as a useful communication tool with their prospective employers.

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## Literacy For Life Foundation

#3, 1204 – 10 St. SE, High River, AB T1V 2B9  
[www.litforlife.com](http://www.litforlife.com)

Literacy for Life Foundation provides service to community members of the MD of Foothills #31.

### **Learn More, Save More**

Ph: 403-652-5090  
Email: [info@litforlife.com](mailto:info@litforlife.com)  
Participants must register.  
Course time and location  
varies.

This is an eight-week course that teaches computer skills and numeracy skills within the context of everyday life. Everyone who completes the training will receive a complimentary refurbished computer.

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## The Salvation Army Community Services (Calgary)

Barbara Mitchell Family Resource Centre  
1731 – 29 Street SW, Calgary, AB T3C 1M6  
<http://www.salvationarmycalgary.org/adults.html>

### **tECH zONE: Computer Skills Training**

Contact: Carolyn Jonsson, Manager, Adult  
Education  
Ph:403-930-2724  
Fax:403-930-2727  
Email:Carolyn.Jonsson@salvationarmycalgary.org  
Intake Dates: Ongoing

**Reboot:** in-class computer courses on popular programs including Windows and Microsoft Office; requires registration and those interested must complete an assessment as part of the registration process. Classes are offered at no cost on Wednesdays and Thursdays from 1:30pm – 3:30pm and Tuesdays and Wednesdays from 6:30pm – 8:30pm. Call 403-930-2700 to book an assessment.

**Keystrokes:** self-directed computer courses, either online or on DVD on a wide variety of topics and software programs. Drop in to access this service at no cost on Mondays from 1:00pm – 4:00pm.

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## **Women in Need Society of Calgary Head Office (WINS)**

#1, 3525 – 26 Ave. SE, Calgary, AB T2B 2M9

Email: [assistant1@womeninneed.net](mailto:assistant1@womeninneed.net)

[www.womeninneed.net](http://www.womeninneed.net)

### ***Family Resource Centres (FRCs)***

Ph: 403-255-5102

Six part-time FRCs are located in subsidized housing complexes where women gain access to resources in their local community by providing:

- Education and training in a wide variety of life and family skills, such as parenting, literacy, ESL and basic computer skills. Helping women build these skills is a key step in moving toward self-sufficiency.
  - Referrals to WINS's "Free Goods Referral Program" as well as other community agencies and resources.
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## COUNSELLING AND SUPPORT SERVICES

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This section lists organizations that offer counselling and supports for unemployed Calgarians and their families. These supports may be literacy and parenting skills, life skills as well as access to clothing, household goods and furniture.

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### Calgary Catholic Immigration Society (CCIS)

5<sup>th</sup> Flr., 1111 – 11 Ave. SW, Calgary, AB T2R 0G5

[www.ccis-calgary.ab.ca](http://www.ccis-calgary.ab.ca)

#### **Parent Link Family**

#### **Resource Centre**

1111 – 11 Ave. SW  
Calgary, AB T2R 0G5  
Ph: 403-266-6686  
Email: [ecd@ccis-calgary.ab.ca](mailto:ecd@ccis-calgary.ab.ca)

- **Coffee & Conversation:** Weekly informal parent peer support group.
  - **Collective Kitchen:** Shopping, cooking and peer support group for parents.
  - **Community Access Program:** Supported Internet access for parents with low English skills and unfamiliarity with information technology: email, job searches, government information and services, etc.
  - **Drop In & Donations:** Emergency assistance for families in economic crisis.
  - **Family Support:** In-centre family support, facilitation, interpretation, referral and advocacy.
  - **Mother Goose:** Parent-child family literacy programs for families with very young children.
  - **Parenting Resource Library:** Materials for use by social service workers and parents.
  - **Toys/Books Lending Library:** Developmentally designed toys that promote parent-child interaction, language and literacy development, motor skills development and parent-child attachment. Kids' books available in 50 languages.
  - **Triple P (Positive Parenting Programs):** Parenting classes.
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### Calgary Immigrant Educational Society – Welcome Centre for New Immigrants

3820 – 32 St. NE, Calgary, AB T1Y 7L9

[www.immigrant-education.ca](http://www.immigrant-education.ca)

#### **Program Name: Welcome Resources Information Program (WRIP)**

Contact: Suman Khanal-  
Settlement Service Manager  
Ph: 403-291-0002  
Fax: 403-291-0004  
Email:

[sumankhanal@welcomeimmigrants-calgary.ca](mailto:sumankhanal@welcomeimmigrants-calgary.ca)

Intake Dates: Ongoing

The program provides the following services to the new and prospective immigrants:

- Connect the immigrants in their home countries and provide pre-arrival information
- Network with overseas services providers
- Settlement Orientation
- Needs Assessment and assistance in preparing settlement and career plan
- Connect the clients with service providers
- Referral to other service providers including mainstream organizations
- Volunteering opportunities and many more.

**Program Name: Money Smart - Financial Literacy Education**

Contact: Suman Khanal-  
Settlement Service Manager  
Ph: 403-291-0002  
Fax: 403-291-0004  
Email:  
[sumankhanal@welcomeimmigrants-calgary.ca](mailto:sumankhanal@welcomeimmigrants-calgary.ca)  
Intake Dates: Ongoing

The program provides following information to the immigrants and low income earners through person counseling, presentations and exposure visits:

- Financial System in Canada and General Banking
- Social Assistance/Income Tax
- Financial Planning and Budgeting
- Building and Managing Credit
- Identity Theft and Avoiding Financial Fraud
- Registered and Non-Registered Saving Programs
- Auto-finance/Auto-leasing and Auto Insurance
- Savings and Paying for Higher Education
- Affordable Mortgage
- Estate and Will Planning

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## Calgary Immigrant Women's Association (CIWA)

#200, 138 - 4 Ave. SE, Calgary, AB T2G 4Z6  
Ph: 403-263-4414  
Fax: 403-264-2914  
[www.ciwa-online.com](http://www.ciwa-online.com)  
Email: [employmentservices@ciwa-online.com](mailto:employmentservices@ciwa-online.com)

### **Cross Cultural Parenting Program**

Contact: Noha Elhakim  
Ph: 403-263-4414 ext 139  
Email:  
[nohae@ciwa-online.com](mailto:nohae@ciwa-online.com)

This parent education program is unique in that it focuses on the cross-cultural aspect of parenting in Canada while teaching positive parenting skills and providing crucial information. It is the first of its kind in Alberta and has been well known for more than nineteen years, acting as a model to many other parenting programs which have been patterned after it. The program is offered in several locations throughout Calgary to maximize accessibility for participants.

### **Family Conflict Program**

Contact: Rekha Gadhia,  
Family Services Dept. Mgr  
Ph: 403-263-4414 ext 123  
Direct: 403-444-1759  
Email:  
[familyservices@ciwa-online.com](mailto:familyservices@ciwa-online.com)

This program provides help to immigrant women and their families who are experiencing personal issues, abuse or any kind of problems in their family life. Free professional cross-cultural counselling is provided during flexible hours in many first languages at CIWA and other off-site locations. Assistance is also available for legal issues and social services.

### **One-on-One Counselling for Immigrant Women**

One-on-one counselling is offered to immigrant women.

### **Senior One-on-One Counselling**

Contact: Sameena Arif  
Ph: 403-263-4414 ext 159  
Email: [sameenaa@ciwa-online.com](mailto:sameenaa@ciwa-online.com)

One-on-one counselling is offered to immigrant women 50 years and over to provide emotional support or resource information, advice and referrals to all services available to seniors in Calgary. Self-esteem and other activity groups are organized in addition to fieldtrips and information sessions regarding relevant topics. Counselling can be offered at CIWA or through home visitation.

## Calgary Workers' Resource Centre (CWRC)

2002 – 1 Ave. NW, Calgary, AB T2N 0B3

[www.calgaryworkers.org](http://www.calgaryworkers.org)

### **Assistance with Accessing Employment Rights and Benefits**

Ph: 403-264-8100

Fax: 403-264-8117

Email: [cwrc1@telus.net](mailto:cwrc1@telus.net)

Currently approximately  
three-week wait time

Workers in the Calgary area (including Temporary Foreign Workers) are helped to understand and access their employment-related rights, benefits and entitlements under a variety of federal and provincial legislation by:

- providing them with information and support related to their employment-related problems;
- filing complaints under the Alberta Employment Standards Code and the Alberta Human Rights, Citizenship and Multiculturalism Act;
- filing claims for Employment Insurance benefits, Workers' Compensation, Canada Pension Plan Disability benefits and other short and long-term disability plans;
- appealing decisions made by the Employment Insurance Commission, Alberta Employment Standards and the Alberta Human Rights and Citizenship Commission.

Staff also assist by attending hearings or panels with Clients and by advocating on their behalf with various government institutions and employers. Workshops are offered to community organizations and groups on various employment rights and benefits at no cost to participants. Note that job search assistance or résumé preparation services are not provided.

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## CanLearn Society

#100, 1117 MacLeod Tr. SE, Calgary, AB T2G 2M8

[www.canlearnsociety.ca](http://www.canlearnsociety.ca)

Email: [info@canlearnsociety.ca](mailto:info@canlearnsociety.ca)

### **Learning Starts at Home**

Contact: Nada Jerkovic

Ph: 403-686-9300 ext 128

Toll-free: 1-877-686-9300

This in-home family literacy program is for parents and their pre-school children where parents learn about how their children develop and how to nurture their children's learning. Parents and children read stories, sing songs, participate in finger plays and a variety of other fun activities in the comfort of their own home.

### **Magic Carpet Ride Program**

Contact: Nada Jerkovic

Ph: 403-686-9300 ext 128

Toll-free: 1-877-686-9300

This fun program for parents and their pre-school children provides information and tips to help prepare children for school. Families learn together in sessions that include stories, songs, play and learning and activity centres. Children enjoy learning to love books and reading. Parents are involved in helping their children learn, both in the program and at home.

### **Share the Magic Program**

Contact: Marilyn Martin

Ph: 403-686-9300 ext 144

Toll-free 1-877-686-9300

Many children in Calgary have few books to call their own. This program collects preschool books through donations. Volunteers sort the books and take them to places where preschool children gather. Volunteers read to the children and help them choose books to keep and read at home.

### **WordPlay**

Contact: Nada Jerkovic

Ph: 403-686-9300 ext 128

Through interactive and hands-on literacy activities, this reading program for children in grades 1 and 2 reinforces the work they are doing in the classroom.

All programs are no cost to participants. Program locations vary.

## Carya

#200, 1000 – 8 Ave. SW, Calgary, AB T2P 3M7

[www.caryacalgary.ca](http://www.caryacalgary.ca)

Ph: 403-269-9888

Fax: 403-205-5281

### ***Babies & Toddlers***

- **In Sync:** Play-based program that enhances the parent-child relationship.
- **Prime Time:** An early intervention program that provides family coaches to mentor, coach and connect the family to other community resources.
- **Ready 4 Learning:** Community-based engagement project located in Bowness, Montgomery and Greenwood Village.

### ***Counselling***

- **Adoption Kinship Counselling:** Works with those preparing for and post-adoption/kinship process.
- **BICS (Brief Intervention Caregiver Support):** Provides support to caregivers with strategies to stabilize and support children transitioning into care.
- **BOOST (Building On Our Strengths Together):** 10-week program for all ages which helps find positive meaning from past challenges and learn new skills to assist in making healthier and happier life choices.
- **Child, Youth, and Family:** Individual, couple, family and group counseling at offices throughout Calgary for all members of the family, including children and youth.
- **Empowerment Seminars (Women & Men):** Developed for participants to explore their unique strengths, as well as discover new strengths using new techniques.
- **Functional Family Therapy:** Preventative short-term counselling for families of youth ages 11-18, who are experiencing or at risk of concerns with substance use, school truancy, mental health, criminal involvement and family conflict.
- **Making Anger Work for You:** Helps participants challenge negative thought processes and learn appropriate ways to express their feelings.

### ***Older Adults***

- **Creative Expressions:** Increase creativity improves immune and brain functioning; reduces depression and anxiety; increases problem-solving and communication; and allows us to experience ourselves differently.
- **Elder Abuse Response Team:** A collaborative program to educate and support the victims of elder abuse. Please refer directly to 403-SENIORS (736-4677)
- **Making Room:** Education, support, collaboration and consultation for older adults and families struggling with hoarding and extreme clutter.
- **Older Adult Counselling:** Groups and non-crisis counselling for older adults who want to create positive change for themselves.
- **The Way In Network:** Provides case management, information, referral, assistance with benefits, supportive counselling and group learning opportunities to vulnerable older adults. Please refer directly to 403-SENIORS (736-4677)

### **Older Adult Community Development**

- **Elder Friendly Communities Program:** Elder Friendly Communities are cultivated using a classic grassroots community development model. We find out what is meaningful to community members, and find ways to create positive change within communities.
- **Elder Service Corps:** A 32-week program for adults age 65+ looking to use their life skills and experience, in a structured and productive program of activity. Contact Jamie Zarn at 403-205-5271.
- **Our Relationship with Money:** A Community Initiative for Older Adults, this is a 24-week program to explore relationships with money and ways to make a difference. Contact Sajjad Ahmad at 403-205-5260.
- **CONNECT Parent Group:** Supports parents and caregivers of youth ages 8-18 years, to learn how to manage challenging behaviors.
- **Empowerment Workshops for New & Expecting Parents:** A preventative education program that provides tools for parents to empower themselves and their child.
- **Parenting the Nurturing Way:** Helps parents and children ages 7-13 learn skills such as how to handle feelings, communicate needs, and problem solve.
- **Urgent Family Caregiver Program:** Provides emergency respite support to keep families intact while they experience short term crisis that interrupts their ability to care for their children. The program runs from 8:30am-5:00pm, Mon-Fri.

### **Support for Parents**

### **Teens & Tweens**

- **BLOOM:** Half-day empowerment program for teenage girls to increase confidence and self-esteem.
- **BOOST (Building On Our Strengths Together):** 10-week program for youth which helps find positive meanings from past challenges and learn new skills to assist in making healthier and happier life choices.
- **Worry Warriors & Junior Worry Warriors:** A program to help youth up to age 15 discover strategies for effectively dealing with feelings of anxiety.

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## **Centre for Newcomers**

#1010, 999 – 36 St. NE, Calgary, AB T2A 7X6

[www.centrefornewcomers.ca](http://www.centrefornewcomers.ca)

### **Understanding Canadian Parenting and Managing Change**

Contact: Dario Ontolan

Ph: 403-539-5856

Email:

[d.ontolan@centrefornewcomers.ca](mailto:d.ontolan@centrefornewcomers.ca)

### **Life Skills Training for Immigrant Women**

Contact: Bukurie Mino

Ph: 403-536-8814

Email:

[b.mino@centrefornewcomers.ca](mailto:b.mino@centrefornewcomers.ca)

This is a series of workshops on 5 different topics (2 hours each) conducted on a regular basis throughout the year aimed at providing newcomers with introductory information on what parenting in Canada may be like, and what proactive steps they can take to maintain open communication and close relationships between family members as they manage change due to settlement and adaptation.

This training is conducted year round. This is a 6-session per intake skills training run either on week days or weekends. The topics are designed to increase the participants' communication and problem-solving skills, in the process, accords them the opportunity to meet new friends and break social isolation.



The training follows the problem-solving model that states learners' progress through seven steps:

- recognizing a problem situation;
- defining the problem;
- generating possible solutions;
- predicting results;
- choosing an appropriate solution they can take responsibility for;
- implementing the solution; and

evaluating the results for future consideration.

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## **CUPS (Calgary Urban Project Society)**

1001 – 10 Ave. SW, Calgary, AB T2R 0B7

**Family Development Centre:** 1001 – 10 Ave. SW, Calgary, AB T2R 0B7

**Pre-Natal to Three Child Development Centre:** 1001 – 10 Ave. SW, Calgary, AB T2R 0B7

**One World Development Centre:** 622 – 11 Ave. SW, Calgary, AB T2R 0E2

Contact: CUPS Family Development Centre: Ph: 403-221-8799

[www.cupscalgary.com](http://www.cupscalgary.com)

### ***Parenting and Life Skills Programs***

CUPS Family Development Centre and Early Years (prenatal – 35 months) and One World (3-6 years) Child Development Centres offer ongoing parenting and life skills programs. Calendars are available in the Family Development Centre and on CUPS website listing what is being offered every month. Childcare is provided for group participants.

Some of the programs offered include:

- **Best Beginning** is offered by Alberta Health Services (AHS) for pregnant women.
- **Child Care First Aid** is a day of learning basic child First Aid.
- **Coffee & Growth** is an ongoing drop-in group to meet with other moms (and moms-to-be) to chat about such topics as hope, self-esteem, communication, etc. Join in for an informal coffee time and practice skills that help make and keep friends.
- **Healthy Babies** is an ongoing drop-in to talk about helpful topics for new parents. Alberta Health Services will offer “Baby and You”.
- **Infant Massage:** learn how to comfort and sooth your baby in three sessions.
- **Make the Connection** is an eight-session parenting group for parents of babies ages birth to 12 months. It provides hands-on activities to help parents strengthen their relationship with their baby, encouraging two-way communication, exploration and development from baby's early days. (Note: babies must attend sessions with parents.)
- **Nobody's Perfect** is a six-session basic parenting program for parents of children from birth to age six. It covers ages & stages, self-esteem, discipline, health, safety and parent self-care. Certificates are available on completion.
- **Nurturing Parenting Program** is a family centered, evidence-based parenting program that teaches attachment parenting. This is one of only two sites in Canada licensed to offer this internationally renowned program.
- **Safe Food Handling** is a half-day AHS program.
- **Supporting Fathers' Involvement** to strengthen co-parenting skills and the family as a whole.

Partnerships with other agencies and organizations helps with providing direct program access on-site for such services as legal assistance, addictions counselling and pre-natal support.

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## Elizabeth Fry Society of Calgary

1731 10 Ave. SW, Calgary, AB T3C 0K1

[www.elizabethfrycalgary.ca](http://www.elizabethfrycalgary.ca)

### **For Information about Programs**

Ph: 403-297-0737 or

1-877-398-3656

Open Mon-Fri

9:00 am – 4:00 pm

A variety of programs offered to women transitioning from prison to the community, as well as resources for women and youth involved in the justice system and courts. There are also supports for immigrant women, to help them navigate the complex immigration process.

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## Families Matter

#325, 2116 – 27 Ave. NE, Calgary, AB T2E 7A6

Ph: 403-205-5178

Fax: 403-205-5191

[www.familiesmatter.ca](http://www.familiesmatter.ca)

### **Parent Resource Line:**

Anonymous telephone help line for parents

Ph: 403-205-5189 or

Check website for details

Courses and workshops are offered for parents, as well as for parents and children together. Also includes in-home support program and post-partum support and the Parent Resource Line for families facing challenges with their children.

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## Further Education Society of Alberta (FESA)

#100, 5421 – 11 St. NE, Calgary, AB T2E 6M4

[www.furthered.ca](http://www.furthered.ca)

### **Calgary Community Family Literacy Program (CCFLP)**

Contact: Jenifer Grey

Ph: 403-250-5034

Fax: 403-250-5029

Email: [jgrey@furthered.ca](mailto:jgrey@furthered.ca)

Cost: All programs are no cost to participants.

This program includes four program models including Literacy and Parenting Skills (LAPS). FESA collaborates with over 35 community partners to reduce costs and locate sessions at no cost to participants at sites such as family resource centers, women's shelters, immigrant-serving organizations and Aboriginal agencies. Programs build on existing strengths, are culturally sensitive and cross-cultural.

Specialties include programs and training and build learning in Essential Skills, literacy and parenting, the effects of domestic violence on learning, and workplace topics. Adapted curricula, programs and training of special interest to Aboriginal people and New Canadians are also offered.

Developed in Calgary, this innovative family literacy program is designed for use with low-literate learners who face multiple barriers, such as poverty, isolation and lack of education. It uses low-level literacy materials which incorporate and adapt parenting topics to strengthen the literacy of the parents and to provide them with strategies to model good literacy practices with their children.

## Immigrant Services Calgary

#1200, 910 - 7 Ave. SW, Calgary, AB T2P 3N8

[www.immigrantservicescalgary.ca](http://www.immigrantservicescalgary.ca)

### **Community Initiatives and Access Program- Seniors**

Contact: Roda Siad

Ph: 403-538-8379

Fax: 403-266-2486

Email:

[rodas@immigrantservicescalgary.ca](mailto:rodas@immigrantservicescalgary.ca)

This program serves refugee/immigrant seniors who are 55 years and older, especially those facing settlement and integration barriers and are at risk of social isolation, to successfully settle and integrate into Canadian society. In addition, immigrant seniors are empowered and motivated to contribute to Canadian society through developing their leadership skills and engaging them as volunteers to help their peers in the program. Services provided include educational workshops, computer classes, basic language instruction, life skills discussions, fitness programs and social activities. Supportive counseling and first language support is available.

### **Language Bank**

Contact: Program intake

Counselor

Ph: 403-444-3491

Fax: 403-266-2496

Email:

[claudiam@immigrantservicescalgary.ca](mailto:claudiam@immigrantservicescalgary.ca)

Document translation and cultural interpretation are provided in over 70 languages with the help of highly trained staff and volunteers. Translation services are provided for official documents such as driver's licenses, marriage/birth/divorce/death certificates, educational documents, professional accreditation documents and employment records. Notarization and agency translation services are also available. Cultural interpretation services are provided to individual clients, government agencies and community organizations to facilitate communication during medical, legal and other social service appointments.

### **Men's Program**

Contact: Program

Facilitator

Ph: 403-265-6093

Fax: 403-265-1604

Email:

[mosaic@immigrantservicescalgary.ca](mailto:mosaic@immigrantservicescalgary.ca)

This program provides an opportunity for immigrant and refugee men to meet and discuss issues such as anger management, conflict resolution and communication skills. Through workshops, referral services and individual supportive counselling, the program helps participants adapt to life in Canada.

### **Multicultural Outreach Connections Program**

Contact: Multicultural

Outreach Counsellor

Ph: 403-705-3439

Fax: 403-538-8374

Email:

[mosaic@immigrantservicescalgary.ca](mailto:mosaic@immigrantservicescalgary.ca)

This program reaches out to and provides crisis counselling to high risk immigrant and refugee families with children under the age of 7. Clients' needs are assessed to develop intervention plans and to empower them through referrals to suitable community resources of specialized intervention.

### **Parent Groups (for parents with children ages 0-6)**

Contact: Early Childhood

Program Team Leader

Ph: 403-265-6093

Fax: 403-538-8374

Email:

[mosaic@immigrantservicescalgary.ca](mailto:mosaic@immigrantservicescalgary.ca)

A variety of parent groups are offered for new immigrant and refugee families with children between the ages of 0 and 6. The variety of classes and workshops provide culturally appropriate training, assistance from parent facilitators and some first language support. Programs include:

- The Healthy Start program which provides pre- and post-natal support and information for immigrant families with children aged 0 to 12 months. It supports families to make healthy choices.
- The Multicultural Family Literacy program which is offered off-site at two community schools in Calgary. Supporting children's English language acquisition, it also supports parents in the development of their language skills.
- The Parent-Child Enrichment program is for new immigrant and refugee families with children ages 3 to 6. It provides informational workshops on family resources and parenting in Canada related to family health, education and other issues.

**Settlement and Integration Services**

Contact: Settlement Counselor

Ph: 403-265-1120

Fax: 403-266-2486

Email:

[settlement@immigrantservicescalgary.ca](mailto:settlement@immigrantservicescalgary.ca)

First language settlement and integration services are provided to refugees/immigrants from diverse cultural backgrounds. Through one-on-one appointments and group sessions, immigrants gain access to information and resources necessary to adapt to their new life in Canada; e.g., information about immigration and customs, citizenship and civic education, employment, housing, transportation, health care, child care, language training, education, the legal system, financial services, family services and social benefits.

**Youth Volunteer Program (YVP)**

Contact: Sarah Horsfall

Ph: 403-538-8333

Fax: 403-538-8374

Email:

[sarahh@immigrantservicescalgary.ca](mailto:sarahh@immigrantservicescalgary.ca)

This program provides opportunities for immigrant youth between the ages of 14 and 20 years to get involved in the community through volunteerism. It is designed to help immigrant youth discover the difference they can make in Canadian society through civic engagement. Participants gain experience in the Canadian workplace, participate in development opportunities, learn about the diverse culture in Canada, meet new friends and have fun through meaningful volunteer placements as well as a variety of social, recreational and team-building activities.

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**Making Changes Association**

6516 – 1A St. SW, Calgary, AB T2H 0G6

[www.makingchangesassociation.ca](http://www.makingchangesassociation.ca)

**Walk-In Closet**

Contact: Lillian

VanGenderen

Ph: 403-262-5776 ext 1

Email:

[info@makingchangesassociation.ca](mailto:info@makingchangesassociation.ca)

This service provides 90-minute individual consultations on professional business attire to women facing financial barriers who want to join the work force, return to school or engage in volunteer opportunities. In addition to information on business culture and appropriate dress, participants are offered gently used clothing and accessories, at no cost, to help them feel and look their best. Program is open to all women in need of this assistance. Please email referrals.

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**RIEL Institute for Education & Learning**

#103, 2710 – 3<sup>rd</sup> Avenue, N.E., Calgary, Alberta T2A 2L5

[www.rielinstitute.com](http://www.rielinstitute.com)

**Aboriginal Head Start**

Two locations: Abbeydale Elementary School and GW Skeene School

Ph: 403-248-0824

Fax: 403-248-0886

Email:

[program@rielinstitute.com](mailto:program@rielinstitute.com)

Intake Dates ongoing

Aboriginal Head Start is a fully funded pre-school program offered to 3-5 year old Aboriginal preschool children. The key components to the program are: Culture and Language, Education, Health promotion, Nutrition, Social Support, Parental and Family Involvement.

Bus is available within specified boundaries.

Funding is provided by Public Health Agency of Canada.

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**Simon House Recovery Centre**

5819 Bowness Rd. NW, Calgary, AB T3B 0C5

[www.simonhouse.com](http://www.simonhouse.com)

**Residential Addictions Treatment**

Contact: Nancy Beaton, Program Director

Ph: 403-247-2050

This is a non-denominational residential long-term treatment program for adult males who wish to recover from a drug and/or alcohol addiction. The initial Phase 1 intensive daily program is based on the 12 Steps of Alcoholics Anonymous. Also included are communication, life, and job-seeking skills, as well as mental health and trauma support.

Fax: 403-247-2104

Email:

[nbeaton@simonhouse.com](mailto:nbeaton@simonhouse.com)

Upon completion of Phase 1, and securing full-time employment, residents may move into Phase 2 housing where they will experience less formal structure, while still accessing the counselling services and mentoring the newer residents in their recovery. They can take the time needed to develop the interpersonal skills and behaviours necessary to start rebuilding their lives, reconnect with their families, and make restitution to those harmed by their addiction. Phase 3 consists of transitional housing in the community, where men continue to move towards a clean, sober lifestyle, becoming contributing members of society. The residents become active members of the Simon House Alumni Association and they volunteer in the community, hold social and sporting events for the newer residents and continue to build a strong foundation of support in the 12-step community. The Phase 4 component provides free 24-hour a day access to one-on-one counselling with addictions counsellors for life.

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## **SORCe**

317 – 7 Ave. SE, Calgary, AB (across from City Hall and behind the main library)

<http://www.sorce.ca/faqs>

Mon-Fri 8:00 am – 4:00 pm

Accessible opportunities include initial assessment, information, onsite services (see 'Agencies @ SORCe' page including the Calgary Public Library, Calgary Drop-in Centre, Woods, Immigrant Services Calgary, Kerby Centre, Alberta Health Services, Calgary Catholic Immigration Services, Inn from the Cold, Calgary Distress Centre, Canadian Mental Health Association and Inform Calgary), referrals to existing services/programming and transportation as required.

Core services include housing, mental health and addiction treatment and employment/training including assistance with resume writing, interview tips, job search tools and job placement services.

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## **Sunrise Community Link Resource Center**

3303 – 17 Ave. SE Calgary, AB T2A 0R2

[www.sunriselink.org](http://www.sunriselink.org)

### ***Taking Charge!***

Contact: Shauna Parks

Ph: 403-204-8280 ext 105

Fax: 403-204-8287

Email:

[shaunap@sunriselink.org](mailto:shaunap@sunriselink.org)

Intake Dates: By  
appointment only

This is a foundational adult learning program targeted towards parents with children who are finding it difficult to meet the challenges of everyday living and have minimal access to participate in adult learning opportunities. This group will meet every week for 10 weeks.

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## **Women in Need Society of Calgary Head Office (WINS)**

#1, 3525 – 26 Ave. SE, Calgary, AB T2B 2M9

Ph: 403-255-5102

Email: [assistant1@womeninneed.net](mailto:assistant1@womeninneed.net)

[www.womeninneed.net](http://www.womeninneed.net)

Each program works step-by-step, helping women to help themselves and support their families.

### ***Family Resource Centres (FRCs)***

Six part-time Family Resource Centres (FRCs) are located in subsidized housing complexes where women gain access to resources in their local community by providing:

- education and training in a wide variety of life and family skills, such as parenting, literacy, ESL and basic computer skills. Helping women to build these skills is a key step in moving toward self-sufficiency.
- referrals to WINS “Free Goods Referral Program” as well as other community agencies and resources.

**Free Goods Referral**

Women coming out of crisis situations and women in transition gain access to basic needs items such as clothing, household goods and furniture. They are referred to this service through over 60 community agencies. After consultation, Clients are provided with a voucher that entitles them to purchase these goods from any one of the four WINS Thrift Stores.

**YWCA of Calgary**

Sheriff King Home, 2003 – 16 St. SE, Calgary, AB T2G 5B7

[www.ywcaofcalgary.com](http://www.ywcaofcalgary.com)

**Adolescent Programs**

Three times/year

This 8-week program is for adolescents who are experiencing or have witnessed conflict in the family. An Equine Facilitated Counselling program for girls 12-14 is available once a year in the Spring. Referral Process: Parents call Intake Worker at 403-294-3658 to register. If family is under Supervision Order, TGO or PGO, a Referral and Evaluation contract is required. Worker should call Domestic Violence Children’s Programming Supervisor to initiate referral process at 403-294-3660.

**Father’s Parenting**

Mon evenings  
Three times/year

This 12-week program is specifically for fathers who have been abusive in an intimate relationship. It includes understanding the child’s perspective, building self-esteem, positive discipline, empathy, communication skills and anger management. Referral Process: same as for *Adolescent Programs* above.

**Filial Child-Parent Relationship (CPR) Training**

Filial CPR Training is a play-based program centering on attachment, for parents of children under 10 years of age. Children do not attend this group. Parents will enhance their relationship with their child through the language of their play. Parents experience increased self-confidence; learn effective discipline and limiting of inappropriate behaviours. Effective communication and understanding of the emotional needs of children are also developed. Referral Process: Parents call Intake Worker at 403-294-3658 to register.

**Individual Counselling for Children**

Individual play therapy, filial therapy and trauma counselling for children with open Child and Family Services files are available on a fee-for-service basis only. Referral Process: Call Manager of Child and Family Services at 403-294-3674.

**Paths of Change Children’s Programs**

Sat am or pm  
10 weeks  
Fall, Winter, Spring

Consists of 10-week group counselling for children 4-13 years of age and parents who have been exposed to domestic violence. Children attend age-appropriate group and parents attend a parenting program that runs concurrently. It is recommended that all children in the family within identified age group attend the program. Child care is provided for younger children.

## ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAMS

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This section contains information about English language courses either full- or part-time which may be offered as Language Instruction for New Canadians (LINC) funded by the federal government, ESL training funded by the Government of Alberta and other programs offered by immigrant serving agencies and neighbourhood groups. For some of these programs learners may be eligible to receive funding. Check with the training provider for details.

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### ESL Directory of Programs and Services for Immigrants and International Students in Calgary <http://www.immigrantservicescalgary.ca/esl-directory>

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#### Academy of Learning – Calgary

**North East (NE):** Ste. 260, 495 – 36 St. NE, Calgary, AB T2A 6K3

**South (S):** #220, 8228 MacLeod Tr. S., Calgary, AB T2H 2B5

[www.academyoflearning.com](http://www.academyoflearning.com)

Some learners may qualify for funding.

#### **English Proper (ESL)**

Contact: Monica Duarte

Ph: 403-569-8973 (NE)

Email (NE):

[calgaryne@academyoflearning.ab.ca](mailto:calgaryne@academyoflearning.ab.ca)

Ph: 403-252-8973 (S)

Email (S):

[calgarys@academyoflearning.ca](mailto:calgarys@academyoflearning.ca)

Fax: 403-569-1085 (S)

Small class groups.

Full-time or part-time classes.

New students are required to take the placement test.

This program helps students master English as a second language with an innovative six level curriculum in accordance with the Canadian Language Benchmarks.

The highly qualified staff use the integrated-skills approach where language abilities are combined with the vocabulary, grammar and Canadian culture. Critical thinking and improvisation is encouraged through genuine interaction and authentic communication.

General English Courses:

Introductory

Basic

Intermediate

Advanced

English for Academic Purposes

English for Specific Purposes:

TOEFL Preparation

Reading Skills

Academic Writing

Listening and Speaking

Pronunciation

Technical English Courses:

English for Medicine

English of Computing

English for International Banking and Finance

Business English

English for the Tourism Industry

Professional English for Law

Professional English for Management

Professional English for Marketing

Professional English for Accounting

Secretarial English

Trades English Courses

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## Academy of Learning – High River

#2, 28 – 12 Ave. SE, High River, AB T1V 1T2

[www.academyoflearning.com](http://www.academyoflearning.com)

Some learners may qualify for funding.

### **English Proper (ESL)**

Contact: Brenda Lackey

Ph: 403-652-2116

Fax: 403-652-1492

Email:

[academyoflearning@highriver.net](mailto:academyoflearning@highriver.net)

This program helps students master English as a second language for general use, career requirements and IELTS test preparation.

- English Success! General
- English Success! ESP (for specific careers; example: Healthcare)
- English Success! IELTS
- Academic IELTS Test Preparation
- General IELTS Test Preparation

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## Agapé Language Centre

Beddington Pentecostal Church, 16 Bermuda Dr. NW, Calgary, AB T3K 1H7

[www.agapelanguagecentre.com](http://www.agapelanguagecentre.com)

### **ESL Adult English Classes**

Contact: Noral Woodburn

Ph: 403-516-1846

Fax: 403-516-1946

Email:

[contact@agapelanguagecentre.com](mailto:contact@agapelanguagecentre.com)

Continuous Intake

This program assists Clients to improve their English and understanding of Canadian Culture. These are small interactive classes with excellent, caring teachers. Classes integrate listening, speaking, reading and writing for all levels and Bible Studies. Regular school terms are six and/or twelve weeks long with 30 hours of instruction per course.

### **LINC Program**

Continuous Intake

For part-time LINC 2, 3, 4 and 5. Individuals must be assessed by ILVARC.

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## Bow Valley College

**North and South Campus:** 345 - 6 Ave. SE, Calgary, AB T2G 4V1

<http://www.bowvalleycollege.ca>

A wide variety of ELL (English Language Learning) classes are offered which help learners acquire language needed for living, working and studying in Canada. Classes run all year, including summer.

Registrations are accepted in person to South Campus 1st Flr., Registrar's Office, 345– 6 Ave SE

Location of Classes: Most classes are held at the North and South Campuses.

Some learners may qualify for funding.

### **Bridge Program**

Contact: Nadia Hart

Ph: 403-410-3475

Mon-Thur 9:30 am – 3:30 pm

This program is designed for immigrant youth (ages 18-24 years) with interrupted formal education who are no longer eligible to study in a high school setting. The goal is to help learners improve their literacy and life skills in order to transition to the next step in their educational pathway. The program focuses on developing learners' language skills and learning strategies to help them succeed in academic contexts with a focus on reading, writing, vocabulary, spelling, pronunciation and numeracy. It is funded by the Alberta Government. Now accepting LINC learners; assessment from ILVARC required.

### **ELL Part-Time Programs**

Contact: Jody Gilbert

Ph: 403-476-2268

A variety of classes are offered at beginner to advanced levels. These classes focus on helping students improve grammar, pronunciation, reading and writing, and listening and speaking. IELTS Preparation, Speaking Professionally and Writing Professionally courses are also offered.



**ELL International Program**

Contact: Sally Scholefield

Ph: 403-410-3432

Email:

[international@bowvalleycollege.ca](mailto:international@bowvalleycollege.ca)

Year-round students are welcomed to this program where students at higher levels of English proficiency study under the guidance of highly skilled instructors on a full-time basis.

Higher level classes offer students the opportunity to specialize their language skills for continued academic study. Success in these levels offers students the opportunity to continue their studies in other Bow Valley College Programs, SAIT or at the university level. Additionally, students are given the opportunity to participate in social and cultural activities which will ensure they experience all that Calgary and Southern Alberta has to offer.

**ELL Tutorials**

Contact: Joanne Robarts

Ph: 403-410-3408

Email:

[jroberts@bowvalleycollege.ca](mailto:jroberts@bowvalleycollege.ca)

A variety of volunteer-led tutorials are offered at beginner to advanced levels which help learners improve reading, writing, listening and speaking skills. The program is funded by Calgary Learns.

**Full-time LINC, EI/EI Eligible & Work Foundations Grant Funded Learners**

Contact: Terri Huck,

Academic Stream

Ph: 403-355-1907

Susan Hessel, Literacy and Practical Streams

Ph: 403-410-3477

Full-time classes run for 15 weeks, scheduled times vary

Full-time classes are offered at Literacy through Advanced levels. Students eligible for LINC training require an assessment from ILVARC. Students who have not yet received an assessment by ILVARC must make a testing appointment by contacting Registration on the first floor of South Campus or by calling 403-410-1400.

**Part-Time LINC**

Contact: Jody Gilbert

Ph: 403-476-2268

Classes run for 16 weeks.

- Day Classes:  
9:30 am – 12:30 pm
- Evening classes:  
6:00 pm – 9:00 pm

Part-time LINC classes are available in two programs: LINC Reading, Writing and Grammar (benchmark levels 4 to 7) and LINC Listening and Speaking (benchmark levels 4 to 7).

**Transitions to Academic English (TAE), Academic English 1 (AE1) and Academic English 2 (AE2)**

Contact: Terri Huck

Ph: 403-355-1907

Mon-Thur

8:00 am – 2:00 pm

Transition to Academic English (TAE) is the first of three courses which introduces learners to the academic expectations at Canadian post-secondary institutions. Learning tasks teach competencies required for success in college preparatory classrooms.

In Academic English 1 (AE1) Language skills are developed while exploring relevant issues, themes and projects. Learning tasks teach competencies required for success in college classrooms and the workplace. Examples include computer skills, reading and paraphrasing authentic text, note-taking, essay writing and giving presentations. Applicants must achieve acceptable scores on the admission test, have a high school education and Canadian Language Benchmarks of 6,7,7,7 or higher.

Academic English 2 (AE2) focuses on developing skills needed for success in college academic programs. These skills are refined while exploring a series of thought-provoking themes and completing in-depth reports, research projects and presentations. Applicants must achieve acceptable scores on the admission test, have a high school education and Canadian Language Benchmarks of 7,8,8,8 or higher.

To receive information about funding, applicants can visit the Prospective Student Office on the 1<sup>st</sup> floor of South Campus, 345 – 6 Ave. S.E., call 403-410-1402, or visit [www.bowvalleycollege.ca/AlbertaWorks](http://www.bowvalleycollege.ca/AlbertaWorks)

### ***Youth in Transition***

Contact: Nadia Hart  
Ph: 403-410-3475  
Mon-Thur  
9:30 am – 3:30 pm

This LINC program, offered at CLB Levels 3-6, is designed for immigrant youth (ages 18-24) who have ten or more years of formal education. It focuses on developing learner's language skills and learning strategies to help them successfully transition to further education. Learners require an assessment from ILVARC. This program is funded by Citizenship and Immigration Canada.

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## **Bow Valley College – Bow Corridor**

**Canmore Campus:** #105, 800 Railway Ave., Canmore, AB T1W 1P1

**Banff Campus:** Wolf and Bear Street Mall, 229 Bear St., Banff, AB

[www.bowvalleycollege.ca/bow-corridor](http://www.bowvalleycollege.ca/bow-corridor)

English Language Learning classes are offered which help learners acquire language needed for living, working and studying in Canada. Classes run in the fall, winter and spring at both campuses.

### **For information and/or registration:**

- **In person:** At the Canmore Campus in the Provincial Building, 800 Railway Ave., Canmore, AB
- **By phone:** 403-678-3125

### ***English Language Learning Classes***

Contact: Lynn Webb  
Ph: 403-923-8259 OR  
403-440-2381

email:

[lwebb@bowvalleycollege.c](mailto:lwebb@bowvalleycollege.ca)

[a](#)

Evening classes run for 4 or 8 weeks.

These classes focus on improving learners' listening, speaking pronunciation, reading and writing.

### ***Part-Time LINC***

Contact: Lynn Webb  
Ph: 403-923-8259 OR  
403-441-2381

Email:

[lwebb@bowvalleycollege.c](mailto:lwebb@bowvalleycollege.ca)

[a](#)

Morning and afternoon classes run for 10 weeks.

Students eligible for LINC training require a referral from ILVARC. Part-time LINC classes are available at different levels and different times at the Banff campus.

## **Bow Valley College – Foothills**

**Okotoks Campus:** 11 Elizabeth Street, Okotoks, AB T1S 1A8

**High River Campus:** 2<sup>nd</sup> Flr. 710 Centre Street SE High River, AB T1V 0H3

[www.bowvalleycollege.ca/foothills](http://www.bowvalleycollege.ca/foothills)

### ***Fit in Fast***

Contact: Lynn Webb  
Ph: 403-923-8259 OR  
403-441-2381  
Email:  
[lwebb@bowvalleycollege.ca](mailto:lwebb@bowvalleycollege.ca)

- Increase your understanding of workplace Canadian culture online from an employer/executive perspective
- Canadian Language Benchmark around 7,7,7,7, 18 yrs. & older.

### ***Language for Work***

Contact: Lynn Webb  
Ph: 403-923-8259 OR  
403-441-2381  
Email:  
[lwebb@bowvalleycollege.ca](mailto:lwebb@bowvalleycollege.ca)

- Increase your understanding of workplace Canadian culture online from an employee perspective
- Canadian Language Benchmark around 7,7,7,7, 18 yrs. & older.

### ***LINC Home Study***

Contact: Lynn Webb  
Ph: 403-923-8259 OR  
403-441-2381  
Email:  
[lwebb@bowvalleycollege.ca](mailto:lwebb@bowvalleycollege.ca)

- Learn listening, speaking, reading and writing skills online and work with a teacher
- Receive a nationally recognized LINC certificate after completing a benchmark.
- Canadian Language Benchmark level 3,3,2,2
- Permanent Resident or Convention Refugee 18 yrs. & older.
- Note: Learner must have access to a computer and internet

### ***SOLL Groups (Settlement-Oriented Language Learning)***

Contact: Lynn Webb  
Ph: 403-923-8259 OR  
403-441-2381  
Email:  
[lwebb@bowvalleycollege.ca](mailto:lwebb@bowvalleycollege.ca)

- Learn about living in your new community, while improving your English, in an informal setting with a volunteer tutor
- Includes topics such as: local employers, community services, daily life, etc.
- Permanent Resident or Convention Refugee 18 yrs. & older

### ***Workplace Communication for Rural Immigrants***

Contact: Lynn Webb  
Ph: 403-923-8259 OR  
403-441-2381  
Email:  
[lwebb@bowvalleycollege.ca](mailto:lwebb@bowvalleycollege.ca)

- Learn important workplace English and skills online and with a mentor
- Canadian Language Benchmark around 5-6
- Permanent Resident or Convention Refugee 18 yrs. & older.

## Bredin – Centre for Learning

Ste. 500, 744 – 4<sup>th</sup> Ave., SW, Calgary, AB T2P 3T4

[www.bredin.ca](http://www.bredin.ca)

### **LINC CLB 1-4 FT**

Contact: Sharmila  
Ranabhat, Program  
Assistant  
Ph:403-261-5775  
Fax:403-264-9736  
Email:Calgary@bredin.ca  
Intake Dates: ongoing  
Mon-Fri 9:00 am – 3:30 pm

This full-time 12-week program helps meet the basic language needs of Newcomers to Canada with beginning English language skills. It builds basic vocabulary and communication skills in learners to be able to participate in the community and have some basic knowledge to be able to survive well in Canada.

- Intake CLB levels starting 0/Pre-B to less than all 4s across the skills.
- Funded by Citizenship and Immigration Canada with no fees to participants.

### **LINC CLB 1-4 PT**

Contact: Sharmila  
Ranabhat, Program  
Assistant  
Ph:403-261-5775  
Fax:403-264-9736  
Email:Calgary@bredin.ca  
Intake Dates: ongoing  
Tue and Thur  
5:00pm – 8:00pm and  
5:30pm – 8:30pm

This part-time 48-week program helps meet the basic language needs of Newcomers to Canada with beginning English language skills. It builds basic vocabulary and communication skills in learners to be able to participate in the community and have some basic knowledge to be able to survive well in Canada.

- Intake CLB levels starting 0/Pre-B to less than all 4s across the skills.
- Funded by Citizenship and Immigration Canada with no fees to participants.

### **LINC CLB8+ FT**

Contact: Sharmila  
Ranabhat, Program  
Assistant  
Ph: 403-261-5775  
Fax: 403-264-9736  
Email: [Calgary@bredin.ca](mailto:Calgary@bredin.ca)  
Intake Dates: Ongoing  
Mon-Fri 9:00 am – 3:30 pm

This full-time 12-week program prepares and advances Clients' English language abilities for training/education and employment purposes.

- Minimum CLB Levels: L-7, S-7, R-6, W-6
- Funded by Citizenship and Immigration Canada with no fees to participants.

### **LINC CLB8+ PT**

Contact: Sharmila  
Ranabhat, Program  
Assistant Ph: 403-261-5775  
Fax: 403-264-9736  
Email: [Calgary@bredin.ca](mailto:Calgary@bredin.ca)  
Intake Dates: Ongoing  
Tues and Thur 5:00 pm – 8:00  
pm and 5:30 pm – 8:30 pm

This part-time 48-week program prepares and advances Clients' English language abilities for training/education and employment purposes.

- Minimum CLB Levels: L-7, S-7, R-6, W-6
- Funded by Citizenship and Immigration Canada with no fees to participants.
- Attend classes two evenings per week

### **LINC CLB8+ Essential Skills**

Contact: Sharmila  
Ranabhat, Program  
Assistant  
Ph: 403-261-5775  
Fax: 403-264-9736  
Email: [Calgary@bredin.ca](mailto:Calgary@bredin.ca)  
Intake Dates: Ongoing  
Mon-Fri 9:00 am – 3:30 pm

This full-time 12-week program is designed to respond to the increasing number of newcomers to Canada with high levels of education and performing at CLB 7,7,6,6 or higher. It bridges the essential skill gaps and language barriers to help newcomers with their efforts to: enter further training programs / post-secondary institutions, landing a job in their chosen field or advance in their respective career path. This program emphasizes:

- Improving English and work skills to be successful in education and the Canadian workplace
- Identifying, planning and developing careers, whether it means exploring education or finding a career path that works
- Funded by Citizenship and Immigration Canada with no fees to participants.

Training includes:

- Enhancing reading, writing, speaking, and listening.
- Enhancing essential skills for entering the Canadian work force.
- Developing a professional resume, cover letter and interview skills to assist with finding employment.
- Increasing understanding of the Canadian workplace, suitable training programs and job search techniques.
- CLB 8+ language training, essential skills (includes TOWES testing), and employment preparation.

Requirements for all LINC programs:

- Target Group/Eligibility: Non-Canadian Citizens only: Permanent Residents, Refugees and Protected Persons under the Immigrant Refugee Protection Act (IRPA), Section 95. Clients may be accepted on Employment Insurance. Learner benefits are not applicable.
- Intake assessment and acceptance into the program. All students must have been assessed Immigrant Language and Vocational Assessment – Referral Centre (ILVARC). Students must be referred by ILVARC or transferred from another LINC program.
- Must be ready, willing and able to complete the program.

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## Calgary Catholic Immigration Society (CCIS)

2<sup>nd</sup> Flr, 1111 – 11 Ave. SW, Calgary, AB T2R 0G5

Ph: 403-262-2006

Fax: 403-262-2033

[www.ccisab.ca](http://www.ccisab.ca)

### **LINC (Language Instruction for New Canadians)**

Contact: Kahkashan

Maqsood, LINC

Coordinator

Ph: 403-817-6475

Email:

[kmagsood@ccisab.ca](mailto:kmagsood@ccisab.ca)

Continuous Intake

### **Schedules:**

#### Morning:

Full-time 9:00 am – 2:45 pm

Part-time 9:00 am – 11:30 am

Part-time 12:15 pm – 2:45 pm

#### Evening:

Full-time 4:00 pm – 9:00 pm

Part-time 6:00 pm – 9:00 pm

Part-time 6:30 pm – 9:00 pm

#### Seniors' Class:

Sat 9:00 am – 11:30 am

A range of classes are offered to meet a variety of needs, from beginner English and literacy enrichment, to conversation classes. Material is taught to the national standards provided by the Canadian Language Benchmarks. This program offers ten-week sessions in the summer and twelve week sessions throughout the year. Services provided include:

- Beginner and intermediate instruction
- Full-time and part-time classes
- Conversation
- Listening and speaking
- Reading and writing
- Literacy
- Assistance in accessing resources in the community, such as health clinics, retail and educational sites, businesses and recreational facilities
- Guest speakers from community
- Field trips to community venues
- Referrals within CCIS or to other institutions for further training or employment services
- Use of computer for listening and reading practice
- Child care for pre-school children

The ESL teaching staff is highly qualified and experienced professionals accredited by the association of Alberta Teachers of English as a Second Language (ATESL). This program follows the Best Practices Guidelines as set out by ATESL.

## Calgary Immigrant Educational Society (CIES)

1723 – 40 St. SE, Calgary, AB T2A 7Y3

[www.immigrant-education.ca](http://www.immigrant-education.ca)

Ph: 403-235-3666

Fax: 403-272-7455

### **Drop-In ESL Program**

Contact: Melissa McKinnon  
Manager, Volunteer and  
Drop-In ESL Programs  
Tel: 403-235-3666 ext 205  
Email:

[melissamckinnon@immigrant-education.ca](mailto:melissamckinnon@immigrant-education.ca)

4 months/part-time

Days: 1:30 pm – 4:00 pm

Evenings: 6:00 pm – 8:30 pm

Continuous Intake

These drop-in classes help immigrants improve their overall English proficiency levels. Weekly themes and practical subjects directly related to daily living and employability skills help drop-in ESL participants adapt and integrate more smoothly into Canadian society. Three different levels of classes are offered: pre-basic, basic and intermediate/advanced. In addition, this program allows those participants who hold full-time jobs or whose language skills aren't high enough to enroll in formal academic institutes, such as SAIT, an opportunity to polish their language skills and prepare themselves for future studying or prospect of better employment. This program also attracts participants who wish to learn English for personal enjoyment and get a chance to interact with people from various ethnic groups or cultures. Average wait time is between 4-6 months depending on levels.

### **Language Instruction for Newcomers to Canada (LINC)**

Contact: Jana Ciobanu,  
LINC Manager

Email:

[janaciobanu@immigrant-education.ca](mailto:janaciobanu@immigrant-education.ca)

Classes are:

Full-time or

Part-time: morning,  
afternoon, evening and  
weekend

Federally funded LINC program provides free ESL classes for permanent residents and refugees to improve their overall English language skills through practical themes and nationally uniform quality of teaching. The program assists students integrating smoothly into Canadian Society by embedding essential skills and Canadian culture awareness in the language teaching. LINC classes from Literacy to CLB 8 are offered. Eligible newcomers are welcome to walk in with ILVARC assessment results or their benchmark certificate. Childcare is provided at no cost for students' children between 19 months to 6 years of age.

### **LINC Home Study**

Contact: Colyn DeGraaff,  
E-Learning Manager

Ph: 403-291-0002

Fax: 403-291-0004

Email:

[colyndegraaff@immigrant-education.ca](mailto:colyndegraaff@immigrant-education.ca)

Intake Dates: Ongoing

Classes: Variable

Not every student can attend LINC/ESL classes. Some are prevented from attending due to illness, disability, conflicting work schedules, or distance. For these students we offer the LINC Home Study program (LHS) where they are provided with online learning modules, exercises, voice and text lessons, individualized lesson plans, and links to language and community resources.

There are two parts to LINC Home Study: first, students complete exercises and activities each day on the LINC Home Study website, a digital version of the in-class curriculum developed specifically for at-home students. Second, students are paired with a LINC Home Study instructor who monitors and encourages their growth and provides a weekly phone-call (or Skype) to lay out the week's activities assign and discuss homework, answer additional questions, and assist with the learner's learning objectives.

Classes are **free of charge** and provide self-driven students the opportunity to further their English skills from home. **Classes require a basic familiarity with computers** and are not open to Canadian Citizens. Those interested in attending this program must first have their English assessed and referred by Immigrant Language Vocational Assessment Referral Centre (ILVARC).

**Literacy and Basic English**

Contact: Melissa McKinnon  
Manager, Volunteer and  
Drop-In ESL Programs  
Tel: 403-235-3666 ext 205  
Email:  
[melissamckinnon@immigrant-education.ca](mailto:melissamckinnon@immigrant-education.ca)  
10-week, 100-hours/part-time  
Days: 9:30 am – 12:00 pm  
OR 12:30 pm – 3:00 pm

This program is designed specifically for immigrants who are non-literate in the English language or need literacy support. Their English language skills are too low to be enrolled in federally funded LINC classes or other ESL programs. This program will help adult immigrants acquire basic essentials for learning the English language. Program completion will minimize language-learning obstacles experienced by some individuals and will ready them for basic conversation and recognition of English alphabet and words. It also focuses on improving participants' self-esteem and confidence when speaking the English language.

Average wait time is 2.5 months. Open to both men and women.

**REDI (Refugee Express Drop-In ESL & Integration)**

Contact: Colyn deGraaff,  
Manager, Special Projects  
Ph: 403-291-0002  
Fax: 403-291-0004  
Email:  
[colyndegraaff@immigrant-education.ca](mailto:colyndegraaff@immigrant-education.ca)  
Intake Dates: Ongoing  
Classes: 3 days per week,  
3 hours per day. See  
website for schedule.

This fast-track language training and social integration project is designed for refugees to help them learn essential vocabulary and basic language skills, incorporating basic real life tasks in order to function in Calgary communities. This three-day a week project offers in-class teaching, hands-on workshops, and fields trip to help build life skills.

In addition to face-to-face language training, different community engagement modules with a focus on social integration are incorporated. These modules give students the opportunity to visit/speak with local partners through field trips, workshops, and presentations from Calgary Transit, the City of Calgary, Calgary Housing, the Calgary Board of Education, Alberta Health Services, Calgary Police Service, and other community service providers.

In 48 weeks, there are four sessions offered. Clients can register to join ANYTIME and will be contacted when a spot becomes available. Childminding is available (free of charge) for students' children of 19 months to 6 years old.

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**Calgary Immigrant Women's Association (CIWA)**

#200, 138 - 4 Ave. SE, Calgary, AB T2G 4Z6  
Ph: 403-263-4414  
Fax: 403-264-2914  
[www.ciwa-online.com](http://www.ciwa-online.com)

**Chinese Seniors Association**

#208, 114- 3 Ave. SE, Calgary  
Mon-Thur  
9:00 am – 12:00 pm

Classes are for Chinese Seniors.

**CIWA Main Office**

#200, 138-4 Ave SE, Calgary  
Morning classes:  
9:00 am – 12:00 pm  
Afternoon classes:  
1:00 pm – 4:00 pm  
Evening classes:  
6:30 pm – 8:30 pm

Three-hour classes range from pre-LINC level to an intermediate level of English where students learn about their new country, Canada, their community and the services available to them in addition to the ELS curriculum. Guest speakers from the community are invited into the classes and field trips are organized throughout the year. Student progress is assessed using the Canadian Language Benchmarks.

**LINC**

Contact: Marcela Alfonso,  
LINC Coordinator  
Ph: 403-263-4414 ext 122  
Email:

[marcelaa@ciwa-online.com](mailto:marcelaa@ciwa-online.com)

Continuous Intake  
Part-time mornings,  
afternoons or evenings.  
Note: No classes on  
Mondays. No cost to  
students. Classes are for  
women only.

Calgary Immigration and Citizenship (CIC) funds this program. CIWA's SMILE childcare program offers free on-site childcare to LINC students. Staff are professional caregivers who prepare age-appropriate activities to support the cognitive, emotional, linguistic and social development of the children. Specialty classes are also available to LINC students only.

Students must be assessed for their LINC eligibility, as well as their linguistic levels, by the Immigrant Language and Vocational Assessment and Referral Centre (ILVARC) before joining the program. Indicate CIWA as your LINC school of choice when doing your assessment at ILVARC to ensure referral to CIWA. Appointments for assessments can be made by calling ILVARC at 403-262-2656.

**New Friends and Neighbourhood Groups**

Contact: Debra Colley  
Ph: 403-444-1752  
Email: [debrac@ciwa-online.com](mailto:debrac@ciwa-online.com)

This program provides conversational ESL groups with an opportunity to make new friends while practicing their English.

**Evening Group**

CIWA Office, #232, 138 – 4 Ave. SE  
Wed 5:00 – 7:00 pm

**Continuous year round****Beddington Group**

Agape Language Centre  
16 Bermuda Dr. NW – 2<sup>nd</sup> Flr Classroom  
Tues 1:00 pm – 3:00 pm

**Bowness Group**

New Life Church Basement  
4712 – 21 Ave. NW  
Wed 10:00 am – 12:00 pm

**Chinatown Group**

Jiang Zhe Shanghai Assn. – Room 208  
114 – 3 Ave. SE  
Fri 1:00 pm – 3:00 pm

**Edgemont Group**

224 Edgeburn Lane NW  
Wed 1:00 pm – 3:00 pm

**Forest Lawn Group**

Forest Lawn Public Library – Basement  
Program Room  
4807 – 8 Ave. SE  
Thur 12:30 pm – 2:30 pm

**Fish Creek Group**

Fish Creek Public Library  
11161 Bonaventure Dr. SE  
Tues 1:00 pm – 3:00 pm

**Manchester Group**

2nd Floor Program Room  
5717 2nd Street SW  
Tues 10:00 am – 12:00 pm

**Mardaloo Group**

River Park Church – Fellowship Hall  
3818 – 14A St. SW  
Wed 10:00 am – 12:00 pm

**Ranchland Group**

7750 Ranchview Dr NW, Unit #23  
(NW Islamic Centre)  
Thur 10:00 am – 12:00 pm

**Saddletowne Group**

Saddletowne Public Library – Library  
Program Room  
6617 Centre St. N  
Mon 1:00 pm – 3:00 pm

**Shawnessy Group**

Shawnessy Public Library – Program  
Room  
333 Shawville Blvd. SE  
Mon 10:00 am – 12:00 pm

**Thornhill Group**

Judith Umbach Library  
6617 Centre St. N (Program Room)  
Mon 10:00 am – 12:00 pm

**Varsity Group**

Varsity Acres Church – Upstairs Café  
4612 Varsity Dr. NW  
Tues 9:30 am – 11:30 am

**Village Square Group**

Village Square Public Library – Program  
Room 1  
2623 – 56 St. NE  
Thur 10:00 am – 12:00 pm



**Westbrook Group**  
Nicholls Family Library  
1421 33 Street SW – Program Room  
Tuesdays 1-3 PM

***Pebbles in the Sand  
ESL Literacy for Women***

Contact: Maria MacMinn  
Varvos  
Ph: 403-263-4414 ext 113  
Email: [language@ciwa-online.com](mailto:language@ciwa-online.com)  
14-week programs  
Call for Intake Dates

This innovative ESL Literacy program is designed for immigrant women with less than seven years of education and their children. Based on the REFLECT Mother Manual, it aims to address the literacy and empowerment needs of immigrant women using a community development approach. Classes are held in communities throughout the city and childcare activities are held on-site at no cost to participants. Eligible participants are immigrant and refugee women with little or no literacy skills who are facing barriers accessing mainstream programs and services. A screening interview will be conducted with each participant and a Canadian Language Benchmarks Literacy Assessment (CLBLA) must be completed at ILVARC 403-262-2656. Indicate Pebbles in the Sand as your program of choice in order for ILVARC to refer you to the program. If needed, staff can facilitate the ILVARC assessment process by assisting the Client.

Locations:

Calgary Church of Christ (2 classes) 4030 Maryvale Dr. NE & Marlborough Way NE	Covenant Church 50 Millrise Blvd. SW
First Baptist Church 513 – 13 Ave. SW	Knox United Church 506 – 4 St. SW
Robert McClure United Church (2 classes) 5510 – 26 Ave. NE	St. Michael's Catholic Community 4718 Worcester Dr. SW
The Salvation Army, Forest Lawn (2 classes) 3720 – 19 Ave. SE	

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**Centre for Newcomers**

#1010, 999 – 36 St. NE, Calgary, AB T2A 7X6  
[www.centrefornewcomers.ca](http://www.centrefornewcomers.ca)

***LINC Program***

Contact: Cindy Colman  
Ph: 403-537-8803  
Email:  
[c.colman@centrefornewcomers.ca](mailto:c.colman@centrefornewcomers.ca)

***Part-time Program:***

***Morning:*** Mon-Fri  
9:00 am – 12:00 pm  
(Most classes have a waitlist of  
1-6 months)  
15 hours/week  
***Afternoon:*** Mon-Thur  
1:00 pm – 3:00 pm  
(Several classes have a  
waitlist of 1-2 months)  
8 hours/week

Funded by Citizenship and Immigration Canada, this program is available to immigrants and refugees over the age of 16. To determine eligibility for LINC, Clients must make an appointment for the Canadian Language Benchmarks Assessment at ILVARC 403-262-2656. Following the assessment, Clients will be required to make an appointment with an ILVARC counselor to determine eligibility for LINC and to discuss programming options. Limited Childcare is provided for daytime classes (children 2-5 years of age; waiting list is 4-8 months). Classes include listening, speaking, reading, writing, grammar, pronunciation and Canadian culture. The program focuses on communication. Students also learn basic computer skills, using current ESL software and have access to the Internet. Higher level classes also focus on communication in the workplace and job search skills.

**Evening:** Mon, Wed, Thur  
7:00 pm - 9:00 pm  
(Several classes have a  
waitlist of 2-4 months)  
6 hours/week

**Full-time Program:**

Mon-Thur  
9:00 am – 2:45 pm  
Fri 9:00 am – 12:00 pm  
(All classes have a waitlist of  
1-6 months)  
23 hours/week

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## Chinook Learning Services – Viscount Bennett Centre

2519 Richmond Rd. SW, Calgary, AB T3E 4M2  
[www.chinooklearningservices.com](http://www.chinooklearningservices.com)

Some learners may qualify for funding.

**ESL Program**

Contact: Liz Spittal-Cote  
Ph: 403-777-6330 ext 2804  
Email: [ejspittal@cbe.ab.ca](mailto:ejspittal@cbe.ab.ca)  
Full-time or part-time

These courses prepare learners for success in further education, training programs or employment. There are four levels from low intermediate to advanced. Core courses help learners improve their listening, speaking, reading, writing and grammar skills.

The final level of the program is **Accelerated Academic Preparation II**. Completion of this program meets the entrance requirements for:

- career programs at SAIT (in lieu of TOEFL and English 30-1 or 30-2);
- programs at Bow Valley College as an equivalent to EAP 3.

**LINC Program**

Contact: Brenda McDonald  
Ph: 403-777-6821 ext 2123  
Email:  
[bdmcdonald@cbe.ab.ca](mailto:bdmcdonald@cbe.ab.ca)  
Continuous Intake  
Full-time days  
Part-time evenings

Funded by the Government of Canada, this program has been designed to help learners develop basic English skills. Eligibility is determined by ILVARC and there are no fees.

- Ten full-time classes, CLB 4 to 8. Child-minding is available.
- Seven part-time evening classes CLB 3 to 8.

**Young Adult LINC Program**

Continuous Intakes

Available for full-time students aged 18 to 24, this program offers basic and intermediate ESL with a focus on curriculum to meet needs of young adults. Eligibility determined by ILVARC (CLB 4 to 7), located in the Calgary Achievement Centre for Youth (CACY), 315-10 Ave. SE, Calgary.

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## Columbia College

802 Manning Rd. NE, Calgary, AB T2E 7N8  
[www.columbia.ab.ca](http://www.columbia.ab.ca)

Learners may qualify for funding.

**English for Academic Purposes (EAP) Pathway**

There are 4 levels of academic preparation courses that provide opportunities for learners to build and refine their academic skills in preparation for entry into further education or employment. Students enter EAP after successfully completing CLB 6 and progress through Levels 1, 2, 3, 4. Students who achieve a B on final assessments at Level 3 may enter directly into most of Columbia College's Professional Programs without a further English Assessment.

Exceptions are Dental Assistant and Practical Nurse Programs where the student must achieve a B+ on final assessments. Students focus on reading and writing that pertains to their chosen profession.

### **English Language Foundations**

Contact: Mitra Mottaghi  
Ph: 403-235-9300 ext 343  
Email:  
[mitram@columbia.ab.ca](mailto:mitram@columbia.ab.ca)  
Continuous Intake

Classes Full-time daily:  
9:30 am – 2:00 pm  
Part-time:  
6:30 pm – 9:30 pm on  
Tues, Wed and Thur or  
9:00 am – 4:30 pm on  
Sat

Classes are designed for students with Canadian Language Benchmarks (CLB) 2-5, who plan to pursue further education or employment. Following their assessment and career planning appointment, students begin their English Language Foundations training in the areas of Listening & Speaking, as well as Reading & Writing. Depending on the student's selected career goal, the third course may be numeracy (mathematics), pronunciation, workplace language and communication, computers, and work strategies/work experience. The use of a computer is integrated into each course.

Fee-based evening ESL classes offered to students with Canadian Language benchmarks 4-8:

- Listening & Speaking
- Reading, Writing & Grammar
- Pronunciation & Speech Clarity

### **ESL Pathways Preparation**

This program prepares students with Canadian language benchmarks 5 to achieve required language skills to enter professional programs and/or employment. Students in this program will work toward achieving CLB 6 in listening/speaking and reading/writing.

### **LINC (Language Instruction for Newcomers to Canada) CLB 1, 2, 3, 4, 5, 6**

Ph: 403-235-9300 ext. 338  
Full-time or part-time  
Evenings and weekends  
[linc@columbia.ab.ca](mailto:linc@columbia.ab.ca)

This program serves recent immigrants in Alberta by helping them learn the English language skills needed to live, find employment and study in Canada. Classes are offered at a variety of Canadian Language Benchmark (CLB) levels. Language training in LINC focuses on improving listening/speaking and reading/writing skills of learners, as well as their understanding of Canadian culture and practices. Part-time and full-time classes are offered on weekdays, evenings, and weekends. Funding support is provided by Citizenship Immigration Canada.

### **Professional Skills Development - Courses to Build Competency**

Contact: General Inquiries  
Ph:403-235-9300  
Email:  
[admissions@columbia.ab.ca](mailto:admissions@columbia.ab.ca)  
Intake Dates:  
Jan. Apr, Oct

These courses enhance communication, reading, and writing skills for the professional workplace. Courses are for those wishing to enter or already employed in Business, Healthcare, and the Trades. Specialized instruction in assertive and non-assertive techniques. Students attend class one evening per week, for 3 hours, and then practice what they learned during the rest of the week. 8 week semesters. Comfortable for students at the CLB 6 and higher. Fee-based courses.

- Communication Skills for the Professional Business Workplace
- Reading & Writing for the Professional Business Workplace
- Communication Skills for Healthcare Careers
- Writing Skills for Healthcare Careers
- Communication Skills for Trades

## Equilibrium School

707 - 14 St. NW, Calgary, AB T2N 2A4

[www.equilibrium.ab.ca](http://www.equilibrium.ab.ca)

### **Accent Reduction for Workplace (ARW) Program**

Contact: Anna Jankowska

Ph: 403-283-1111

Email:

[school@equilibrium.ab.ca](mailto:school@equilibrium.ab.ca)

Intake: Monthly

This program is designated for professionals seeking work in Canada for whom English is a second language. It is recommended for students with a minimum of CLB level 7 in all categories, as well as a post-secondary education in their country of origin. The program is geared towards workplace specific vocabulary and allows students to work on the target pronunciation. Students are expected to greatly reduce the foreign accent from their spoken English that otherwise makes it very difficult for them to find employment in Canada.

The goal is to help students communicate effectively, verbally, in English in common everyday situations as well as improve their knowledge of workplace specific vocabulary for their chosen field of employment. Students are taught how to use different language tools to effectively pronounce any new words. The program equips students with knowledge on how to continue accent reduction by self-study after completion of the course.

This program provides students with personal attention that addresses the uniqueness of every student's accent. It also addresses every student's unique accent by in-depth diagnostic testing that is conducted by a teacher. This allows us to get straight to the accent difficulty specific to each and every student enrolled in the program.

### **Basic Literacy for ESL Clients**

Contact: Anna Jankowska

Ph: 403-283-1111

Email:

[school@equilibrium.ab.ca](mailto:school@equilibrium.ab.ca)

Intake: Monthly

This program is designed for individuals that are seeking work in Canada for whom English is a second language and who are lacking basic literacy skills. It is recommended for students with pre CLB levels or/and CLB 1 to 2 in all categories and is designed to address all four aspects of the English language. It also targets students with a significant discrepancy between listening and speaking benchmarks (2 and above) and reading and writing (Pre-Benchmark). Listening and Speaking includes developing:

- listening comprehension to demonstrate comprehension of specific information in simple directions and instructions; demonstrate understanding of clear, simple English regarding familiar topics in simplified, interactive situations
- fluency in speaking to allow students to participate in simple activities regarding familiar topics and be able to use simple conversational expressions and non-verbal cues in simple conversations
- accuracy in speaking by using correct grammatical structures appropriate for the level as well as the use a few pronunciation and intonation patterns to communicate accurately

Reading:

- Teaching for meaning by exposing students to different types of texts
- Teaching comprehension strategies to understand simple text
- Developing vocabulary by teaching simple patterns of word structure to determine meaning of unfamiliar words as well as how to use resources to build vocabulary
- Developing research skills to locate key information in simple texts and find, record and organize key information

Writing:

- Teaching proper formation of the letters and numbers in Roman Alphabet
- Teaching writing:
  - For different purposes
  - How to organize ideas
  - Developing Accuracy
  - How to use the writing process

**ESL (English as a Second Language) Program**

Contact: Anna Jankowska  
Ph: 403-283-1111

Email:

[school@equilibrium.ab.ca](mailto:school@equilibrium.ab.ca)

Intakes: Continuous starting on a Mon

Daytime, Evening & Sat classes available

Students will be accepted into this program regardless of their English ability. The proper class level will be determined based on the students' performance on their placement test.

Intensive language instruction is offered in all English language skills: speaking (pronunciation), listening, reading and writing. It is suitable for non-native speakers who seek English language training for academic, professional use, the ability to participate in the community or being more effective on the job. Courses are offered in beginner, intermediate and advanced levels.

General English Courses:

- The Conversation Course
- The Reading & Writing Course

English for Specific Purposes:

- IELTS & TOEFL Prep Course
- CELPIP Prep Course

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## Immigrant Services Calgary

#1200, 910 - 7 Ave. SW, Calgary, AB T2P 3N8

[www.immigrantservicescalgary.ca](http://www.immigrantservicescalgary.ca)

**Citizenship Education Program**

Contact: Claudia Mejia  
Ph: 403-265-1120 ext 275  
Fax: 403-266-2486

Two course lengths:

- 4 session classes (14 hours)  
or
- 2 session classes (7 hours)

Available year-round

These classes are designed to help immigrants prepare for the citizenship test, learn more about Canada, and cultivate a sense of belonging in Canada.

**English Proficiency Assessment For Clients Referred by HS-Funded Contractors**

Contact: Carmen Yu  
Ph: 403-538-8345

Email:

[CarmenY@immigrantservicescalgary.ca](mailto:CarmenY@immigrantservicescalgary.ca)

This service provides Canadian Language Benchmarks Assessments to eligible immigrants and refugees for HS-funded programs. They are to be referred by a funded contractor or HS staff member. The assessment will be used to determine eligibility/suitability for programs. The person being referred for the assessment must have a referral form.

**Immigrant Language and Vocational Assessment – Referral Centre (ILVARC)**

#1401, 910 – 7 Ave. SW  
Calgary, AB T2P 3N8

Ph: 403-262-2656

Fax: 403-294-1173

Email:

[ilvarc@immigrantservicescalgary.ca](mailto:ilvarc@immigrantservicescalgary.ca)

By appointment only

All immigrants who wish to access federally funded LINC (Language Instruction for Newcomers to Canada) training must be assessed and referred by ILVARC. The assessment determines the Client's English proficiency and first language literacy as well as their eligibility for LINC and ESL programs. The Client is then referred to the most appropriate LINC/ESL program. Assessment and referrals will also be conducted for other vocational or language training needs.

**Settlement and Integration Services Workshops**

Ph 403-265-1120

Classes are provided on topics such as community resources, employment, health and legal issues. Call for schedule, topic and language of instruction.

## Literacy For Life Foundation – English Language Learners (ELL) Courses

#3, 1204 – 10 St. SE, High River, AB T1V 2B9

[www.litforlife.com](http://www.litforlife.com)

Literacy for Life Foundation provides service to community members of the MD of Foothills #31.

### **English Language Learners (ELL) Courses**

Ph: 403-652-5090

Email: [info@litforlife.com](mailto:info@litforlife.com)

Participants must register.

Course time and location

varies.

- **Community ELL Courses:** Multi level classes for minimal cost. Qualified ELL teacher. Temporary foreign workers may enrol at an added cost.
- **Business ELL Courses:** Onsite ELL classes can be provided to business for an affordable fee. Courses can be adapted to meet the need of the business.

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## Maple Leaf Academy

#200, 731 - 6 Ave. SW, Calgary, AB T2P 0T9

[www.mapleleafacademy.com](http://www.mapleleafacademy.com)

### **English as a Second Language (ESL)**

Contact: Shelley Keobke

Ph: 403-262-8851

Email:

[esl@mapleleafacademy.com](mailto:esl@mapleleafacademy.com)

16 weeks (400 hours)

Call or visit website for semester dates.

This ESL program is designed and tailored for beginner up to advanced English level students. It is an intensive program in small class settings (15:1 student to teacher ratio). Students receive instruction from several teachers who specialize in a specific area of English language instruction: listening, reading, writing, conversation, grammar, pronunciation, computers and Canadian living. Multi-media language laboratory instruction is also offered as a program feature, concentrating on listening, pronunciation and communication skills, allowing students to progress at a faster rate in English speaking and listening competency.

### **Language Instruction for Newcomers to Canada (LINC)**

Call 403-262-2656 for assessment and referral or course dates. Full-time (25 hours/week) classes are offered in the daytime from 9:00 am to 3:00 pm (16 weeks). Evening part-time (10 hours/week) classes are offered from 5:30 pm to 8:00 pm (16 weeks). Saturday classes from 9:00am to 1:00pm (120 hours) until Mar 25/17.

This course is free to all qualifying newcomers to Canada. Qualifications are determined by the Immigrant Language and Vocational Assessment-Referral Centre (ILVARC).

Instruction is provided in all skill strands of the English language - Listening/ Speaking, Reading, Writing and Grammar. Classes are offered from beginning levels of English instruction through LINC graduation.

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## Mount Royal University (MRU)

4825 Mount Royal Gate SW, Calgary, AB T3E 6K6

[www.mtroyal.ca](http://www.mtroyal.ca)

Some learners may qualify for funding.

### **Languages Institute**

Ph: 403-440-5100

Email:

[mrulanguages@mtroyal.ca](mailto:mrulanguages@mtroyal.ca)

**English Foundations (EF)** English Foundations 1, 2 and 3 focus on general language development and emphasize listening and speaking skills for inside and outside the classroom, as well as writing, reading and grammar skills. **These classes are not suitable for new beginners.**

**English for Academic Purposes (EAP)** EAP Levels 1 to 3 focus on academic preparation for students who plan to enter university or post-secondary technical school or take a standardized English exam such as TOEFL. The program includes academic reading and writing, more advanced grammar, and listening and speaking in an academic setting. Graduates of EAP Level 3 with an 80% (B Grade) average satisfy the language proficiency requirement for credit programs at MRU.

**English for Advanced Communication (EAC)** EAC Levels 1 and 2 help students develop high intermediate to low advanced oral fluency and accuracy. The core program (three days per week) emphasizes listening, speaking and reading with a secondary emphasis on writing and grammar. The modules (two days per week) focus on specialized skills such as pronunciation, idioms or the Canadian cultural context.

**Part-time Programs**

- IELTS: Introduction to the Test
- IELTS: Skill Builder
- IELTS: Advanced Academic Writing
- Cambridge IELTS Online Tutorial
- Pronunciation for Clear Communication
- Reading to Write
- Online Academic Vocabulary
- CELBAN Preparation
- Online English for Health
- Online English for Nursing
- Speaking in the Workplace
- TOEFL iBT® Advanced Preparation
- Writing in the Workplace

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**SAIT**

1301 – 16 Ave. NW, Calgary, AB T2M 0L4  
[www.sait.ca](http://www.sait.ca)

Some learners may qualify for funding.

**English Language Foundations (ELF) Upgrading**

Ph: 403-210-4045

Email:

[english.language@sait.ca](mailto:english.language@sait.ca)

**Assessment (CLBA)**

This assessment is offered for applicants applying for study in a SAIT program. It is a proficiency-based assessment that measures performance in listening/speaking, reading and writing. Applicants receive a score profile documenting their performance on the CLBA. A minimum of six months is required between CLBA assessments.

**English Language Foundations Program (ELF)**

If students plan to take a SAIT certificate, diploma or applied degree program, this program will prepare them for a successful transition.

- It is a five-level (10 courses), credit-based academic English preparation program.
- It is a fast-track program with each level being eight weeks in length.
- It is a competency-based program where students are required to demonstrate their skills in order to advance.
- Completion of level 5 satisfies SAIT's proficiency requirement where students can go directly into a career program at SAIT.

- It uses the CLBA/CLBPT to determine the level of entry into the program. A CLBA/PT score of six months or less is acceptable (teacher assessed scores are not accepted).
- The level for listening/speaking and reading/writing may be different. One level of difference is allowed between skill areas.
- Each level includes a SPCH (listening/speaking) and a COMM (reading/writing course). Skills are incorporated to prepare intermediate level students to participate in mainstream work and study environments.
- It welcomes both immigrant and international students.
- Alberta Works funding available. Contact funding office for information at 403-284-7054

**ELF Evening / Con Ed**  
Classes are contingent upon student enrollment

This daytime program is offered in the evening as continuing education.

## The Salvation Army Community Services (Calgary)

Barbara Mitchell Family Resource Centre  
1731 – 29 Street SW, Calgary, AB T3C 1M6  
<http://www.salvationarmycalgary.org/adults.html>

### **Sally Ann's Internet Café: Computer Access**

Contact: Carolyn Jonsson, Manager, Adult Education  
Ph:403-930-2724  
Fax:403-930-2727  
Email:  
[Carolyn.Jonsson@salvationarmycalgary.org](mailto:Carolyn.Jonsson@salvationarmycalgary.org)  
Intake Dates: Drop In

Access computers with high speed internet; print, scan or fax documents; use the telephone for local calls. Drop in Monday – Friday from 10:00am – 12:00pm.

## University of Calgary

2500 University Dr. NW, Calgary, AB T2N 1N4  
[www.ucalgary.ca](http://www.ucalgary.ca)

### **English Language Program (ELP)**

<http://www.ucalgary.ca/esl/>  
Contact: Yassin Boga, Continuing Education  
Ph: 403-220-3301  
Fax: 403-210-8610  
Email: [esl@ucalgary.ca](mailto:esl@ucalgary.ca)

**Full Time ESL:** These multi-course, 13-week semester-based programs provide comprehensive English instruction for motivated students pursuing academic and professional goals. Month-long summer and winter courses provide intensive short-term study, focusing on improving functional communicative ability and cultural understanding. Learning opportunities are provided both on and off campus.

**Part Time ESL:** Evening or Saturday classes, including TOEFL test preparation and Canadian Pronunciation, are available for adults who are speaking and reading at an intermediate or advanced level.

### **International Foundations Program (IFP)**

[www.werklund.ucalgary.ca/ifp/](http://www.werklund.ucalgary.ca/ifp/)  
Contact: Dr. Anuradha Sengupta, Werklund School of Education, EDT 340, Education Tower  
Ph: 403-220-3277

This is the only University of Calgary program that prepares academically qualified students to meet the 'English Language Proficiency Requirement' for admission to the University of Calgary's undergraduate and graduate degree programs. New students have their English language proficiency assessed at the beginning of the academic term they join the program. They are placed into the appropriate "Tiers" according to their assessment results (Tier 1, 2 or 3). The length of time it takes a student to complete the program will vary depending on their placement. (Tier 1: 12 months; Tier 2: 8 months; Tier 3: 4 months). Courses offered are writing (10 hours), reading (5 hours) and



Fax: 403-210-8554  
Email: [ifp@ucalgary.ca](mailto:ifp@ucalgary.ca)

listening/ speaking (5 hours) per week. .

### **Writing Support Services**

Student Success Centre  
<http://ucalgary.ca/ssc>  
Ph: 403-220-7789  
Email:  
[cmsopcza@ucalgary.ca](mailto:cmsopcza@ucalgary.ca)

Free one-to-one tutoring is provided for students at all levels of their University career. Students can book appointments to visit the Centre for help with organizing papers, developing thesis statements, writing clear sentences and improving their grammar. Drop-in writing assistance will be available in the library.

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## **Welcome Centre for New Immigrants (branch of CIES)**

3820 – 32 St. NE, Calgary, AB T1Y 7L9  
[www.immgrant-education.ca](http://www.immgrant-education.ca)

### **L.I.N.C. Home Study**

Contact: Colyn deGraaff,  
Coordinator  
Ph: 403-291-0002  
Fax: 403-291-0004  
Email:  
[colyndegraaff@immigrant-education.ca](mailto:colyndegraaff@immigrant-education.ca)  
Intake Dates: Ongoing

Student who cannot attend regular L.I.N.C. classes are offered one-on-one class time (30 minutes) with a TESL certified teacher and 5-7 hours of self-directed homework each week. Classes are conducted over the phone/online and focus on the same curriculum as regular L.I.N.C. classes.

Requires L-3; S-3; R-2; W-2 and an intermediate familiarity with computers.

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## **YMCA Calgary**

**North LINC:** Saddletowne YMCA – 180, 7555 Falconridge Blvd. NE, Calgary, AB Fax: 403-313-3160  
**South LINC:** Shawnessy YMCA – Suite 400, 333 Shawville Blvd. SE, Calgary, AB Fax: 403-256-0133  
**South LINC:** South Health Campus YMCA – 4448 Front St., SE, Calgary, AB Fax: 403-256-0133  
**Remington LINC:** Remington YMCA – 108 Quarry Park Rd., SE, Calgary, AB Fax: 403-278-0756

[www.ymcacalgary.org](http://www.ymcacalgary.org)

### **Full-time LINC**

Contact: Priscilla Lee,  
Administrative Assistant  
Ph: 403-537-2714  
Email:  
[priscilla.lee@calgary.ymca.ca](mailto:priscilla.lee@calgary.ymca.ca)

Continuous Intake  
Two Terms: Apr-Sep,  
Oct-Mar  
Mon-Thur  
8:15 am – 2:30 pm

English instruction is offered in all areas with a focus on Canadian culture, society and life skills.

- LINC-eligible adult immigrants and refugees.
- No fee for participants.
- North LINC: CLB levels ¾.
- Child minding available at North LINC only.
- Full-time 23 hours/week

### **Part-Time LINC – Days**

Contact:  
North LINC: Priscilla Lee,  
Administrative Assistant  
Ph: 403-537-2714  
Email:  
[priscilla.lee@calgary.ymca.ca](mailto:priscilla.lee@calgary.ymca.ca)  
South LINC: Kaori Reiffarth,  
Administrative Assistant  
Ph: 403-252-4206

English instruction is offered in all areas with a focus on Canadian culture, society and life skills.

- LINC-eligible adult immigrants and refugees.
- No fee for participants.
- North LINC: CLB levels 2-7
- South LINC: Shawnessy YMCA: CLB levels 4-7
- South LINC: South Health Campus YMCA: CLB levels 1-3
- Remington LINC: CLB levels 3-6
- Child minding available at North LINC, South LINC (only at Shawnessy YMCA), and Remington LINC (at Quarry Park Childcare Development Centre)

Email:  
[kaori.reiffarth@calgary.ymca.ca](mailto:kaori.reiffarth@calgary.ymca.ca)

Remington LINC: Farheen Saleem, Administrative Assistant  
Ph: 403-351-8284  
Email:

[farheen.saleem@calgary.ymca.ca](mailto:farheen.saleem@calgary.ymca.ca)

Continuous Intake  
Two Terms: Apr-Sep,  
Oct-Mar

Mornings: Mon-Thur  
8:15 am - 11:15 am  
Afternoons: Mon-Thur  
11:45 am - 2:45 pm

**Part-time LINC –  
Evenings**

Contact:  
North LINC: Priscilla Lee,  
Administrative Assistant  
Ph: 403-537-2714

Email:  
[priscilla.lee@calgary.ymca.ca](mailto:priscilla.lee@calgary.ymca.ca)

South LINC: Kaori Reiffarth,  
Administrative Assistant  
Ph: 403-252-4206  
Email:

[kaori.reiffarth@calgary.ymca.ca](mailto:kaori.reiffarth@calgary.ymca.ca)

Remington LINC: Farheen Saleem, Administrative Assistant  
Ph: 403-351-8284  
Email:

[farheen.saleem@calgary.ymca.ca](mailto:farheen.saleem@calgary.ymca.ca)

Continuous Intake  
Two Terms: Apr-Sep,  
Oct-Mar

Mon, Tues, Thur:  
6:30 pm – 9:00 pm

- Part-time 12 hours/week

English instruction is offered in all areas with a focus on Canadian culture, society and life skills.

- LINC-eligible adult immigrants and refugees.
- No fee for participants.
- Offered at all locations.
- North LINC: CLB levels 4-6
- South LINC: Shawnessy YMCA: CLB levels 5-7
- South LINC: South Health Campus YMCA: CLB levels 4-7
- Remington LINC: CLB levels 4-7
- Child minding not available
- Part-time 7.5 hours/week

## **YWCA of Calgary (Downtown Office)**

320 – 5 Ave. SE, Calgary, AB T2G 0E5

[www.ywcaofcalgary.com](http://www.ywcaofcalgary.com) (then follow links under "Education / For New Canadians")

### ***LINC (Language Instruction for Newcomers to Canada)***

Ph: 403-750-5357

Fax: 403-232-1595

Email:

[linc@ywcaofcalgary.com](mailto:linc@ywcaofcalgary.com)

Full-time:

Mon-Fri 23-25 hrs/wk

Part-time:

Weekday Mornings or

Afternoons 10-15 hrs/wk

Evenings 5-6 hrs/wk

Saturdays 5.5 hrs/wk

CLB Level 1-7 classes are offered. Students are required to have a valid English language assessment completed by Immigrant Language and Vocational Assessment Referral Centre (ILVARC).

- Students with Pre-CLB to CLB 6 are eligible for English language and settlement training
  - Permanent residents and refugees are eligible
  - No fee for clients
  - 25 classes are offered at the downtown YWCA location
  - 3 classes are offered at the Chinese Cultural Centre
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## IMMIGRANT BRIDGING

This section lists Immigrant Bridging programs for immigrants who have post-secondary education and experience in their field of training but require training in Canadian workplace culture, training in their field which may be different from country of origin and job search skills to bridge gaps in knowledge or skill in order to gain entry to their occupation. This training is appropriate for immigrant professionals who are underemployed.

### **Bow Valley College – Corporate Readiness Training Program (CRTP)**

Room N445, 332 – 6 Ave. SE, Calgary, AB T2G 4S6

[www.bowvalleycollege.ca](http://www.bowvalleycollege.ca)

Some learners may qualify for funding.

#### **Corporate Readiness Training Program (CRTP)**

<http://crtp.bowvalleycollege.ca>

Contact: Shanta Ferguson

Ph: 403-410-3466

For registration call

Ph: 403-410-1400

Intake Dates: 3 Semesters:  
Jan, May & Sep

Information Sessions:

First Wed of every month.

Check website for details or  
call or visit office.

This program is for Internationally Educated Professionals who are looking to start their careers in Calgary. It is a full-time program that provides learners with job search skills and the business and intercultural communication skills they will need to be successful in a Canadian work environment. The program is comprised of 10 weeks of full time blended (face-to-face and on-line) training and six weeks of unpaid work placement to gain Canadian experience.

Program content areas include:

- Bridging into the Canadian Workplace: labour market research skills, goal setting, career coaching
- Job Search Tools: targeted competitive resumes, cover letters and interview skills, personal branding, and business cards
- Social Media: Leveraging LinkedIn to your benefit, awareness of appropriate use of social media
- Workplace Essential Skills; Assessing and elevating skill levels
- Business communication skills: Intercultural Communicative competencies, networking, delivering presentations, writing professionally.
- Work Experience Placement: To gain practical experience relevant to the participant's education, skills and career development needs. Work experience placements in Calgary companies are outside the control of the college, and the decision to host a student is made by the host company. Therefore, a work placement cannot be guaranteed by the program.

CRTP works with professionals from many occupations including; Engineers, IT Professionals, Accountants, Office Administrators, Technicians, Human Resource Officers, Drafters and many others.

Note: doctors, nurses, pharmacists, teachers, dentists, and lawyers have specific colleges or certification boards therefore, CRTP is unable to provide a work experience placement for those occupations. Professionals in these occupations will be referred to Directions for Immigrants.

The program follows the college trimester schedule. There are 2 courses for learners to complete in this program and they must be completed in the same trimester. In the first 10 weeks, classes run Monday to Friday from 8:00 am-12:30 pm. The 6 week work experience placement follows the host company schedule, but generally runs Monday to Friday 8:00 am-4:00 pm.

Learners are able to attend all networking and information events sponsored by the Centre for Excellence in Immigrant and Intercultural Advancement at Bow Valley College, participate in the BVC/CRIEC mentorship program and join the active CRTP Alumni Group.

Eligible Clients must have a minimum CLB of 6 in all strands, be a permanent resident/Canadian citizen, have completed post-secondary in their country of origin, and know which occupational field they wish to pursue. This program is considered an exit program, so learners must be motivated to enter the workforce at the completion of the training. Applications for each intake are accepted 4 months before the intake start date.

This is an Alberta Works funded program. Individuals who are accepted into the program are encouraged to attend a funding workshop at least 6 weeks before the start of the intake to allow for the funding to be processed.

Additional programs have been built to facilitate the ongoing learning and career success for the participants:

- **Corporate Readiness Certificate:** This program helps you develop all the competitive job search strategies and tools you need to compete in the Calgary job market. Create a targeted resume, effective LinkedIn Profile, and strong cover letter to increase your chances of getting an interview. Practice and polish your interviewing skills to highlight your talents to a potential employer. This certificate was designed to give learners who do not qualify for CRTTP, or who work during the day, the opportunity to be able to learn the skills needed to advance their careers.
- **Mentorship for Immigrant Professionals:** Funded by Citizenship and Immigration Canada (CIC), this program connects learners/Clients with working professionals in a mentoring partnership. Contact Chenwei Lian at [clian@bowvalleycollege.ca](mailto:clian@bowvalleycollege.ca) or 403-410-3211.

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## Bow Valley College – DiverseCity onBoard

345-6th Ave, Calgary, T2G 4V1

[www.calgary.diversecityonboard.ca](http://www.calgary.diversecityonboard.ca)

### ***DiverseCity onBoard***

Contact: Christine Burke,  
Business Development  
Officer, BVC

Ph: 403-410-1587

Email:

[cburke@bowvalleycollege.ca](mailto:cburke@bowvalleycollege.ca)

This program is the “go-to” program that connects qualified, pre-screened candidates from visible minority and under-represented communities to volunteer board positions.

It provides training in governance through an online learning campus supplemented by in-person discussions and events. The connections are made through a searchable data-base that matches qualified diverse individuals with board opportunities.

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## Bredin – Centre for Learning

Ste. 500, 744 – 4<sup>th</sup> Ave. SW, Calgary, AB T2P 3T4

[www.bredin.ca](http://www.bredin.ca)

Some learners may qualify for funding.

### ***International Pharmacy Bridging Program***

Contact: Raj Neupane,  
Coordinator

Ph: 403-261-5775

Email:

[raj.neupane@bredin.ca](mailto:raj.neupane@bredin.ca)

Ongoing applications

Intake Date: Feb/17 with  
information sessions  
3 months prior

Internationally-trained pharmacists are assisted to acquire a license to practice pharmacy in Alberta. Students are provided with an enhanced learning opportunity, integrating four distinct curriculum areas throughout the duration of study. Upon successful completion of examinations requisite for licensure, graduates are fully prepared to launch active, successful and rewarding careers within the Alberta pharmacy workforce.

Eligibility: Any internationally-trained Pharmacist who has the following credentials is eligible to apply:

- Permanent resident (landed immigrant status)
- Pharmacy degree from a university recognized by the Pharmacy Examining Board of Canada (PEBC)
- Successfully completed the PEBC Evaluating Examination

- An Alberta College of Pharmacists approved language proficiency test
- Intern registration with the Alberta College of Pharmacists

The program runs for 41 weeks. Students participate in seminars, workshops and clinical role play scenarios that develop and hone their professional knowledge and patient counselling skills. In addition, students gain valuable work place experience while engaged in approximately 500 hours of the Alberta College of Pharmacists' structured practical training.

Curriculum modules are competency based, aligning with the competencies for Pharmacists at entry to practice by the National Association of Pharmacy Regulatory Authorities (NAPRA) and the Association of Faculties of Pharmacy Canada (AFPC). Successful students are prepared to challenge the Pharmacy Examining Board of Canada's Qualification Examination Part II (OSCE).  
Cost: \$14,100.

## Calgary Catholic Immigration Society (CCIS)

4<sup>th</sup> Flr, 1111 – 11 Ave. SW, Calgary, AB T2R 0G5

Ph: 403-264-4850

Fax: 403-264-4858

[www.ccisab.ca](http://www.ccisab.ca)

Some learners may qualify for funding.

### **Calgary: A New Chapter**

Contact: Iuliana Doljescu,  
Program Facilitator

Ph: 403-264-4850 ext 5430

Fax: 403-264-4858

Email: [networking2@ccis-calgary.ab.ca](mailto:networking2@ccis-calgary.ab.ca)

Interactive information sessions establish the groundwork for successful settlement and employment. They introduce highly-skilled newcomer professionals to various aspects of the resettlement and integration process. Orientation sessions act as a valuable opportunity to make contacts within the business community and Calgary at large. Key topics include:

- Housing
- Finances
- Family and Education
- Civic Participation
- Cultural Adaptation
- Assessment of Foreign Credentials
- Conducting an Effective Job Search in Alberta

### **Electrician Upgrading and Certification Program**

Contact: Brian Frank,  
Project Manager

Ph: 403.290.5127

Fax: 403.264.4858

Email: [bfrank@ccisab.ca](mailto:bfrank@ccisab.ca)

Ongoing applications year round

Intakes: Starting Dec 2017.

All applicants should attend one of the Program

Information Sessions at CCIS at 9:00am on

Oct 8/16

Nov 10/16

Provides foreign trained electricians the necessary instruction and hands on training to challenge the Inter-Provincial Red Seal examination and complete the Trade Competency Verification booklet, allowing participants to work as licensed Journeyman Electricians in Canada. Participants receive 26 weeks of training, which includes 14 weeks of classroom instruction at CCIS and SAIT.

Eligibility:

- Landed immigrants
- Foreign trained electricians who have journeyman status, or equivalency of 6 years full-time international electrical experience, which includes 8775 hours of hands-on electrician work experience
- Eligible for Employment Insurance (EI), Income Support, or other unemployed Albertans
- Immigrants who are marginally employed or unable to find employment due to limited occupational language, lack of knowledge of the Canadian Electrical Code and no trade certification
- CLB test results (English Benchmark of 5+)

Contact for information

**Preparation Skills Training at CCIS:**

- Essential Skills Enhancement
- Employability Skills Enhancement
- Labour Market Information and Job Search Strategies
- Standard First Aid / CPR
- Workplace Hazardous Materials Information System (WHMIS)
- Construction Safety Training System (CSTS)
- Safety Awareness

**SAIT training consists of:**

- Canadian Electrical Code Studies
- Programmable Logic Controller (PLC I & II)
- Fire Alarm System Installation
- Hands-On Electrical Lab Training

Following training, participants complete 12 weeks of work experience or employment with Calgary area companies, with three- and six-month follow-ups.

***Engineering & Technology Upgrading Program***

Contact: Sholeh Mahdavi,  
Project Manager

Ph: 403-290-5110

Email: [smahdavi@ccisab.ca](mailto:smahdavi@ccisab.ca)

Intakes:

Contact for information

Provides foreign-trained Engineers, Geologists, and Geophysicists with the necessary skills-upgrading, training, and work experience to successfully integrate into the local workforce within their field of expertise. Participants receive a total of 26 weeks of training, which includes 14 weeks of classroom instruction at CCIS and SAIT Polytechnic and 9 weeks of Employment Preparation Skills Training at CCIS:

- Employability Skills Enhancement
- Essential Skills Enhancement
- Job Search Strategies
- Project Management Fundamentals
- Engineering Processes
- 5 weeks Occupational Training at SAIT Polytechnic:
- AutoCAD I, II & III

Following training, participants complete 12 weeks of work experience or employment with Calgary-based companies within their field of expertise, and three- and six-month follow-ups.

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**Calgary Immigrant Women's Association (CIWA)**

#200, 138 – 4 Ave. SE, Calgary, AB T2G 4Z6

Ph: 403-263-4414

Fax: 403-264-2914

Email: [employmentservices@ciwa-online.com](mailto:employmentservices@ciwa-online.com)

[www.ciwa-online.com](http://www.ciwa-online.com)

***Bridging the Gap for Foreign-Trained Accountants Program***

Contact: Aida Sarbassova

Ph: 403-263-4414 ext 144

Email: [aidas@ciwa-online.com](mailto:aidas@ciwa-online.com)

Ongoing applications

Two intakes/year:

Jun & Oct

This program assists professional immigrant women with accounting and/or finance backgrounds gain the necessary skills to successfully bridge to work as an entry level accountant and to obtain relevant Canadian work experience. This is a six month full-time program consisting of 14 weeks of enhanced language and job skills development classroom training followed by a 10 week work experience placement. Program is offered at no cost to participants and provides childcare reimbursement and transit support.

Program details:

- 14 weeks of job skills training
- English enhancement and pronunciation support
- Basic accounting and software training
- One-on-one career planning
- 10 weeks of Canadian work experience
- Job search support
- Follow-up support after program completion

Eligibility:

- Female immigrant
- Canadian permanent resident (not citizen)
- Education in accounting or financial field
- Minimum one year experience from home country
- CLB 6 or higher in all four strands
- Unemployed or underemployed
- Ability to commit to a 24-week, unpaid full-time program

**Office Administration Program**

Contact: Yulia Minakova  
Ph: 403-263-4414 ext 127  
Email: [yuliam@ciwa-online.com](mailto:yuliam@ciwa-online.com)  
Two intakes/year:  
Apr & Oct

This six-month full-time program is designed to bridge experienced, foreign-trained office administrators into the Canadian workplace. It offers 14 weeks of enhanced language and job skills development classroom training, followed by a 10-week work experience placement in the office administration/HR field. It is offered at no cost to participants and provides childcare reimbursement and transit support.

Program details:

- 14 weeks of job skills training
- Pronunciation support
- Advanced Microsoft Office Suite training
- One-on-one career planning
- 10 weeks of Canadian work experience
- Job search support
- Follow-up support after program completion

Eligibility:

- Female immigrant
- Canadian permanent resident (not citizen)
- Bachelor or Master's degree
- Minimum one year of administrative experience from home country
- CLB 7 or higher in all four strands
- Unemployed or underemployed
- Ability to commit to a 24-week, unpaid full-time program

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## Calgary Region Immigrant Employment Council (CRIEC)

#1010, 105 – 12 Ave. SE, Calgary, AB T2G 1A1  
[www.criec.ca](http://www.criec.ca)

Contact: Jaya Dharan,  
Mentoring Support  
Ph: 587-894-7583  
Email: [jaya@criec.ca](mailto:jaya@criec.ca)  
8:30 am – 4:00 pm

Together with its primary delivery and strategic partner, Bow Valley College (BVC), strategies and initiatives are designed, developed and implemented that are geared to effectively and efficiently connecting internationally trained professionals (ITPs) with Calgary employers. These strategies and initiatives, which include connecting, mentoring (both one-on-one and small group), career path planning, cultural competency workshops, professional advocacy and core or essential skill competency workshops, help both ITPs and employers achieve successful employment outcomes.



**Mentoring Programs:**

- One-on-one mentoring
- Small group mentoring

**Cultural Competency Sessions:**

- Individual
- Group
- Employers

**Career Path Planning Sessions:**

- Individual
- Group
- Professional accreditation
- Core Competency workshops

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## Centre for Newcomers

Ste. 1010, 999 36 St. NE, Calgary, AB T2A 7X6

[www.centrefornewcomers.ca](http://www.centrefornewcomers.ca)

**Canadian Business  
Essentials for  
Accountants**

Contact: Regina Pulos,  
Program Assistant  
Ph: 403-569-3339  
Email:

[cbea@centrefornewcomers.ca](mailto:cbea@centrefornewcomers.ca)

9:00 am – 12:00 pm  
1:00 pm – 4:00 pm

This full-time bridging program includes: Business English, Computer and Accounting Courses:

- 9 weeks enhanced English language, Canadian workplace culture and job readiness training (Resume Writing, Interview and Networking Skills)
- 3 weeks of computer training and upgrading
- 12 weeks of accounting courses from an accredited educational institute
- 10 weeks of work experience
- Introduction to membership in professional accounting associations

**Qualifications Required:**

- University degree in accounting or related
- Professional experience in accounting and currently not working in this profession
- Canadian Language Benchmark of 6 or higher
- Permanent Resident of Canadian citizen
- Commitment to a full-time, 34 week program
- In Canada for less than 10 years

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## ECO Canada (Environmental Careers Organization)

#200, 308 – 11 Ave. SE, Calgary, AB T2G 0Y2

[www.eco.ca](http://www.eco.ca)

**Environmental Immigrant  
Bridging Program**

Ph: 403-233-0748  
Fax: 403-269-9544  
Email: [info@eco.ca](mailto:info@eco.ca)

This program is designed for internationally trained professionals with skills that align with the environmental sector. It enables individuals to bridge the cultural knowledge gap and proactively address barriers to employment. There are 180 hours of in-class training to provide training related to essential skills, the Canadian professional workplace culture and the sector-specific language necessary to bridge the gap between the participant's international experience and Canadian context. Note: This program does not cover technical aspects of environmental work in Canada.

The program is delivered by partner Immigrant Serving Agencies across Canada. Staff work one-on-one with participants to help them prepare their resume and cover letters, conduct mock interviews and learn the course material in order to develop job readiness skills. Following training, students will participate in work exposure opportunities that could include attending lectures by industry representatives, mentorship opportunities, informational interviews, networking and volunteer opportunities.

Eligible participants must meet the following criteria:

- Minimum of five years of experience working in an environmentally related field

- Degree or a diploma in an environmentally related area (Foreign Credential Evaluation required)
- Minimum Canadian Language Benchmark (CLB) of 7 in all four areas of assessment: reading, writing, speaking, and listening (proof of proficiency required)
- Underemployed or unemployed in field of expertise
- Eligible to work in Canada
- Commitment to attend classes and complete course activities
- Self-motivation and strong dedication to independent employment search

## Mount Royal University (MRU)

4825 Mount Royal Gate SW, Calgary, AB T3E 6K6

<http://www.mtroyal.ab.ca/> or <http://www.mtroyal.ab.ca/finances/skillsinvestmentprogram.shtml>

### ***Bridge to Canadian Nursing Certificate Program***

Ph: 403-440-6074

Fax: 403-440-6555

Email:

[bcnursing@mtroyal.ca](mailto:bcnursing@mtroyal.ca)

This full-time program is designed for nurses who are educated and registered in foreign countries. It introduces Internationally Educated Nurses (IEN) to nursing practice in Canada and combines professional communication skills for nurses, professional terminology, clinical judgment skills and an understanding of human responses in health and illness. It helps IEN identify differences between their previous nursing experience and Canadian practices, and then offers a "bridge" course of studies that will help them gain the knowledge and skills expected of graduate nurses in Canada. Courses are based on national entry competencies which are defined by the Canadian Registered Nurse Examination. They are also based on standards and competencies set by the College and Association of Registered Nurses of Alberta.

## SAIT

1301 - 16 Ave. NW, Calgary, AB T2M 0L4

[www.sait.ca](http://www.sait.ca)

### ***Ready to Teach (RTT)***

Email [Pamela.Heath@sait.ca](mailto:Pamela.Heath@sait.ca) with your resume and a Letter of Intent specifying your interest and area of concentration

Tuition Fee: \$1,595

Terms are contingent upon student enrollment

Intake Date:

Oct 15/16

This program is for professionally and instructionally skilled newcomers, who can contribute to the development of the Canadian workforce by sharing their skills and knowledge in the post-secondary education system. It is designed to help highly skilled newcomers with backgrounds in post-secondary instruction to enhance their language skills in order to communicate effectively within the Canadian post-secondary system, and to gain the confidence necessary for presentation of self and technical concepts in front of a diverse group of learners. The program concentrates on professional language, cultural fit, practicum placement, workplace readiness training and coaching, labor-market analyses, and employment.

Entrance Requirements

- Instructionally experienced, professionally skilled immigrants with a minimum Masters level graduates
- Demonstrate a CLB Level 7 in all skills
- A willingness, desire and capacity to pursue an instructional career
- Appropriate credentials/experience in the professional or technical field in which they will be teaching

## **YW Calgary – Canadian Employment Skills**

320 - 5 Ave. SE, Calgary, AB T2G 0E5

www.ywcalgary.ca then follow links under "Education / For New Canadians"

<http://www.ywcalgary.ca/program/canadian-employment-skills/>

Some learners may qualify for funding.

### **YWCA Canadian Employment Skills Program (CES)**

Contact: Myriam Nickel,  
CES Supervisor

Ph: 403-294-7328

Fax: 403-232-1595

Email:

[mnickel@ywcalgary.ca](mailto:mnickel@ywcalgary.ca)

This 25-week Immigrant Bridging program is designed for new Canadians who have appropriate occupational skills from their first country, but may lack an understanding of Canadian workplace culture, appropriate soft skills and Canadian work experience. It will assist these individuals to obtain employment that takes advantage of their existing skills and training.

The program includes ten weeks of Canadian Workplace Skills Training – Canadian Culture and Workplace Information, Communication Skills, and Basic Computer Training; and 12 weeks of Work Experience with an employer who can provide experience relevant to the participant's skills and career goals. Participants will be at the work experience job site four days per week and will attend group sessions at YW on Fridays.

This program is available to immigrant professional men and women.

Applications: Ongoing

#### Eligibility:

- Permanent Resident, Canadian Citizen or Convention Refugee
- Minimum CLBs of L6 S6 R5 W5
- Education and experience in profession from first country and a desire to continue that career in Canada
- Can be on EI, Income Support, unemployed or underemployed
- Willing to commit to a 25-week program
- Motivated to learn about and adapt to the Canadian workplace; and establish a successful career in Canada

Funding is provided by the Government of Alberta and the Government of Canada. For eligible participants, this funding will cover program costs and may provide income support for living expenses.

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## IMMIGRANT TRAINING AND EMPLOYMENT PROGRAMS AND SERVICES

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All of the programs and services listed in this section are for immigrants new to Calgary. For some of these programs learners may be eligible to receive funding. Check with the training provider for details.

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**Note:** English as a Second Language (ESL) programs are located in a separate section.  
For additional programs specifically for Immigrant Youth, see “Youth Programs”.

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**Bow Valley College – Corporate Readiness Training Program (CRTP) – see Career and Employment Services (including Job Placement Programs)**

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**Bow Valley College – Directions for Immigrants in Trades and Professional Careers and Health Career Centre – see Career and Employment Services (including Job Placement Programs)**

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### **Bredin – Centre for Learning**

Ste. 500, 744 – 4<sup>th</sup> Ave. SW, Calgary, AB T2P 3T4

[www.bredin.ca](http://www.bredin.ca)

#### ***LINC 6+ Essential Skills Program***

Contact: Rashmi Bastola

Ph: 403-261-5775

Email:

[rashmi.bastola@bredin.ca](mailto:rashmi.bastola@bredin.ca)

Mon-Fri 9:00 am – 3:00 pm

Semester Dates: Ongoing

This 12-week program is designed to respond to the increasing number of newcomers to Canada with high levels of education and performing at Canadian Language Benchmark (CLB) of 7,7,6,6 or higher. It bridges the essential skill gaps and language barriers to help newcomers enter further training programs, post-secondary institutions, landing a job in their chosen field and moving up in with their respective career path. This program will help to:

- Improve English and work skills to be successful in education and the Canadian workplace
- Identify, plan and improve careers, whether it means exploring education or finding a career path that works

Focus is to:

- Enhance reading, writing, speaking, and listening.
- Enhance essential skills to make them suitable to enter the Canadian work force.
- Develop a professional resume, cover letter and interview skills to find employment.
- Increase understanding of the Canadian workplace, suitable training programs, and job search techniques.

Training:

- Intake assessment and acceptance into the program. All students must be referred by Immigrant Language and Vocational Assessment – Referral Centre (ILVARC).
- LINC 6+ language training, essential skills (includes TOWES testing) and employment preparation.

Eligible Clients must be:

- Permanent residents and Protected Persons (IRPA Section 95) with minimum CLB levels of 7,7,6,6.
  - Ready, willing and able to complete the program.
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## **Calgary Catholic Immigration Society (CCIS) – see Immigrant Bridging or Occupational Skills Training**

- For Electrician Upgrading and Certification Program – **see Immigrant Bridging**
  - For Millwright Pre-Apprenticeship Program, Cooking Pre-Apprenticeship Program – **see Occupational Skills Training**
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## **Calgary Catholic Immigration Society (CCIS)**

5 Flr., 1111 – 11 Ave. SW, Calgary, AB T2R 0G5

[www.ccisab.ca](http://www.ccisab.ca)

Some learners may qualify for funding.

### ***Enhancing Refugee Employment Program***

Contact: Eden Weredu,  
Employment Counselor  
Ph: 403-262-2012  
Fax: 403-262-2033  
Email:

[employmentew@ccis-calgary.ab.ca](mailto:employmentew@ccis-calgary.ab.ca)

This program helps refugees to get the necessary employability skills, essential skills and support to secure and retain gainful employment through one-on-one counselling and workshop classes. It provides assistance in searching for a job in Canada, securing employment and succeeding in the Canadian workplace.

### ***Oil & Gas and Power Engineering Training Programs***

Contact: Bob Khan,  
Director of Operations  
Ph: 403-262-2006  
Fax: 403-262-2033  
Email: [bkhan@ccisab.ca](mailto:bkhan@ccisab.ca)

The programs described below were developed for immigrants and new Canadians who are marginally employed, unemployed or underemployed.

Clients are provided with the necessary Personal Protective Equipment (PPE) as required. A Job Support component is provided at the last stage of each program.

**4<sup>th</sup> Class Power Engineering Training Program:** This 37-week training program was developed for immigrants and new Canadians who are marginally employed, unemployed or underemployed, in preparation for full-time employment as Power Engineers in Alberta. Clients receive Soft Skills Training, including Language Upgrading, Life & Work Management Skills and field trips to local power engineering sites. Clients will complete the SAIT Power Engineering Theory (Parts A & B) and 200 hours of hands-on training. It is followed by safety training at the ENFORM Training Centre in Calgary, including safety training in H<sub>2</sub>S Alive, Standard First Aid, Transportation of Dangerous Goods (TDG), Petroleum Safety Training (PST), Detection and Control of Flammable Substances, Workplace Hazardous Materials Information System (WHMIS), Fall Protection and Confined Space.

After successfully completing the SAIT training, Clients will write their Alberta Boilers Safety Association (ABSA) 4<sup>th</sup> Class Power Engineering exam to gain their 4<sup>th</sup> Class License to work as Power Engineers. Clients are provided with the necessary Personal Protective Equipment (PPE).

**5<sup>th</sup> Class Power Engineering / Building Operator Training Program:**

This 18-week program provides Clients with the necessary certification, training and work experience to achieve a 5<sup>th</sup> Class Power Engineer's Certificate of Competency by Alberta Boilers Safety Association (ABSA) to work as a Building Operator. The program includes components in employability skills, technical English and communication training. It also meets industry and ABSA requirements: Theory, 100 Power Lab Hours via SAIT and Building Operator work experience. Certification is provided in Standard First Aid/CPR, Workplace Hazardous Materials Information System (WHMIS), H<sub>2</sub>S Alive, Fall Protection, Confined Space Training, Occupational Health & Safety (OHS) Basics, Petroleum Safety Training (PST) and Detection and Control of Flammable Substances.

After successfully completing the SAIT training, Clients will write their Alberta Boilers Safety Association (ABSA) 5<sup>th</sup> Class Power Engineering exam to gain their 5<sup>th</sup> Class License to work as certified 5<sup>th</sup> Class Power Engineers Building Operators. Clients are provided with the necessary Personal Protective Equipment (PPE).

**Drilling Rig Hand Program:** This 15-week program prepares Clients for full-time employment as Floorhands in the drilling industry. They receive soft skills training, including Language Upgrading, Introduction to the Petroleum Industry, Life & Work Management Skills and field trips to local drilling sites. This training is followed by Occupational/Safety Training at the ENFORM Training Centre in Calgary, including safety training in H<sub>2</sub>S Alive, Standard First Aid, Transportation of Dangerous Goods (TDG), Petroleum Safety Training (PST), Workplace Hazardous Materials Information System (WHMIS), Light Duty Vehicles (LDV) and Air Brake Endorsement. The Work Experience component consists of hands-on technical training at the ENFORM Nisku Training site.

**Seismic Training Program:** This eight-week program provides training to Clients who have suitable English communication skills in occupation-related communication, job-finding skills and work management skills. In conjunction with ENFORM, the program incorporates a work exposure component, safety training and certification including Standard First Aid/CPR, Introduction to the Seismic Industry, Petroleum Safety Training (PST), Workplace Hazardous Materials Information System (WHMIS), Light Duty Vehicle Driver Improvement (LDV), Wildlife Awareness, H<sub>2</sub>S Alive, Transportation of Dangerous Goods (TDG), and a Safety Awareness course by the Manufacturers' Health and Safety Association (MHSA).

**Service Rig Training Program:** This eight-week program prepares Clients who have suitable English communication skills for full-time employment as Floorhands in the oil well servicing industry by providing them with the essential skills, workplace training, occupational health, safety and environmental (HSE) training and certification required by industry, including a one-week work experience in a service rig in conjunction with ENFORM Safety & Training campus in Nisku. A Class 3 Driver's license with Air Brake Endorsement course is also provided.

**Temporary Foreign Worker Integration**

Contact: Jessica Juen,  
Program Coordinator  
Ph: 403-290-5113  
Email: [tfw@ccis-calgary.ab.ca](mailto:tfw@ccis-calgary.ab.ca)

This program is designed to address the current gap between Alberta's employers and Temporary Foreign Workers (TFW). Working with TFWs who are in recognized career opportunities, a variety of established programs and resources will be incorporated to facilitate the integration of the workers into their job and into society as a whole.

The program will work with the employers to establish best practices and strategies to retain employees and create working environments that are culturally competent. Educating employers on understanding the process around the Alberta Immigrant Nominee Program will be paramount in Alberta's sustainable recruitment strategy. By understanding the barriers that TFWs face, CCIS will serve as a bridge in creating solutions that will benefit the employment partnership and create a long-term workforce strategy.

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## Calgary Immigrant Educational Society (CIES)

1723 – 40 St. SE, Calgary, AB T2A 7Y3

[www.immigrant-education.ca](http://www.immigrant-education.ca)

### **Computer Programs Training**

Contact: Racine Diallo,

Computer Programs

Manager

Email:

[computerprograms@immigrant-education.ca](mailto:computerprograms@immigrant-education.ca)

Ph: 403-235-3666

Continuous Intakes

### **Clerical Training**

- Includes computer terminology, keyboarding, MS Office (Word, Excel, PowerPoint, MS Access and Outlook email), the Internet, business communications, office practices and procedures, job search skills, resume writing and interview skills, up to 51 hours, as well as an 80-hour voluntary job placement

- Basic Computer Skills is a pre-requisite

- Open to citizens, Permanent Residents, Refugees and open work permit.

- Canadian Level Benchmark of 4 or higher.

### **Accounting Courses**

- Basic Accounting (up to 24 hours): the basics in manual accounting

- Sage 50 Accounting (up to 24 hours): the General Ledger, Accounts Payable, Accounts Receivable, Payroll and Inventory Modules, Simply Accounting Software

- Advanced Accounting (up to 24 hours): Advanced features and functions of General Ledger, Accounts Payable / Receivable, Payroll & Inventory Modules

- QuickBooks (up to 24 hours): Accounts Payable, Accounts Receivable, Payroll, The General Ledger, Inventory Modules, QuickBooks Software

### **Employment Skills Training (EST)**

Contact Name: Program

Coordinator

Ph: 403-235-3666

Email:

[employment@immigrant-education.ca](mailto:employment@immigrant-education.ca)

Training Duration: 3 months

Mon-Fri (Full-time)

8:45 am - 2:30 pm

Ongoing Intakes

This full-time program is offered at no cost to participants and assists unemployed newcomers who would like to get a job in Canada with the essential employment training such as Computer Skills, Business Communication and Job Searching Skills.

Eligibility:

- Permanent residents and refugees with less than 5 years residency in Canada

- Canadian Language Benchmark of 5 or higher

- Commitment to complete the 3-month program

Course Content:

- Computer Training Skills (up to 160 hours): MS Office Suite – Word, Excel, Access, Outlook and PowerPoint, Computer hardware and software, Internet and Website design, Online job searching techniques

- Business Communication (up to 80 hours): Business terminologies, building confidence, conversational skills and presentations, business meetings and writing

- Job Search Skills (up to 80 hours): Résumé and cover letter writing, Job interview skills, Career plan, Job searching skills

- Seminars: Guest speakers from corporate sector

- Optional volunteer job practicum

Funded by Citizenship and Immigration Canada.

## Calgary Immigrant Women's Association (CIWA) – Cross Cultural Parenting Program - see Counselling and Support Services

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### Calgary Immigrant Women's Association (CIWA)

#200, 138 - 4 Ave. SE, Calgary, AB T2G 4Z6

Ph: 403-263-4414

Fax: 403-264-2914

Email: [employmentservices@ciwa-online.com](mailto:employmentservices@ciwa-online.com)

[www.ciwa-online.com](http://www.ciwa-online.com)

Some learners may qualify for funding.

#### **Childcare Training for Low Literacy Immigrant Women**

Contact: Farzana Mubashir

Ph: 403-263-4414 ext 128

Email: [farzanam@ciwa-online.com](mailto:farzanam@ciwa-online.com)

This full-time 44-week vocational training program is aimed at low literacy immigrant women and provides them with the skills and certification required to secure employment as daycare assistants in Alberta. Participants receive English language and employment skills training as well as complete the Child Development Assistant course and a two-month mentored work experience in a daycare.

Eligibility:

- Less than seven years of education from native country
- Benchmarks 3-4 in listening, speaking, reading and writing
- Permanent resident, refugee or Canadian Citizen with barrier

#### **Employment Skills Preparation for the Retail Industry for Low Literacy Immigrant Women**

Contact: Marie Solange

Bebandoue

Ph: 403-263-4414 ext 229

Email: [marieb@ciwa-online.com](mailto:marieb@ciwa-online.com)

This program equips immigrant and refugee women with tools and strategies to enhance their employability in the retail sector, including:

- Training in retail vocabulary, customer service and numeracy
- Certification in basic food safety and WHMIS
- Training in computers and other relevant technologies
- Canadian workplace preparation

Eligibility: The program is available to immigrant women who are permanent residents, have no more than 12 years of education, have Canadian Language Benchmark (CLB) 4 and require support in obtaining meaningful employment.

#### **Employment Skills Program**

Contact:

Jyoti Agnihotri

Ph: 403-263-4414 ext 155

Email: [jyotia@ciwa-online.com](mailto:jyotia@ciwa-online.com)

Immigrant and refugee women are provided with individual employment counselling and group based workshops to assist them in their job search. Services focus on identification and exploration of employment opportunities, setting realistic career goals and working towards achievement of goals.

Individual Services include:

- One-on-one Employment Counselling
- Resume Critique
- Needs Assessment and Goal Setting
- Mock Interviews
- Job Search Support

Group-Based Workshops Include:

- Career Planning, Job Search & Labour Market Information
- Interview Skills
- Networking Breakfast Orientation Session
- Workplace Rights & Responsibilities
- Pre-Employment and Employment Enhancement Workshops
- Writing a Winning Resume
- Canadian Workplace Culture
- LinkedIn Workshops
- Networking 101



### **Computer Training**

Contact: Jyoti Agnihotri  
Ph: 403-263-4414 ext 155  
Email: [jyotia@ciwa-online.com](mailto:jyotia@ciwa-online.com)

### **Accounting software training**

Contact: Saifan Kosheryan  
Ph: 403-263-4414 ext 117  
Email: [saifank@ciwa-online.com](mailto:saifank@ciwa-online.com)

### **Employment Skills Program – Pre-Employment and Employment Enhancement Workshops**

Contact:  
Jyoti Agnihotri  
Ph: 403-263-4414 ext 155  
Email: [jyotia@ciwa-online.com](mailto:jyotia@ciwa-online.com)

Other Program components includes:

- Computer Training for Beginners, Intermediate and Advanced Users provides immigrant women with the opportunity to enhance their computer skills through a series of customized courses.
- Networking Breakfast Meeting is an opportunity for immigrant women to meet with potential employers and corporate representatives to learn about networking and obtain job search advice and industry information. Participants must register for an orientation workshop prior to the event which covers how to make a good first impression, networking in Canada, as well as résumé and interview skills.
- Part time Receptionist Training focuses on providing immigrant women with the necessary skills to search for, acquire and keep positions as receptionists or administrative assistants in corporate Calgary. This program was developed with the specific purpose of providing learners with the opportunity to gain expertise in a variety of technical and non-technical skill sets.
- Accounting Software training (Simply Accounting and Quickbooks) provides professional immigrant women with the opportunity to upgrade their skills in the areas of accounting and bookkeeping for Canadian standards.

Workshops include:

- Canadian Workplace Culture Workshop provides information about cultural aspect of Canadian workplace and how to adapt to new work environment.
- Career Planning and Job Search Strategies Workshop provides information about self-assessment and exploring different career options, setting goals and using effective job search strategies.
- LinkedIn provides information about emerging professional networking site, creating profiles, joining groups and exploring job opportunities.
- Resume Writing provides information about essential components of a resume, targeting resume and learning about latest trends in resume writing.

Training includes:

- Computer Training provides immigrant women with the opportunity to enhance their computer skills through a series of customized courses.
- Simply Accounting and Quickbooks Training provides professional immigrant women with the opportunity to upgrade their skills in the areas of accounting and bookkeeping for Canadian standards.
- Receptionist Training (part-time) focuses on providing immigrant women with the necessary skills to search for, acquire, and keep positions as receptionists or administrative assistants in corporate Calgary. This program was developed with the specific purpose of providing learners with the opportunity to gain expertise in a variety of technical and non-technical skill sets.
- Interview Sessions provide the opportunity for women to practice interview skills through safe and fun role-playing.
- Networking Breakfast Meeting is an opportunity for immigrant women to meet with potential employers and corporate representatives to learn about networking and obtain job search advice and industry information. Participants must register for an orientation workshop prior to the event which covers how to make a good first impression, networking in Canada, as well as résumé and interview skills.
- Résumé Clinic offers one-on-one sessions for women who would like to enhance their current résumé or obtain assistance with creating a new one. Cover letter writing is also available.

Participants must register for the session prior to the commencement of these courses.

**Food Industry  
Training  
for Immigrant Women**

Contact: Sue Collis  
Ph: 403-263-4414 ext 250  
Email: [suec@ciwa-online.com](mailto:suec@ciwa-online.com)

This three-month program trains immigrant women to enter fast-food positions with employer partners in Calgary. The customized curriculum is geared to Food Counter Attendant, and Kitchen Help positions

- language training emphasizing occupation-specific vocabulary
- essential skill training in numeracy, measurement and calculation, money math, document use, computer use, ability to work with others, customer service, finding information and problem solving
- food industry skill training in WHMIS, food safety, equipment use, schedules, interview skills, worker rights and responsibilities, employment standards

**Labour Market Bridging  
for Volunteers –  
Interpretation &  
Translation**

Contact: Rasha Roshdy  
Ph: 403-263-4414 ext 197  
Email: [rasher@ciwa-online.com](mailto:rasher@ciwa-online.com)

This is a full-time training course for CIWA volunteers (or those interested in becoming a CIWA volunteer) to receive certificated training in the field of Interpretation and Translation. Program graduates will become certified as Community Interpreters. This is a free training opportunity for those interested in pursuing this career path that also includes Canadian work experience and possible paid assignments. This unique training opportunity is open only to immigrant women who are Canadian permanent residents with CLB 7 or higher, plus strong written and oral command of a second language.

**Links to Success – Skills  
Enhancement and  
Internships for Young  
Immigrant Mothers**

Contact: Punam Dalal  
Ph: 403-263-4414 ext 143  
Email: [punamd@ciwa-online.com](mailto:punamd@ciwa-online.com)

This full-time 24-week bridge-to-work program is for young immigrant mothers who have barriers to employment. It consists of 14 weeks of exposure to career planning, job search skills, Canadian workplace culture and life skills. These are followed by a 10-week entry-level work placement within the participants' field of interest. Participants receive minimum wage for the full duration of the project, as well as payment for childcare and public transit.

Eligibility:

- Immigrant mothers between 15 to 30 years
- Have Permanent Resident (PR) status
- Have not received EI in the last three years
- English benchmark of 5 or higher
- Unemployed or underemployed
- Have barriers but are motivated to find employment

**Low Literacy Modular  
Program for Immigrant  
Women**

Contact: Charlotte Lynn  
Ph: 403-263-4414 ext 170  
Email: [Charlottel@ciwa-online.com](mailto:Charlottel@ciwa-online.com)

Employment preparation and job search support is provided for women who have low English language skills, limited education and little to no Canadian work experience. Women enter a modular training program, selecting from training streams in production, cleaning/housekeeping, room attendant and food service. The program offers 18 modules that enhance Client's employability, essential and workplace skills.

Eligibility: Immigrant and refugee women:

- With less than 12 years of schooling from their home country.
- Motivated to find employment and increase employability skills.

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**Centre for Newcomers - Career Development and Job Search Services - see Career and Employment Services (including Job Placement Programs)**

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## Centre for Newcomers

#1010, 999 – 36 St. NE, Calgary, AB T2A 7X6

[www.centrefornewcomers.ca](http://www.centrefornewcomers.ca)

### ***Ethnicity Catering Program***

Contact: Ebtisam Temraz,

Program Facilitator

Ph: 403-536-8817

Email: [e.temraz@centrefornewcomers.ca](mailto:e.temraz@centrefornewcomers.ca)

This is a 10-week part-time Canadian paid work experience program to promote integration and develop transferable skills to work in Canada. Participants will receive a Food Safety card from Alberta Health Services, training in life skills and essential skills along with hands-on training and exposure in cooking multicultural ethnic food in a commercial kitchen. Clients are referred to community resources, practice networking and customer service skills and supported in searching for permanent jobs.

#### Eligibility:

- Immigrant with PR card or refugee to Canada
- Unemployed or underemployed and looking for a job
- Lack of Canadian work experience
- English CLB level of 3 and above
- Commitment to a 10-week training and work experience program

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## Immigrant Access Fund (IAF)

[www.iafcanada.org](http://www.iafcanada.org)

Contact: Jahnavi Joshi,  
Administrative & Program  
Assistant

Ph: 403-228-9981 ext 221

Email:

[jahnavi@iafcanada.org](mailto:jahnavi@iafcanada.org)

Micro loans are available to internationally-trained immigrants, from all professions and trades, to help them gain the accreditation or training they need in order to work in their field in Alberta. Up to \$10,000 may be borrowed for tuition fees, course materials, exam fees, qualification assessments, professional association fees, living expenses and other related costs. IAF's vision is that skilled immigrants are equitably integrated into the workforce and contributing their expertise to Canada's economic and social success. IAF loans are available to immigrants living anywhere in Alberta.

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## Immigrant Services Calgary

#1200, 910 - 7 Ave. SW, Calgary, AB T2P 3N8

Ph: 403-265-1120

Fax: 403-266-2486

[www.immigrantservicescalgary.ca](http://www.immigrantservicescalgary.ca)

Some learners may qualify for funding.

### ***Canadian English Language Benchmark Assessment for Nurses (CELBAN)***

Contact: Mauricio Ochoa  
Alba

Ph: 403-262-2656 ext 336

[www.CELBAN.org](http://www.CELBAN.org)

This program assesses the English language proficiency of internationally educated nurses whose first language is not English and who meet the English language requirements of nursing licensure in Canada. It assesses English language proficiency in the four skills of speaking, listening, reading and writing. Scores are reported as CELBAN.

### ***Enhanced Language Training Placement Assessment (ELTPA 6-10)***

Contact: Carmen Yu

Ph: 403-538-8345

Email:

[CarmenY@immigrantservicescalgary.ca](mailto:CarmenY@immigrantservicescalgary.ca)

This program assesses the English proficiency of newcomers destined for CIC and HS-funded Enhanced Language Training programs.

***Integrated Mentorship Program***

Contact: Jeremy Dutton  
Ph: 403-705-3429  
Fax: 403-538-8374  
Email:

[jeremyd@immigrantservicecalgary.ca](mailto:jeremyd@immigrantservicecalgary.ca)

This program provides opportunities for professionals and corporate partners to assist and support internationally-educated professionals (IEPs) through mentoring, success coaching, employment workshops, and corporate connection events. Benefits include broadening professional perspectives, enhancing cross-cultural competency and gaining access to a pool of global talents.

***MAPLE 2.0- Mentorship in Action (MIA)***

Contact: David Marulanda  
Ph:403-705-4381  
Fax: 403-266-2486  
Email:

[davidm@immigrantservicescalgary.ca](mailto:davidm@immigrantservicescalgary.ca)

This program provides 8-12 week internship (job placement) opportunities for internationally-educated professionals, after which employers have the option to hire the intern.

The internships are ideal for companies looking to fulfill a temporary labour shortage or benefit from a specific skillset. Participating employers fulfill a critical need for Canadian workplace experience that will enhance newcomers' potential to find gainful employment.

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**Jewish Family Service Calgary – see Career and Employment Services (including Job Placement Programs)**

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**Making Changes Association**

6516 – 1A St. SW, Calgary, AB T2H 0G6  
[www.makingchangesassociation.ca](http://www.makingchangesassociation.ca)

***Employment and Life Skills Program***

Contact: Elaine Lupul  
Ph: 403-262-5776 ext 2  
Email:

[employmentlifeskills@makingchangesassociation.ca](mailto:employmentlifeskills@makingchangesassociation.ca)

This excellent orientation program assists immigrant women to establish more meaningful lives in their new society by introducing career management skills including research skills, networking, job search strategies and assertiveness training. Participants are helped to increase their confidence, recognize their skills and to develop a plan for their future.

The program is offered one day a week for seven weeks and focuses on goal setting and skill identification, career and community information sources, assertive communication skills, interview skills, job search and Canadian workplace culture. Free childcare is provided for children six months to six years.

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**Momentum – see Occupational Skills Training**

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## Mount Royal University (MRU)

Language Institute, Room EB 3021, East B Building  
4825 Mount Royal Gate SW, Calgary, AB T3E 6K6

<http://www.mtroyal.ab.ca/>

### **Communication Skills**

#### **Health Professionals**

Ph: 403-440-5100

Fax: 403-440-5155

Email: [cshp@mtroyal.ca](mailto:cshp@mtroyal.ca)

or [international@mtroyal.ca](mailto:international@mtroyal.ca)

12 weeks (270 hours)

Mon-Fri 1:00 pm – 5:30 pm

Spring, Fall & Winter Terms

Pre- and post-assessment is through the Institutional CELBAN.

Eligible Clients are internationally-educated health professionals who are trained in the fields of Medicine, Midwifery or Nursing. Clients may be:

- Canadian Citizens or Permanent Residents
- International Students
- Wanting to improve their professional communication and language skills to:
  - Access bridging programs specific to a professional discipline,
  - Seek or improve employment options, and/or
  - Take competency exams in their field.

Applicants can prove their language proficiency through CLBA (minimum scores Speaking and Listening 7 and Reading and Writing 6), IELTS Academic 6 or TOEFL 80. Learners who are permanent residents may qualify for Citizenship and Immigration Canada funded places. Funding covers tuition, course materials and transportation.

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## OCCUPATIONAL SKILLS TRAINING

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This section includes a variety of training programs, including certificate and diploma programs. For some of these programs learners may be eligible to receive funding. Check with the training provider for details.

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### **ABES 2000 Ltd.**

2910 – 3 Ave. NE, Calgary, AB T2A 6T7

Contact: Julie Wright

Ph: 403-232-8758

Fax: 403-265-9368

[www.abes.ca](http://www.abes.ca)

#### ***Government of Alberta Health Care Aide***

This program prepares graduates to work in a variety of health care settings including hospitals, nursing homes, group homes and homecare. The applied program includes classroom hours, practicum placements and home study hours with a focus on hands-on learning. This 21-week program can be attended full-time or on evenings and weekends.

Course topics: Client Assessment, Communicating with Clients and Documentation, Body Mechanics, Ethical and Legal Issues, Infection Control, Home Care, Palliative Care, Child Care, Dementia, Delirium or Brain Injury, Effects of Aging, Nutrition, Care of the Diabetic. Students receive certificates in the following: First Aid, CPR, Defibrillation, Supportive Pathways, Foot Care, Medication Administration, WHIMIS, Diabetes Care, FoodSafe, Palliative Care, Alzheimer's Care, Oral Care, Non-Violent Crisis Intervention and Money Management. All supplies including uniforms are provided.

PRACTICUM: 5 weeks (200 hours)

Pre-requisites:

- Grade 10 or mature student status
- Good English skills (Benchmark 6)
- Security clearance
- Vaccinations
- Good physical health

#### ***Medical Device Reprocessing Assistant***

This 40-week program is offered in partnership with Alberta Health Services and provides an international certification through IAHCSSM. The student is qualified to work either privately or professionally in the sterilizing of surgical instrumentation.

Course topics: Communication for Healthcare Professionals, Infection Control and Prevention, Reusable Tool Decontamination and Disinfection, Surgical Instrumentation, Surgical Packaging, High and Low Temperature Sterilization, Inventory Management and Distribution, CPR and First Aid, Enhanced Endoscope Training, WHIMIS and Safety in Central Processing, and Clinical Work Experience.

PRACTICUM: 8 weeks (320 hours)

Pre-requisites:

- Two Years or more Post-Secondary Education in Healthcare or Life Sciences
- Canadian Language Benchmark 6 (all skills)
- Security Clearance
- Vaccinations

**Medical Laboratory Assistant**

This is a 19-week program provided in cooperation with Calgary Lab Services enabling graduates to be eligible for certification with the Alberta College of Medical Laboratory Technologists for positions in hospitals, community health centres, public and private clinical laboratories.

Course topics: Clinical and Administrative Practices, Blood Collection, Specimen Processing and Accessioning, Basic Diagnostic Laboratory Procedures, Electrocardiography, Quality Control, Infection Control, Medical Terminology, St. John First Aid and CPR, Safe Work Practices, Patient/Client Information Management, WHMIS and Workplace Safety and Clinical Work Experience.

PRACTICUM: 5 weeks (200 hours)

Pre-requisites:

- Grade 12 or GED or mature student status
- Keyboarding – minimum 15 wpm
- Canadian Language Benchmark 8 (all skills)
- Security clearance
- Strong interest in Science (Biology 30 is an asset)
- Good physical health

**Unit Clerk/ Medical Office Assistant**

This 27-week, full-time program offers dual certification in Unit Clerk and Medical Office Assistant. It prepares graduates to work in both capacities. Students will be provided skills training to enable the graduate to work as an Admitting Clerk, Health Records Clerk, Chart Management Clerk or a Hospital Clerk in a variety of health care areas including hospitals, community health centres, medical clinics, doctor's offices and nursing homes.

Course topics include: Orientation to the Role of the Unit Clerk; Medical Terminology; Basic Written Communication Skills; Keyboarding; Basic Computer skills: Order Processing; Computerized Data Entry Systems; ADT (Admitting, Discharge, Transfer of Patients); Chart Management; Conflict Resolution; Billing; Résumés and Interviews; ESP Staffing Program.

PRACTICUM: 7 weeks (280 hours)

Pre-requisites:

- Alberta High School Diploma **or**
- Equivalent (GED) or mature student status
- Keyboarding (minimum 15 wpm)
- Canadian Language Benchmark 8 (all skills)
- Clear Security Clearance
- Physical ability to carry out the work
- Strong interest in science (Biology 30 is an asset)

## Academy of Learning – Calgary

[www.academyoflearning.com](http://www.academyoflearning.com)

Some learners may qualify for funding.

### NORTH EAST

#260, 495 - 36 St. NE  
Calgary, AB T2A 6K3  
Contact: Monica Duarte  
Ph: 403-569-8973  
Fax: 403-569-1085  
Email:  
[calgaryne@academyoflearning.ab.ca](mailto:calgaryne@academyoflearning.ab.ca)

### SOUTH

#220, 8228 MacLeod Tr.  
SE, Calgary, AB T2H 2B5  
Contact: Brady Sylvester  
Ph: 403-252-8973

The following programs are registered by the Academy of Learning. Contact the Centre closest to you for additional information. Not all programs are available at both locations.

Administrative Assistant  
Advanced Computerized Office Procedures  
Business Administration Diploma  
Business Office Skills  
Community Service and Addictions Worker  
Computerized Accounting  
Computerized Accounting Assistant  
Computerized Accounting Procedures  
Computerized Office Procedures  
Customer Service/Call Centre Operator  
Entrepreneurial Business Applications  
Executive Secretary  
Government of Alberta Health Care Aid (Full-time)  
Government of Alberta Health Care Aid (Part-time)  
Insurance Advisor  
Medical Office Assistant with Unit Clerk Specialty  
Medical Office Assistant with Veterinary Specialty  
Medical Office Assistant  
Microcomputer Business Applications  
Network Analyst Certificate  
Office Administration  
P.C. Support Specialist  
Web Designer Diploma

## Academy of Learning – High River

#2, 28 – 12 Ave. SE, High River, AB T1V 1T2

[www.academyoflearning.com](http://www.academyoflearning.com)

Some learners may qualify for funding.

Contact: Brenda Lackey  
Ph: 403-652-2116  
Fax: 403-652-1492  
Email:  
[academyoflearning@highriver.net](mailto:academyoflearning@highriver.net)

### PROGRAMS

Administrative Assistant  
Advanced Computerized Office Procedures  
Business Administration  
Business Office Skills  
Computerized Accounting Assistant  
Computerized Accounting Procedures  
Computerized Accounting  
Computerized Payroll Accounting  
Dental Administrative Assistant  
Entrepreneurial Business Applications  
Executive Secretary  
Medical Office Assistant with Unit Clerk Specialty  
Medical Office Assistant  
Microcomputer Business Applications  
Office Administration  
Payroll Administrator



## Alberta College of Art & Design (ACAD)

1407 - 14 Ave. NW, Calgary, AB T2N 4R3

Ph: 403-284-7617 or Toll-free 1-800-251-5290

Fax: 403-284-7644

[www.acad.ca](http://www.acad.ca)

### **Artstream**

Contact: Admissions Office

Ph: 403-284-7617 or

Toll-free: 1-800-251-8290

Email:

[admissions@acad.ca](mailto:admissions@acad.ca)

Intake Dates:

Sep and Jan

This collaborative program with Bow Valley College is a bridge to an art and design education for adults who have artistic ability, but do not meet ACAD's academic requirements for admission. Students who successfully complete Artstream are eligible for admission to ACAD's First Year Studies Program. Applicants must normally be age 18 or older and have been out of school for at least one year; however, the program is available to applicants ages 17 to 18 years under certain circumstances.

Application forms are available at <http://www.acad.ab.ca/artstream.html> or from ACAD's Admissions Office. All applicants must submit official transcripts of their previous education, a 500-word personal statement indicating why they wish to pursue studies in visual arts and a portfolio of artwork. Course length of two to three semesters.

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## Bow Valley College

345 – 6 Ave. SE, Calgary, AB T2G 4V1

Client Services: 403-410-1400

[www.bowvalleycollege.ca](http://www.bowvalleycollege.ca)

Some learners may qualify for funding.

Program information sessions provide general information about the College, courses and programs, funding application procedures and funding eligibility criteria.

### **SCHOOL OF COMMUNITY STUDIES AND CREATIVE TECHNOLOGIES**

Prospective Student Information Desk Ph: 403-410-1402

Email: [info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)

#### **Addiction Studies: Aboriginal Focus Certificate**

This 8-month program teaches the multilevel skills necessary to help Aboriginal and non-Aboriginal individuals, families and communities in identifying and managing addictions by learning how to support dysfunctional behaviours throughout a range of addictions. Program content emphasizes Aboriginal history and culture, and focuses on the needs of Aboriginal communities.

**More info:** [bowvalleycollege.ca/humanservices](http://bowvalleycollege.ca/humanservices)

#### **Addiction Studies: Aboriginal Focus Diploma**

This 16-month diploma program gives graduates skills in counselling, case management, suicide prevention, program delivery and evaluation, and leadership. Program content emphasizes Aboriginal history and culture, and focuses on the needs of Aboriginal communities.

**More info:** [bowvalleycollege.ca/humanservices](http://bowvalleycollege.ca/humanservices)

#### **Disability Studies Certificate**

This 8-month program prepares how to work one to one with children and adults in a variety of early childhood and school programs, as well as day options and employment services, residential services and directly with families. This program is available in traditional and online delivery format.

**More info:** [bowvalleycollege.ca/humanservices](http://bowvalleycollege.ca/humanservices)

***Disability Studies  
Diploma***

This 16-month program will provide a rewarding career using an individual's skill in advocacy, policy, leadership and counselling to support children and adults with disabilities and their families. The diploma program will equip individuals to act as a team leader, designing multilevel plans and meeting funding requirements. This program is available in traditional and online delivery format.  
**More info:** [bowvalleycollege.ca/humanservices](http://bowvalleycollege.ca/humanservices)

***Early Learning and Child  
Care (ELCC) Certificate***

This 8-month program prepares graduates to provide quality child care in a wide variety of settings. Graduates are eligible for Child Development Worker certification (formerly referred to as Level 2). Part-time and distance learning options are also available.  
**More info:** [bowvalleycollege.ca/humanservices](http://bowvalleycollege.ca/humanservices)

***Early Learning and Child  
Care (ELCC) Diploma***

This 16-month program equips graduates to work in a child care setting at a supervisory or director level. Graduates are eligible for Child Development Supervisor certification (formerly referred to as Level 3). Part-time and distance learning options are also available.  
**More info:** [bowvalleycollege.ca/humanservices](http://bowvalleycollege.ca/humanservices)

***Education Assistant  
Certificate***

This 8-month full-time certificate program prepares learners to work with teachers in an educational setting to support children with diverse learning needs and exceptionalities. You can complete this program full-time or part-time online. Only a fall intake for both online and face-to-face.  
**More info:** [bowvalleycollege.ca/humanservices](http://bowvalleycollege.ca/humanservices)

***Fetal Alcohol Spectrum  
Disorder Education  
Certificate***

This certificate program is designed for current workers and those aspiring to a specialty in working with children and adults with FASD. Program content will be of interest to those with careers in health, education assistance, addiction services, disability services, criminal justice and other human service areas where individuals who have had prenatal exposure to alcohol are provided service. This is an online program designed to be taken on a part-time basis.

***Health and Human  
Services Management  
Post-Diploma Certificate***

This one-year post-diploma certificate program has been designed for graduates of health and human services programs who are interested in leadership roles. Learners take advanced health and human services courses as well as business courses to prepare them for work in management positions in the health and human services sectors. This integrated approach prepares learners to engage in tasks related to the provision of health and human services as well as effective running of an organization.  
**More Info:** <http://www.bowvalleycollege.ca/programs-and-courses/human-services/health-and-human-services-management-post-diploma-certificate.html>

***Interior Decorating  
Diploma***

This two-year (60 weeks) diploma program will provide you with the practical skills and abilities to successfully manage interior decorating projects. Learn how to work effectively in a business environment in a variety of roles associated with interior decorating.  
**More Info:** <http://www.bowvalleycollege.ca/programs-and-courses/creative-technologies/interior-decorating-diploma.html>

***Justice Studies Diploma  
Programs***

- **Justice Studies - Correctional Studies Diploma:** opens doors to rewarding careers in correctional institutions, community corrections, probation and not-for-profit agencies.
- **Justice Studies - Aboriginal Focus Diploma:** Prepares Aboriginal and non-Aboriginal graduates for careers throughout Aboriginal and non-Aboriginal justice sectors.
- **Justice Studies – General Justice Diploma:** Provides knowledge and skills with enhanced pathways towards diverse employment opportunities in a variety of settings and roles within the justice system.

- **Justice Studies - Law Enforcement Diploma:** prepares graduates for diverse career options in the field of law enforcement where every day offers unique and exciting challenges.
- **Justice Studies - Youth Justice Diploma:** provides graduates with the tools to make a difference working with at-risk youth, incarcerated youth and youth who are reintegrating back into society.

**More Info:** [bowvalleycollege.ca/justice](http://bowvalleycollege.ca/justice)

### ***Social Work Diploma***

This two-year accredited program provides a comprehensive preparation for a career in social work and incorporates a unique multi-cultural focus which enables graduates to support their diverse clients. For students taking a full load of courses, this program can be completed in two years, including four academic terms of study plus two practicum placements which would be taken over two spring/summer sessions. This program is brokered from NorQuest College.

**More Info:** <http://choose.bowvalleycollege.ca/social-work/>

## **SCHOOL OF HEALTH AND WELLNESS**

Prospective Student Information Desk Ph: 403-410-1402

Email: [info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)

### ***Health Care Aide Certificate***

This four-month certificate program follows the Government of Alberta curriculum. The program emphasizes hands-on learning and develops core health care aide skills including mobility assistance, personal care, assisting with medication delivery and feeding, and communication skills. Part-time and Prior Learning Assessment and Recognitions (PLAR) options are also available.

**More info:** [bowvalleycollege.ca/hca](http://bowvalleycollege.ca/hca)

### ***Nutrition Manager Certificate***

For those interested in a rewarding food service career, this online, self-paced program boosts employability and earning potential. Nutrition Managers manage all aspects of food service operations, including menu planning, food preparation, safety, sanitation, purchasing, budgeting, marketing and personnel management. The program is accredited by the Canadian Society of Nutrition Management (CSNM).

**More Info:** [bowvalleycollege.ca/nutrition](http://bowvalleycollege.ca/nutrition)

### ***Practical Nurse Diploma***

This program prepares learners to become compassionate, professional, and effective health care providers in a complex medical system. Upon successful completion of the Practical Nurse Diploma program and the Canadian Practical Nurse Registration Exam (CPNRE), graduates will be eligible for licensure with the College of Licensed Practical Nurses of Alberta (CLPNA). Practical Nurses provide high quality nursing care in the areas of medicine, pediatrics, maternity, community, mental health, and seniors care. Advanced credit standing for some courses in this program may be available to learners who have a Health Care Aide Certificate or a Registered Nurse license from another country. PLAR (Prior Learning Assessment and Recognition) on a selection of courses is available only once a learner has been accepted or waitlisted to the program. PLAR is a type of assessment that is used to evaluate skills and knowledge gained outside of a formal learning environment.

**More Info:** [bowvalleycollege.ca/nursing](http://bowvalleycollege.ca/nursing)

### ***Pharmacy Technician Diploma***

This full-time diploma program emphasizes hands-on learning and includes two-months in community and hospital pharmacy practicum placements. Students learn to prepare compounds and sterile products and dispense medications in a state-of-the-art lab. The program is accredited by the Canadian Council for Accreditation of Pharmacy Programs.

**More info:** [bowvalleycollege.ca/pharmtech](http://bowvalleycollege.ca/pharmtech)

**Recreation Therapy Aide Certificate**

This part-time certificate is designed for currently employed Health Care Aides looking to boost their employability. Recreation Therapy Aides support the efforts of Recreation Therapists in enhancing the quality of life for clients by implementing activities such as sports, dance, board games, music and crafts.  
**More info:** [bowvalleycollege.ca/rta](http://bowvalleycollege.ca/rta)

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**CHIU SCHOOL OF BUSINESS**

Main Contact Number Ph: 403-410-1570

Email: [business@bowvalleycollege.ca](mailto:business@bowvalleycollege.ca)

**Accounting Financial Management Certificate**

This 32-week (two semesters) certificate program prepares individuals for positions in accounting and bookkeeping firms, financial institutions, governments, industries and the non-profit sector or may choose to open their own business.

**Administrative Professional Certificate**

This 32-week (two semesters) program prepares individuals to work as office administrators.

**Business Administration Diploma**

This two-year (64 week – four semesters) diploma program begins with a common foundation year in business administration courses, followed by a choice in 11 majors in the following areas: Accounting, Financial Services, General Business, Human Resources, Marketing, Risk Management, Public Relations, Event Management, Global Tourism, Philanthropy & Fund Development, and Sustainable Business. The BA Diploma offers students employment opportunities in a wide range of industries and sectors as well as transfer opportunities for degree completion at various universities.

**Events Management Certificate**

This 32-week certificate (two semesters) program provides students with the skills they need to successfully plan, organize, management, promote and evaluate special events. Graduates of this program may transfer to the BA Diploma and complete a major in Event Management.

**Hospital Unit Clerk Certificate**

This 32-week certificate (two semesters) prepares individuals to work in a hospital as a unit clerk.

**Human Resources Management Certificate**

This 32-week certificate (two semesters) prepares students to work in the Human Resources fields with specialized training in various HR functions.

**Interior Decorating Diploma or Diploma**

The certificate is 32 weeks in length (two semesters) and the diploma is two years (64 weeks – four semesters). Both programs provide students with the skills necessary to work in the interior decorating and home furnishings industry.

**Legal Assistant Diploma**

This two-year (64 weeks – four semesters) diploma prepares students for a wide range of employment opportunities in legal support services. This is a growing field with excellent employment prospects.

**Medical Office Assistant Certificate**

This 32-week certificate (two semesters) prepares students to work as office assistants in medical offices and health facilities.

**Veterinary Office Assistant Certificate**

This 32-week certificate (two semesters) prepares students to provide effective office administration in veterinary offices and clinics.

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## Bow Valley College – Airdrie Campus

#121, 104 – 1 Ave. NW, Airdrie, AB T4B 0R2

[www.bowvalleycollege.ca/airdrie](http://www.bowvalleycollege.ca/airdrie)

### **Career Programing**

Contact: Cheryl Zacher,  
Regional Campus and  
Learner Services  
Administrator

Ph: 403-355-1910

Email:

[bvcairdrie@bowvalleycollege.ca](mailto:bvcairdrie@bowvalleycollege.ca)

[e.ca](http://www.bowvalleycollege.ca)

- Hospital Unit Clerk certificate
- Medical Office Assistant certificate
- Practical Nurse
- Health Care Aid certificate (Winter 2017)
- Business Administration Diploma

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## Bow Valley College – Canmore Campus

Provincial Bldg, 800 Railway Ave., Canmore, AB T1W 1P1

[www.bowvalleycollege.ca/bow-corridor](http://www.bowvalleycollege.ca/bow-corridor)

Some learners may qualify for funding.

### **Career Programing**

Ph: 403-678-3125

Email:

[bvcbowcorridor@bowvalleycollege.ca](mailto:bvcbowcorridor@bowvalleycollege.ca)

[college.ca](http://www.bowvalleycollege.ca)

- Hospital Unit Clerk Certificate
- Business Administration Diploma

### **Occupational Skills Training**

Contact: Robert Shewchuk,  
Program Coordinator

Ph: 403-678-3125

Email:

[rshevwchuk@bowvalleycollege.ca](mailto:rshevwchuk@bowvalleycollege.ca)

[ge.ca](http://www.bowvalleycollege.ca)

Ongoing intakes.

Start dates: every month  
from Oct to Apr

This full-time program provides Clients in the Canmore/Banff area with essential skills, employment preparation skills and occupational skills in administrative and customer service occupations appropriate for the Bow Corridor while developing the confidence and skills needed to get back to employment. There are two program options.

### **Option 1: Office Administration**

This 22-week full-time certificate program prepares individuals to work within an office environment with the choice of three career options: general office administration, accounting administration or medical office administration. Individuals are provided confidence to become an effective and skilled member of any office environment. The program includes 4-6 weeks of work experience with a local employer.

### **Option 2: Employment Readiness**

This 15-week full-time program prepares individuals who have previously worked in entry-level positions or want to get back into the workforce to work within a customer service work environment. Computer skills, essential customer service skills and job search strategies are provided. Included is four weeks of work experience with a local employer.

Eligible Clients: Any Albertan who is unemployed or who is receiving Alberta Works funding or receiving EI or had received EI in the past three years or on maternity leave with in the past five years.

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## Bow Valley College – Cochrane Campus

213 – 1st Ave. W, Cochrane, AB T4C 2E7

[www.bowvalleycollege.ca/cochrane](http://www.bowvalleycollege.ca/cochrane)

### **Continuing Education**

Contact: Dawn Park,  
Regional Campus and  
Learner Services

Administrator

Ph: 403-851-2969

Email:

[bvccochrane@bowvalleycollege.ca](mailto:bvccochrane@bowvalleycollege.ca)

- Hospital Unit Clerk certificate
- Medical Office Assistant

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## Bow Valley College – High River & Okotoks Campuses

2<sup>nd</sup> Flr., 710 Centre St. SE, High River, AB T1V 0H3

11 Elizabeth Street Court, Okotoks, AB T1V 0H3

[www.bowvalleycollege.ca/foothills](http://www.bowvalleycollege.ca/foothills)

### **High River Campus**

Contact: Janice Jones  
Regional Campus and  
Learner Services

Administrator

Ph: 403-441-2399

Email:

[bvcfoothills@bowvalleycollege.ca](mailto:bvcfoothills@bowvalleycollege.ca)

### **Full-Time Programs:**

- Business Administration Diploma
- Health Care Aide Certificate (Winter 2017)
- Practical Nurse

### **Okotoks Campus**

Contact: Lindsey Lattoni  
Regional Campus and  
Learner Services

Administrator

Ph: 403-476-2233

Email:

[bvcfoothills@bowvalleycollege.ca](mailto:bvcfoothills@bowvalleycollege.ca)

### **Full-Time Programs:**

- Medical Office Assistant
- Hospital Unit Clerk (Evenings)

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## Bow Valley College - Strathmore Campus

85 Lakeside Blvd., Strathmore, AB T1P 1A1

[www.bowvalleycollege.ca/strathmore](http://www.bowvalleycollege.ca/strathmore)

### **Continuing Education**

Contact: Lilian Au, Regional  
Campus and Learner  
Services Administrator

Ph: 403-462-2550

Email:

[bvcstrathmore@bowvalleycollege.ca](mailto:bvcstrathmore@bowvalleycollege.ca)

- Hospital Unit Clerk certificate
- Medical Office Assistant certificate
- Business Administration Diploma
- Practical Nurse Diploma

## **Bredin – Centre for Learning**

Ste. 500, 744 – 4 Ave. SW, Calgary, AB T2P 3T4

[www.bredin.ca](http://www.bredin.ca)

### **WorkSkills for Customer Service**

Contact: Rosette Desouza,

Assessment Officer/  
Service Manager

Ph: 403-261-5775

Fax: 403-264-9736

Email:

[Rosette.desouza@bredin.ca](mailto:Rosette.desouza@bredin.ca)

[a](#)

Intake Dates:

Oct 11/16 – Feb 24/17

Feb 13/17 – Jun 2/17

May 22/17 – Sep 8/17

Aug 28/17 – Dec 15/17

This 16-week program helps participants develop workplace essential skills they need to find full time employment in Customer Service.

This program provides: career planning (1 week), employment preparation skills (1 week), essential skills enhancement in Customer Service (8 weeks), work experience placement (4 weeks), First Aid/WHMIS Training, and Employment Readiness Scale (ERS) Assessments.

Services offered to clients include an employability assessment, supported job search (2 weeks), and job retention support (6 months).

The program is targeted to Alberta Works Income Support Clients who are able to participate in the training and able to work following the training. Other unemployed Albertans and EI Clients will be considered. Clients must be legally entitled to work and train in Canada. This program is not intended to provide English language skills training for new Canadians but could include immigrants who improve their language skills as a result of the training.

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## **Calgary Catholic Immigration Society (CCIS)**

1111 – 11 Ave. SW, Calgary, AB T2R 0G5

Ph: 403-264-4850

Fax: 403-264-4858

[www.ccisab.ca](http://www.ccisab.ca)

Some learners may qualify for funding.

### **Cooking Pre-Apprenticeship Program**

4<sup>th</sup> Flr., 1111 – 11 Ave. SW,

Calgary, AB T2R 0G5

Contact: Rob Goldbeck

Program Coordinator

Ph: 403-290-5122

Email:

[rgoldbeck@ccisab.ca](mailto:rgoldbeck@ccisab.ca)

Intake: TBA

This program is designed to prepare unemployed and underemployed immigrant participants, without prior experience and knowledge, for entry-level employment in the Cooking trade, the first step in the process of acquiring the Journeyman Certification through Alberta Apprenticeship and Industry Training (AIT).

The training, which provides the first year apprenticeship coursework, includes 10 weeks of training at CCIS in preparation for 12 weeks of Occupational Training at SAIT, in Cooking, followed by six weeks of work experience at host companies.

### **Millwright Pre-Apprenticeship Program**

Contact: My Theander

Ph: 403-290-5121

Email:

[mtheander@ccisab.ca](mailto:mtheander@ccisab.ca)

One intake per year

This program is designed to prepare unemployed immigrant participants, without prior experience and knowledge, for entry-level employment in the Millwright or Machining trade, the first step in the process of acquiring the Journeyman Certification through Alberta Apprenticeship and Industry Training (AIT).

The training, which is encompassing the first year apprenticeship coursework, includes 10 weeks of training at CCIS in preparation for 14 weeks of Occupational Training at SAIT, in both machining and millwright, followed by six weeks of work experience at host companies.

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## **Calgary Drop-In & Rehab Centre Society – WoodWorks – see Youth**

## **CDI College**

**Calgary City Centre:** #100 Trimac House, 800 - 5 Ave. SW, Calgary, AB T2P 3T6

Ph: 403-232-6410

**Calgary North:** #100-#401, 403 – 33 St. NE, Calgary, AB T2A 1X5

Ph: 403-571-8585

Fax: 403-571-8599

**Calgary South:** #200 Midnapore Mall, 240 Midpark Way SE, Calgary, AB T2X 1N4

Ph: 403-207-1813

Fax: 403-272-0719

[www.cdicollege.ca/](http://www.cdicollege.ca/)

Some learners may qualify for funding.

### **School of Business:**

#### ***Accounting and Payroll Administration***

This hands-on training teaches computerized accounting programs such as QuickBooks, Simply Accounting and other industry standard software as well as manual accounting fundamentals. Graduates will receive the nationally-recognized Certified Payroll Management Program's (CPMP) Payroll Compliance Practitioner certification.

#### ***Business Accounting Technician***

This program provides training in specific clerical skills required to succeed in this fast-paced accounting industry. Courses include Manual Accounting, Business Communications and Computerized Accounting.

#### ***Business Administration Management***

This program provides training in the fundamental elements of business management and administration while providing insights and hands-on training. Courses cover business writing, manual and computerized bookkeeping and project management using case studies.

#### ***Business Administrative Professional***

This program provides current, relevant tools and insights required for business jobs using the latest training in office organization, computer software, human relations, communications and time management. Courses include Office Skills, Business Communications as well as commonly used software such as Microsoft Office.

#### ***Oil and Gas Administration***

Administrative and clerical skills, such as computer and software skills, interpersonal skills and business communication, are taught with a strong emphasis on the petroleum industry and industry-specific knowledge, such as terminology and practices.

#### ***Travel and Tourism***

This program teaches world geography, sales and marketing skills, computer training and customer service, including the operation of Apollo and SABRE, the two main computer reservation systems used in Canadian travel agencies. Tariffs and travel agency operations, cruises and ticketing are also offered. Some career options include flight attendant, tour operator roles and travel agents.

### **School of Health Care:**

#### ***Advanced Massage Therapy (2<sup>nd</sup> Year)***

This diploma program teaches advanced skills required to compete for massage therapy jobs. Professional massage therapists specialize in relaxation, wellness and recovery. A prerequisite requires successful completion of CDI College's Massage Therapy program, or equivalent, with prior learning assessment. Students gain hands-on experience through their required practicum placements. Support is provided to graduates in finding employment.

#### ***Massage Therapy (1<sup>st</sup> Year)***

This diploma program prepares students to become healthcare industry members in private clinics, medical and rehabilitation centers, hospitals, spas, fitness facilities or as self-employed massage therapists. It teaches fundamental



massage skills such as hydrotherapy, palpation, remedial exercise and patient assessment. Under the supervision of a registered massage therapist, a mandatory practicum gives students the chance to use their skills in a real setting.

***Medical Office Administration***

Fundamental office procedures and technology are covered, such as information processing, business procedures, keyboarding and Microsoft Word and Excel programs. Medical office-specific skills are provided, such as human anatomy, medical terminology and medical machine transcription. Students put these skills into practice through a mandatory practicum in a real medical office. They continue to be supported after graduation with job search and interviewing skills, employer expectations and resume preparation.

***Pharmacy Assistant***

This customer-centered diploma program provides practical knowledge and skills needed to excel in a retail pharmacy environment. Students gain a broad knowledge of anatomy, microbiology, physiology, pharmacology and computer skills, as well as communications and customer service skills for the retail work environment. All students participate in a practicum placement at a community pharmacy in order to refine their pharmaceutical skills and gain hands-on work experience. Graduates will be prepared for pharmacy assisting jobs in community pharmacies.

***Pharmacy Technician***

This program teaches the knowledge and skills necessary to thrive in the pharmacy industry, such as compounding, computer processing, dispensing, mathematics, drug/body interactions and drug delivery systems. They practice customer service skills and learn about different pharmaceutical environments such as retail, hospital and small business. Graduates will be eligible to apply to write the certification examination offered by the Pharmacy Technician Certification Board of Alberta (PTCB-AB) and to register with the Canadian Association of Pharmacy Technicians – Alberta (CAPT-AB), Alberta's professional association for pharmacy technicians.

***School of Technology:***

***Help Desk Analyst***

This diploma program teaches students the technical skills necessary to service computer systems and the customer service skills to assist computer users. They receive hands-on training on industry-standard software and learn fundamental networking skills, hardware installation and configuration, system support and optimization, Windows XP, MS Office applications and help desk techniques.

***Network and Internet Support Specialist***

This program provides a strong foundation in operating and implementing computer services. Students gain hands-on instruction on how to plan, support, administer and secure networked computer systems and their users. They will be prepared to write exams for Cisco Certified Network Associate (CCNA), Computing Technology Industry Association (CompTIA) A+, Network+ and Security+ certifications, Microsoft Certified Systems Administrator (MCSA), Microsoft Certified Professional (MCP) and Microsoft Certified Database Administrator (MCDBA).

***School of Legal Studies:***

***Professional Legal Assistant***

Core clerical skills, legal terminology, legal concepts and documents are introduced that are required in legal assistant jobs.

## Calgary Immigrant Educational Society (CIES)

1723 – 40 St. SE, Calgary, AB T2A 7Y3

[www.immigrant-education.ca](http://www.immigrant-education.ca)

Contact: Racine Diallo, Computer Programs Manager

Ph: 403-235-3666

Fax: 403-272-7455

Email: [computerprograms@immigrant-education.ca](mailto:computerprograms@immigrant-education.ca)

### **Basic Accounting Program**

(funded by Community Spirit Donation Grant)  
Continuous Intake

This 24-hour program is intended for anyone new to accounting or just needs to refresh their accounting skills. The program teaches the basics of double-entry bookkeeping, including journalizing, posting to the ledgers, completing a trial balance and preparing financial statements. It is taught by qualified and experienced accounting instructors and is designed for participants who want to pursue a career in the accounting field or have personal interests. Cost: \$115

### **Clerical Training Program**

(funded by United Way of Calgary and Area)  
Continuous Intake

This 51-hour program will help participants to improve their computer skills using Microsoft Office Suite (Word, Excel, PowerPoint, MS Access and Outlook Emails), Internet and understanding Office Practice & Procedure, Business communication Job Search Skills, Résumé Writing and Interview Techniques with an 80-hour voluntary practicum. Cost: \$150.

### **QuickBooks Program**

Continuous Intake

This 24-hour program is open to anyone interested in improving their accounting skills using this very popular software. Cost: \$125

### **Simply Accounting Program**

(funded by Community Spirit Donation Grant)  
Continuous Intake

This 24-hour program is designed for people with a bookkeeping background using another recommended software program using in the accounting industry. Cost: \$125.

### **Simply Accounting Program - Advanced**

Continuous Intake

This 24-hour program will teach the advanced features and functions of the software: general ledger, accounts payable & receivable, payroll and inventory. Cost: \$125.

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## Columbia College

802 Manning Rd. NE, Calgary, AB T2E 7N8

Ph: 403-235-9000

[www.columbia.ab.ca](http://www.columbia.ab.ca)

### **Accounting Assistant Certificate Program**

Contact: *General Inquiries*

Ph: 403-235-9300

Fax: 403-272-3805

Email:

[admissions@columbia.ab.ca](mailto:admissions@columbia.ab.ca)

Intakes: Jan, May, Sep

This new 25 week program (including 160 hours of practicum) focuses on Accounting Principles, Professionalism, Communication, Computer and Employment Skills. Learners gain accounting knowledge related to calculating, preparing and processing invoices; accounts payable and accounts receivable; payroll and budget documents; other routine financial records, and how to provide assistance with accounting enquiries and resolutions. The program is designed to provide the skills, technical knowledge and practical experience necessary to become an effective member of an accounting team.

Classes are 2 evenings per week and Saturdays. Part-time options may be available. Entry requirements include a clear Police Information Check and demonstration of keyboarding skills at 30 words per minute with 60% accuracy.

### **Administrative Assistant Certificate Program**

Contact: *General Inquiries*

Ph: 403-235-9300

Fax: 403-272-3805

Email:

For those interested in a career as an Administrative Assistant, this new 25 week program includes 160 hours of practicum. Students will focus on Office Procedures, Professionalism, Communication, Computer and Employment Skills. Classes are 2 evenings per week and Saturdays. Part-time options may be available.

[admissions@columbia.ab.ca](mailto:admissions@columbia.ab.ca)

Intakes: Jan, May, Sep

**Dental Administration  
Certificate Program**

Contact: *General Inquiries*

Ph: 403-235-9300

Fax: 403-272-3805

Email:

[admissions@columbia.ab.ca](mailto:admissions@columbia.ab.ca)

Intake: Jan, May, Sep

Entry requirements include demonstration of keyboarding skills at 30 words per minute with 60% accuracy.

This part-time 12 week program includes 80 hours of practicum. Focus will be placed on Dental Administration, Professionalism, Communication, Computer and Employment Skills. This program is designed to provide the skills, technical knowledge and experience necessary to become an effective member of the dental health care team. Classes are 3 evenings per week.

Entry requirements include demonstration of keyboarding skills at 30 words per minute with 60% accuracy.

**Dental Assistant  
Professional Program**

Contact: *General Inquiries*

Ph: 403-235-9300

Email:

[admissions@columbia.ab.ca](mailto:admissions@columbia.ab.ca)

Intakes: Mar, Oct

This is a nationally accredited 30-week program of intensive training and education. Students gain dental knowledge related to theory, practical, clinical and office administration procedures. The program is designed to provide the skills, technical knowledge and clinical experience necessary to become an effective member of the dental health care team. A 140-hour practicum experience is offered in the final four weeks of the program, reinforcing skills and knowledge learned. Students practice Dental Administration, Sterilization and Clinical Skills learned throughout the program.

**Health Care Aide – Part  
Time Professional  
Program**

Contact: *General Inquiries*

Ph: 403-235-9300

Email:

[admissions@columbia.ab.ca](mailto:admissions@columbia.ab.ca)

Intakes: May, Oct

This 26-week program which includes six weeks (200 hours) of practicum is designed to provide learners with the theory and hands-on experiences required to become a certified Health Care Aide in Alberta. Over the duration of the program, learners will receive training and certificates in:

- Dementia, Palliative and Goals of Care
- The Alzheimer's Society of Calgary "Best Friends Approach"
- Falls Prevention
- Dealing with Conflict
- Pet Therapy
- Food Safety
- WHMIS

Upon successful completion of the program, a Columbia College/Government of Alberta Health Care Aide Certificate will be awarded.

**Health Care Aide – Full  
Time Professional  
Programs**

Contact: *General Inquiries*

Ph: 403-235-9300

Email:

[admissions@columbia.ab.ca](mailto:admissions@columbia.ab.ca)

Intakes: Feb, May, Sep

This 16-week program which includes six weeks (200 hours) of practicum is designed to provide learners with the theory and hands-on experiences required to become a certified Health Care Aide in Alberta. Over the duration of the program, learners will receive training and certificates in:

- Dementia, Palliative and Goals of Care
- The Alzheimer's Society of Calgary "Best Friends Approach"
- Falls Prevention
- Dealing with Conflict
- Pet Therapy
- Food Safety
- WHMIS

Upon successful completion of the program, a Columbia College/Government of Alberta Health Care Aide Certificate will be awarded.

**Human Services  
Professional Programs**

Contact: *General Inquiries*

Ph: 403-235-9300

Email:

**Education Assistant Certificate**

This 6 month accelerated certificate program provides a solid foundation of theory and practice. Practical strategies are learned to support cognitive, behavioural, and social learning of students. A special focus is placed on inclusive educational practices for students with special needs.

[admissions@columbia.ab.ca](mailto:admissions@columbia.ab.ca)  
a

Intakes: Jan, May, Sep

This certificate consists of 10 courses: 9 classroom-based and 1 practicum course where students would complete 150 hours of field-based training. The student will also attend 18 hours of practicum seminars. Education Assistant Courses and practicum hours are transferable to the Human Services Diploma program, Education Assistant Specialization.

Students can take the Education Assistant Certificate program on a part-time or full-time basis. Full-time students will be in class two evenings per week (one course) and all day Saturday (second course).

Prior to the start of this program, learners must submit clear Child Intervention and Police Information Checks which includes a Vulnerable Sector Search.

### ***Human Services Professional Diploma***

This is a 1 year accelerated diploma program. It provides a solid foundation of theory and practice in the human services field. Students learn human services practical skills, knowledge, behaviours and attitudes relevant in this sector. Emphasis is placed on how to promote quality life among vulnerable populations in our society, children, women and men from all backgrounds.

Students have the opportunity to specialize in social work, child and youth or education assistant specialization.

This program consists of 20 courses: 19 classroom-based and one practicum course of 336 hours (300 hours field-based and 36 hours seminars/training). It will take a full-time student 50 weeks to complete the program. This is equal to a two-year diploma in a traditional institution.

Students can take this program on a part-time or full-time basis. Full-time students will be in class two evenings per week (one course) and all day Saturday (second course).

Clear Child Intervention and Police Information Checks which includes a Vulnerable Sector Search must be submitted before the starting this program.

### ***Justice and Public Safety Professional Diploma Programs***

Contact: General Inquiries

Ph: 403-235-9300

Email:

[admissions@columbia.ab.ca](mailto:admissions@columbia.ab.ca)  
a

Intakes: Jan, May, Sep

This program is designed to prepare professional learners with the competencies needed for a career in community services such as public and private policing & investigations, Corrections or Youth Justice.

Learners complete 19 classroom-based courses with each course consisting of 40 hours of instruction. A two-phase practicum course of 250 hours is also taken giving learners the opportunity to work at a practicum site that directly relates to their career goal and may lead to employment. An additional 26 hours are spent in seminars, training, and workshops. It will take a full-time student 50 weeks to complete the program. The Justice & Public Safety Professional Program is recognized and accredited to equal a two-year diploma in a traditional institution. Learners must submit a clear Police Information Check which includes a Vulnerable Sector Search prior to starting this program.

Students can take this program on a part-time or full-time basis. Full-time for two evenings (one course), and all day Saturday (second course). Classes are 2 evenings per week and Saturdays.

### ***Legal Assistant Certificate Program***

Ph: 403-235-9300

Email:

This 25-week program includes 160 hours of practicum. Learners will have the opportunity to use a variety of software applications to prepare correspondence and legal documents. Learn about Canada's Legal System, Law Office Procedures, Wills, Estates, Commercial/Corporate Law, Family Law, Real

[admissions@columbia.ab.ca](mailto:admissions@columbia.ab.ca)

Intakes: Jan, May, Sep

Estate law and much more. Classes are 2 evenings per week and Saturdays. Part-time options may be available

Entry requirements include demonstration of keyboarding skills at 40 words per minute with 70% accuracy.

**Practical Nurse  
Professional Program**

Contact: General Inquiries

Ph: 403-235-9300

Email:

[admissions@columbia.ab.ca](mailto:admissions@columbia.ab.ca)

Intakes: Jan, May, Sep

This 2 year nationally-accredited program is completed in 80 consecutive weeks. It is designed to give students Practical Nursing theory and clinical experience in continuing and acute care. Under the supervisor of professional health care personnel, students are given an opportunity to function at a pregraduate level focusing on graduate nursing practice in accordance with CLPNA scope of practice and agency policy. This can occur in medicine, surgery, mental health, home care, public health, paediatrics or obstetrics. Students will attend academic classes during the day, or evenings, Monday through Saturday. However, each student's 722 practicum hours will be scheduled according to the co-operating health care employer's availability of clinical practicum placements. Student should be prepared to work various shifts during their cooperative education course as this will prepare them for the reality of the 24-hour, seven-day week professional healthcare world.

Program Requirements include but are not limited to:

- Clear Police Information Check including the Vulnerable Sector
- Recent Immunization Record
- CPR – Health Care Provider Level (current), and First Aid certification
- Health Questionnaire
- N95 Mask Testing

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## LifeMark Health Centre - Warehouse and Logistics Skills Training

Northeast Location: 2121 - 29 St. NE, Calgary, AB T1Y 7H8

[www.lifemark.ca](http://www.lifemark.ca)

If the individual is receiving Income Support, they will remain on Income Support.

**Warehouse Training  
Program**

Contact: John Petersson

Ph: 403-219-5736

Fax: 403-247-1163

Email:

[john.petersson@lifemark.ca](mailto:john.petersson@lifemark.ca)

Hours:

Mon-Fri 8:30 am - 4:00 pm

This six-week program provides quality skills training in readiness for gainful employment in the warehouse industry. Training includes:

- Forklift Certification
- General Warehouse Procedures
- WHMIS and TDG Certification
- Warehouse Safety and Regulations
- First Aid Certification
- Career management skills
- Résumé Development and Interview preparation
- Work Experience
- Job Placement Assistance
- Warehouse Athlete

Applicants must be unemployed, over 18 years of age, collecting EI or have collected EI in the last 36 months or have collected maternity/parental benefits in the last 60 months or collecting Income Support, or other unemployed Albertans not eligible for EI/EI Eligible or Income Support. Applicants must enjoy a physical job and must be ready, willing and able to start full-time employment. Applicants must not have an active criminal record or other criminal record that would prevent hiring within the industry.

## McBride Career Group Inc.

400 Parkside Pl., 602 – 12 Ave. SW, Calgary, AB T2R 1J3

[www.mcbridecareergroup.com](http://www.mcbridecareergroup.com)

Some learners may qualify for funding.

### **Residential and Commercial Installers and Servicers Training Program (RCIS)**

Contact: Ed Britton

Ph: 403-777-5633

E-mail:

[mcg@mcbridecareergroup.com](mailto:mcg@mcbridecareergroup.com)

This training includes six weeks of employment preparation and Essential Skills training in preparation for 12 weeks of Occupational Training at SAIT, followed by three weeks of work experience in the field of training, for a total of 21 weeks. SAIT's occupational skills training includes safety training and certification; Exterior, Interior, Kitchen & Bath Cabinetry, Countertops & Closets & Storage.

Orientation: Regular intake sessions occur weekly by appointment with new groups starting every six months. An assessment of applicants takes place prior to acceptance. Clients will be seen one-to-one on a first-come, first-serve basis. No Cost for Clients.

Tentative intake dates:

Dec 5/16

Mar 6/17

- Must be a Canadian citizen, permanent resident (landed immigrant) or Convention Refugee who is legally entitled to work and train in Canada; and
- Have an active Employment Insurance (EI) claim and regular benefit entitlement; or
- Have ended an EI claim for benefits within the last 36 months; or
- Have received maternity or parental benefits within the last 60 months; or
- Have been out of the school system for 12 months, or
- Are in receipt of Alberta Works Income Support; or
- Are an Other Albertan, and unemployed; and
- Have barriers to employment such as a limited range of academic competencies, sporadic employment history, insufficient English language skills, or a limited range of occupational competencies.
- Minimum Canadian Language Benchmark (CLB), Level 7 (Preferred)

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## Momentum – Trades Training

#16, 2936 Radcliffe Dr. SE, Calgary, AB T2A 6M8

[www.momentum.org](http://www.momentum.org)

Some learners may qualify for funding.

### **Trades Training for Immigrants and**

### **Aboriginal Persons**

Contact: Iris Assouline,

Program Coordinator

Ph: 403-204-2672

Email:

[irisa@momentum.org](mailto:irisa@momentum.org)

or Shirley, Program

Facilitator

Ph: 403-204-6176

Email:

[shirleyz@momentum.org](mailto:shirleyz@momentum.org)

### **Upcoming Programs:**

#### **Automotive/Heavy Duty Technician 2016 (Starts May 2, 2016)**

#### **Note: Intake open now**

This six-month program includes 13 weeks of academic upgrading, 6 weeks of Technical Training at SAIT and a 6-week work experience with a local employer.

Eligibility:

- Unemployed (or under-employed)
- Immigrants with a CLB 4 or 5, or
- Aboriginal persons
- Ready, willing and able to work in the trades

or Gurjeet Dhol, Program  
Assistant  
Ph: 403-204-2686  
Email:  
[gurjeetd@momentum.org](mailto:gurjeetd@momentum.org)

### **Carpentry 2016 (Starts Sept. 26, 2016)**

#### ***Note: Intake opens in June***

This six-month program includes 13 weeks of academic upgrading, 6 weeks of Technical Training at SAIT and a 6-week work experience with a local employer.

#### Eligibility:

- Unemployed (or under-employed)
- Immigrants with a CLB 4 or 5, or
- Aboriginal persons
- Ready, willing and able to work in the trades

### **Electrician (Starts Oct. 31, 2016)**

#### ***Note: Intake opens July 11 (online and in-person applications)***

This six-month program includes 7 weeks of academic upgrading, 12 weeks of Technical Training at SAIT and a 4-week work experience with a local employer.

#### Eligibility:

- Unemployed (or under-employed) Calgarians
- Ready, willing and able to work in the trades

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## **Motive-Action Training Foundation – Pre-Apprenticeship Trades For Youth**

Unit A, 1201 – 42 Ave. SE, Calgary, AB T2G 1Z5  
Ph. 403-287-3132  
[www.motiveaction.com](http://www.motiveaction.com)

Some learners may qualify for funding.

### ***Pre-Apprenticeship Trades Program***

*(specialization in Auto  
Service, Auto Body, Heavy  
Duty, Welding and Metal  
Fabrication) For Youth*

Contact: Karl Herzog  
Ph: 403-287-3132  
Continuous Intake

This program provides 24 weeks of pre-apprenticeship training program for youth, ages 18 to 30, providing life management, essential skills and occupational skills in one of four streams: Auto Service, Auto Body, Heavy Duty, Welding and Metal Fabrication. Includes 12 weeks at Motive-Action where participants learn from licensed instructors in a classroom and shop setting and 12 weeks of work experience with industry employers. Jobs provided upon graduation.

This 24-week Integrated Employability Skills Training is for unemployed or marginally employed youth (18-30 years) with an interest in the automotive field who are EI/EI Eligible, Income Support or Unemployed Albertans. Some applicants over age 30 years may be accepted on a case-by-case basis.

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## **Reeves College**

**Calgary City Centre:** #1500, 910 – 7 Ave. SW, Calgary AB T2P 0W7

Ph: 403-290-1511

Fax: 403-290-0333

**Calgary North:** Suite 111, 2323 – 32 Ave. NE, Calgary AB T2E 6Z3

Ph: 403-769-1556

Fax: 403-769-1557

[www.reevescollege.ca](http://www.reevescollege.ca)

### ***Accounting and Payroll Administrator***

Graduates of this program are eligible for the Canadian Payroll Association's Payroll Compliance Practitioner Program (PCP), which allows for a greater advantage in the competitive job market. Students put their training into practice over the course of a five-week practicum placement and receive job search training at the end of their program.

<b><i>Accounting Technician</i></b>	This program teaches students a combination of office administration, computer and accounting skills in order to prepare for employment opportunities in financial or administration jobs.
<b><i>Acupuncture</i></b>	This is a 99-week intensive study of acupuncture, Tuina massage and Western medicine which provides a similar course of study to the four-year Traditional Chinese Medicine (TCM) programs at universities in China. Students gain real experience through practicum placements and hands-on campus training as well as a comprehensive knowledge of TCM and its principles and applications.
<b><i>Business Administration Management</i></b>	This 35-week program teaches the skills students need to succeed in a variety of business jobs. It introduces them to communications, marketing and sales principles and techniques. They learn customer service, computer software, foundations of accounting and will complete a five-week practicum placement to equip them with skills and experience to launch their careers after graduation.
<b><i>Computer Graphic Design</i></b>	This program provides the fundamentals of colour theory, design and layout, typography and marketing with industry-standard software including the Adobe Creative Suite (Photoshop, Illustrator, InDesign and Adobe Acrobat) as well as QuarkXpress as well as web skills like HTML and Dreamweaver.
<b><i>Hospitality Management</i></b>	Students are provided with strong travel and tourism training for jobs in hotel and facilities management, customer service or housekeeping management. They will gain hands-on experience in the tourism industry as part of a practicum placement in a real hospitality workplace. In addition to their hospitality diploma, graduates will receive an American Hotel & Lodging Association (AHLA) diploma.
<b><i>Legal Administrative Assistant</i></b>	Students are provided with the technical skills they need to back up their artistic eye by learning about the fundamentals of colour theory, design and layout, typography and marketing. They learn on industry-standard software including the Adobe Creative Suite (Photoshop, Illustrator, InDesign and Adobe Acrobat), QuarkXpress as well as learning web skills like HTML and Dreamweaver.
<b><i>Medical Office Assistant</i></b>	Students are taught office skills such as keyboarding, bookkeeping and use of Microsoft Office, as well as medical-office-specific skills such as medical transcription, medical recordkeeping, billing software and administering basic medical tests. They put their skills into practice during a 100-hour practicum in a medical office. In addition to their Medical Office Assistant diploma, graduates of this program will also receive a Standard First Aid Certificate and a CPR "C" Certificate.
<b><i>Office Administration</i></b>	Students are trained in office procedures and best practices, business communications, common office and accounting software, keyboarding, computer skills and customer service skills. They gain on-the-job experience over the course of a five-week practicum placement in a real business setting.
<b><i>Oil and Gas Administration</i></b>	This program equips students with strong business administration skills, as well as a broad understanding of the oil and gas industry's practices, terminology and operations. Courses cover topics such as computer skills like PowerPoint, databases and keyboarding, as well as industry-specific instruction on oil and gas documentation and reporting, business management and petroleum transportation.



## **Paralegal**

This 65-week program trains students in the administrative and extensive legal skills they need to excel in a law office by learning computer, keyboarding and communication skills. They also gain an in-depth understanding of the Canadian court system, laws, legal rights and become proficient at handling legal evidence and filing legal documentation. They receive a five-week internship in a law office. In addition to their Paralegal diploma, graduates of this program receive Internet and Core Computing Certification.

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## **RIEL Institute for Education & Learning**

#103, 2710 – 3 Ave. NE Calgary, AB T2A 2L5

[www.rielinstitute.com](http://www.rielinstitute.com)

### **Aboriginal Family & Youth Support Certificate**

Ph: 403-248-0824

Fax: 403-248-0886

Email:

[program@rielinstitute.com](mailto:program@rielinstitute.com)

Intake Dates ongoing

This certificate program provides participants with the skills necessary to gain employment in a paraprofessional capacity in the human services field. This nine-month program consists of six months classroom instruction and three months practicum/job search. Aboriginal culture, life enhancement and employabilities are woven throughout the program.

Services are offered to Clients of Aboriginal descent. Funding is available to qualified applicants, provided by Alberta Student finance.

### **Office Specialist Certificate**

Ph: 403-248-0824

Fax: 403-248-0886

Email:

[program@rielinstitute.com](mailto:program@rielinstitute.com)

Intake Dates ongoing

This certificate program provides participants with the skills necessary to gain employment in the office administration field. This eight-month program consists of six months classroom instruction and two months practicum/job search. Aboriginal culture, life enhancement and employabilities are woven throughout the program

Services are offered to Clients of Aboriginal descent. Funding is available to qualified applicants, provided by Alberta Student finance.

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## **Robertson College**

#200, 417 – 14 St. NW, Calgary, AB T2N 2A1

Contact: Dean Olsen, Campus Director

Ph: 403-920-0070

Email: [CalgaryInfo@RobertsonCollege.com](mailto:CalgaryInfo@RobertsonCollege.com)

[www.robertsoncollege.com](http://www.robertsoncollege.com)

Some learners may qualify for funding.

### **Accounting Payroll Administrator**

This eleven-month program prepares students for entry level positions working in accounting and/or payroll departments. It includes ten months of theory and four weeks of practicum. Graduates of this program can expect to qualify for accounting clerk, accounts payable clerk, computerized accounting clerk, bookkeeping clerk and tax clerk. They will have an understanding of administrative procedures, fundamentals of accounting and corporate finance, bookkeeping and payroll procedures. This program prepares them to challenge the Canadian Payroll Association certification to attain their Payroll Compliance Practitioner certification. This program is also offered as an online program.

### **Accounting Assistant**

This eight-month program builds on the skills obtained in the Administrative Professional program and introduces student to accounting principles and skills to enable them to find an entry level position as an Accounting Assistant in a wide variety of business practices. It includes seven months of theory and four weeks of practicum. Graduates may find employment as Administrative Assistants, Bookkeepers, Accounting Clerks, and Accounts Payable/Receivable Administrators. This program is also offered as an online program.

<b><i>Administrative Professional Program</i></b>	This three-month program includes a two-week practicum placement. It prepares students for entry level positions as an Administrative Professional in a wide variety of businesses. Participants will acquire the Essential Skills of this profession as identified by Human Resource Development Canada. Graduates may find employment in a wide variety of business areas such as Administrative Clerks, General Office Clerks, Personnel Clerks, and Customer Service/ Information Clerks. This program is also offered as an online program.
<b><i>Administrative Professional Bookkeeper</i></b>	This five and a half-month program includes a four-week practicum placement. It prepares students for entry level positions in a wide variety of businesses. They will attain skills that provide support to business executives, office departments or small and medium sized businesses. They coordinate office services and procedures such as the supervision, maintenance and control of the flow of work and programs, personnel, budgeting and records. In addition, they acquire skills to assist accounting and bookkeeping departments. This program is also offered as an online program.
<b><i>Business Administration Management</i></b>	This program prepares graduates for a variety of positions in the business sector. Students are introduced to a comprehensive suite of topics ensuring that they have working knowledge of the business world from multiple perspectives. Graduates are qualified for a wide range of careers in government, business or non-profit organizations. Students will also be introduced to entrepreneurship should they choose to pursue their own business interests. This program is also offered as an online program.
<b><i>Health Care Aide Program</i></b>	This program is the licensed Health Care Aide Government of Alberta Provincial Curriculum that combines theory and practical training to equip graduates for positions as Health Care Aides, Home Care Attendants or Personal Support Workers. It is offered during the day, evening or in weekend schedules. Upon completion of their studies and practicum, students will receive the Government of Alberta Health Care Aide certificate and will meet the Alberta Health and Wellness standards for Health Care Aides in Alberta.
<b><i>Health Care Aide – Prior Learning Assessment and Recognition (PLAR)</i></b>	This process is for individuals currently employed as Health Care Aides, Personal Support Workers, Nursing Attendants, Internationally Trained Nurses, and out-of-province trained HCA's, etc., who do not currently possess a Government of Alberta recognized certificate and feel that they have the skills and knowledge necessary to meet the standards for a Health Care Aide certificate. Applicants are individually assessed on their existing competencies and knowledge of each subject, If qualifies the applicant may challenge the course exam(s) and then complete an in lab skills assessment facilitated by an authorized RN or LPN to complete their certification.
<b><i>Health Unit Clerk</i></b>	This eight and a half-month program is designed to provide real world skills in a variety of hospital settings. Participants are introduced to Anatomy, Physiology and Medical Terminology, the role of the health Unit Clerk, Patient Chart Transcription and Microsoft Office computer skills. A four-week work practicum is provided with both the instructor's and the Career Services Department's support. Graduates can expect to work in Health Unit Clerk, Unit Clerk and Ward Clerk positions.
<b><i>Legal Assistant</i></b>	This program includes nine months of in class theory and practice as well as a four-week practicum. Students will develop skills in a fast paced environment preparing documents and improving interpersonal communication skills. They will be introduced to law and the legal profession with specific emphasis placed on the areas of Wills and Estates, Corporate and Commercial, Family law, Civil Litigation and Real Estate Law. Legal terminology, the court system, billing procedures and extensive word processing skills are reinforced through practical applications. This program is also offered as an online program.

<b><i>Medical Office Assistant</i></b>	This eleven-month program prepares individuals to deal directly with patients and their families, providing direction and answer questions, managing appointments, correspondence, transcription and front desk operations. They will understand the role, develop proficiency in medical terminology, clinic office procedures and administrative procedures. In addition they will attain their CPR/First Aid certifications. This program includes ten months of theory and four weeks of practicum. This program is also offered as an online program.
<b><i>Oil and Gas Administrator</i></b>	This comprehensive ten and a half-month program prepares graduates to take key administrative roles in this exciting and growing industry. This is accomplished through a combination of instructor-lead classes in a traditional classroom environment, including projects, exams and an on-the-job practicum experience. Graduates will have a competitive advantage in gaining employment in the oil and gas industry. This program provides the essential skills needed to excel in this high growth field including office administration and organizational skills, computer skills and business communication. With a focus on developing knowledge specific to this industry, students gain an in-depth understanding of the industry its unique terminology and day-to-day practices. This program is also offered as an online program.
<b><i>Pharmacy Assistant</i></b>	This five-month program prepares students for an entry level pharmacy assistant position for retail and institutional pharmacies. It provides theory, lab and practicum experiences to develop skills to have a successful career as a pharmacy assistant.
<b><i>Pharmacy Technician (Retail and Hospital) Program</i></b>	This ten-month program is well suited for students wishing to pursue a career in this rapidly growing field. It includes eight months of in-class theory and practical skills training as well as a four-week practicum in a retail pharmacy and a four-week practicum in an institutional pharmacy. Students learn computer skills, dispensing and sterile preparation skills, drug terminology and basic pharmacology in a simulated pharmacy lab environment. Graduates are working with pharmacists in retail and institutional and hospital pharmacies throughout Alberta. This program is accredited by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP).
<b><i>Travel Counselor Program</i></b>	This program includes eight months of in-class theory and practice as well as a four-week practicum placement. It would appeal to individuals with a mature attitude, the ability to deal with a wide-range of people and manage stress well in order for success in the travel industry. Students gain industry knowledge in a hands-on, computerized environment. The program is endorsed by CITC - Canadian Institute of Travel Counsellors. Graduates are employed in travel agencies, major airlines, tour companies and hotels. This program is also offered as an online program.
<b><i>Veterinary Office and Technical Assistant Program</i></b>	This seven-month program is designed to provide comprehensive training to prepare an individual for a career in the field of animal care. It includes six months of theory and a four-week practicum placement. Graduates will be an integral part of the animal care team by assisting the Veterinarian and the Animal Health Technologist as they actively engage in the art and science of companion animal practice. With extensive computer, human relations/customer service and clinical lab training, graduates will be skilled in the medical and administrative aspects of the veterinary clinic and animal care environment.

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## SAIT – Skills Investment Program (SIP) Funding

1301 - 16 Ave. NW, Calgary, AB T2M 0L4

[www.sait.ca](http://www.sait.ca)

Some learners may qualify for funding.

### **Skills Investment Program (SIP) Funding**

SIP Office: MC221 Heart Bldg

Ph: 403-284-7054

E-Mail:

[skills.investment@sait.ca](mailto:skills.investment@sait.ca)

Hours:

Mon-Fri: 9:00 am – 3:00 pm

This program offers assistance to students applying for funding through HS who are accepted into one of the following areas:

- English Language Training,
- Academic Upgrading, or
- SAIT Pre-Employment Occupational Skills Training (SAIT Certificate programs 12 weeks or less in duration).

**Apply early for funding to be in place for training.**

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## Trade Winds to Success Project – Aboriginal Pre-Trades Training

1070 – 2600 Portland St. SE, Calgary, AB T2G 4M6

[www.tradewindstosuccess.ca](http://www.tradewindstosuccess.ca)

### **Aboriginal Pre-Trades Training (Carpenters, Boilermakers, Ironworkers, Plumbers, Steam/Pipefitters, Welders)**

Contact: Rachel White or Leanne Froese

Ph: 403-205-3500

Fax: 403-205-3506

Call for further information on how to apply.

This program includes approximately 18 weeks of training that includes individualized career plans to prepare for six of Alberta's designated trades.

Modules include:

- Trades Steaming Process (3 weeks)
- Apprenticeship Process
- Guest Speakers
- First Aid Safety Ticket
- Union Training Centre Tours
- Technical School Shop Tours
- Education and Workplace Essential Skills Assessments
- Informed Career Decision-Making Sessions
  
- Job Preparation and Maintenance – Identifying barriers and strategies for success (1 week)
- Academic Upgrading to write Trades Entrance Exam Level 4 (4 weeks)
- Union Shop and Hand Skills Training (8-10 weeks)
- Safety Tickets provided for each trade
- Mentorship Program with Union members
- Excellent employment prospects available from the Union partners following completion

All potential Clients must be ready, willing and able to work and have sufficient health to participate in and benefit from training for trades employment. Clients must be unemployed, underemployed or employment threatened First Nations, Metis or Inuit people, residing in Calgary and legally entitled to work in Canada. Call for specific criteria.

Offered in partnership with Government of Canada, Government of Alberta, Oteenow Employment Centre, Rupertsland Institute – Métis Training to Employment, Aboriginal Futures Career & Training Centre and Trade Union Partners.

## **WCG International Consultants Ltd.**

#229, 495 – 36 St. NE, Calgary, AB T2A 6K3

[www.employmecalgary.ca](http://www.employmecalgary.ca)

Some learners may qualify for funding.

### ***EmployMe Calgary***

Contact: DeVera Nybo,

Program Manager

Ph: 403-235-4740

Upcoming Intake Dates:

Feb 6/17

Jul 31/17

This 20-week program provides retail and customer service skills training with literacy and essential skills embedded into each component of the program. The training is designed to develop employability, occupational, life management and job search skills and includes four weeks of work experience with industry employers who are willing to consider hiring upon graduation.

This program will provide retail and customer service skills training primarily for unemployed individuals who are currently receiving Income Support from Alberta Works who are motivated to learn new occupational skills and are interested in a career in retail. Other eligible individuals may be Employment Insurance (EI)/EI Eligible recipients and may also be other unemployed Albertans.

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## PERSONS WITH DISABILITIES (PWD)

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This section contains information about programs and services that are provided to persons with disabilities. Check with the organization about specific pre-requisites to access their services.

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### Ability Society (Calgary)

#302, 327 – 41 Ave. NE, Calgary, AB T2E 2N4

[www.abilitysociety.org](http://www.abilitysociety.org)

#### **ComputAbility**

Email:

[raecowie@abilitysociety.org](mailto:raecowie@abilitysociety.org)

This volunteer-driven program provides an opportunity for persons with special needs and seniors to become more independent and have a higher quality of life by obtaining computer literacy through two types of programs:

- Tutor Assisted program provides one-on-one computer training at the participant's pace. Individuals are matched to a qualified volunteer tutor who will provide one-on-one goal oriented computer training for a minimum of one hour per week. A range of training is offered from basic skills to MS Office and Internet to Web design and programming. Custom designed training programs are available to suit individual needs.
- Support Worker Assisted program focuses on educational and recreational software and allows individuals to work on a computer along with their Support Worker, family member or friend.

Through these innovative programs, participants are able to achieve a level of computer literacy that will assist them in pursuing goals in education, employment, volunteerism or specific interests. These programs are available for a \$5.00 drop-in fee to persons of all special needs in any age group.

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### Autism Calgary Association

[www.autismcalgary.com](http://www.autismcalgary.com)

#### **Spectrum Advantage**

Ability Hub

3<sup>rd</sup> Flr., 3820 – 24 St. NW

Calgary, AB T3B 2X9

Contact: Gordon Young

Ph: 403-210-5000 ext 2026

Email:

[gord@autismcalgary.com](mailto:gord@autismcalgary.com)

Website:

[www.thespectrumadvantage.com](http://www.thespectrumadvantage.com)

This program provides four weeks of job-readiness preparation along with a three-month subsidized job placement in the digital economy industry to youth with disabilities aged 15 to 30 years who are living on the Spectrum.

Job-readiness skills include a focus on professional and personal development, as well as soft skills training such as:

- Effective Communication
- Acting as a Team Player
- Problem-Solving Skills
- Accepting Feedback
- Flexibility

Job Coaches manage the entire recruitment process at no cost to employers. They develop specific plans with employers to ensure the demands of positions are being met and employees are able to perform job duties accurately and effectively without assistance. Ongoing coaching supports are provided to both program participants and employers for the entire three months of job placements.

Sponsored by Service Canada and the Sinneave Family Foundation.

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## **Bow Valley College**

322 – 6 Ave. SE, Calgary, AB T2G 4S6

(Applications/Admissions Dept.)

[www.bowvalleycollege.ca/](http://www.bowvalleycollege.ca/)

### **Adult Basic Literacy Education (ABLE) Read & Write**

Ph: 403-410-1525

This is a part-time inclusive adult literacy program. A small class of students, reading at Grades 2 – 4, will include adults with disabilities. This will be an opportunity for students to work together in a classroom setting to improve their reading and writing skills.

### **Adult Basic Literacy Education (ABLE) – Computers for Beginners**

Contact: Puja Suri

Ph: 403-410-1525

Email:

[psuri@bowvalleycollege.ca](mailto:psuri@bowvalleycollege.ca)

This program addresses the need for basic computer training for adults who have had very limited exposure to computers and computer learning. It is an inclusive adult literacy program that includes, but is not limited to, adults with diagnosed physical and developmental disabilities. Learners will be introduced to:

- Use MS Office, Word 2010
- Search the Internet for information
- Use accessories on the computer, such as the calculator
- Create and use an e-mail account, such as g-mail
- Identify and learn about basic computer parts/vocabulary
- Use Windows, including personalization, file management and useful shortcuts
- Fill in forms online

Note that the above is a general outline and the course will vary for individuals, particularly with MS Office use. If there is demand, there will be opportunity to use tablets in the class.

### **Adult Basic Literacy Education (ABLE) – Basic Math for Everyday**

Contact: Puja Suri

Ph: 403-410-1525

Email:

[psuri@bowvalleycollege.ca](mailto:psuri@bowvalleycollege.ca)

This is a part-time, non-credit, adult literacy course that teaches financial literacy and basic math to adults who are working at a minimum grade 2 reading level, and who can add and subtract on paper. Topics include: Number Relationships, Basic Facts (Addition & Subtraction, Multiplication & Division) and Money Math.

### **American Sign Language (ASL) for Deaf and Hard of Hearing (DHH) Adult Learners**

Registration:

Ph: 403-355-4664

Email:

[cwitkowsky@bowvalleycollege.ca](mailto:cwitkowsky@bowvalleycollege.ca)

This program is for DHH learners to help them improve ASL and English reading and writing skills. Participants will develop better ASL production and receptive skills, learn how to work with interpreters, increase their knowledge of Deaf Culture and learn about local deaf and hard of hearing services.

The program offers two credit courses:

- ASL for English Literacy for learners whose English reading, writing and math skills are at or below Grade 9 level
- ASL for Academic Purposes for learners enrolled in high school upgrading, advanced ESL and career programs

Courses are taught by Deaf instructors with strong bilingual and bicultural skills and experience. Courses can be taken part-time or as one course in full-time studies.

### **Speech Assisted Reading and Writing (SARAW) (below grade 6)**

Ph: 403-410-1525

This talking computer program teaches basic reading, writing and math skills. This computer program is for adults who are reading and writing at levels between beginners and Grade 6. The course is designed for adults who have physical or developmental disabilities. Accompanying support workers are trained as tutors to help with all aspects of the course. Tutors may be supplied for students who do not have a support worker.

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## Calgary Alternative Employment Services (CAES)

2335 – 30 Ave. NE, Calgary, AB T2E 7C7

[www.c-a-s-s.org/programs/caes](http://www.c-a-s-s.org/programs/caes) (referrals)

[www.calgary-employment.ca](http://www.calgary-employment.ca) (employers)

### **Employment Placement Services**

Contact: Samantha

Grabinsky, Intake

Coordinator

Ph: 403-283-0611

Fax: 403-283-0691

Email: [caes.intake@c-a-s-s.org](mailto:caes.intake@c-a-s-s.org)

Refer to the c-a-s-s website above for details regarding the referral process.

This Client-directed, employment placement program is for adults who have a disability and require support to find and maintain employment. Career Consultants provide 'hands-on' support to help people overcome barriers and make informed choices about their work options. Customized support is provided based on the person's needs in accordance with 'Best Practices in Employment Service Delivery' as declared by The Canadian Association for Supported Employment.

Multiple sources of funding are maintained. Contract-specific eligibility criteria may apply for applicants. In general, applicants must be over the age of 18 years and have the stability/stamina/health to be able to maintain a minimum of part-time employment.

Human Resource Consulting is provided to employers around diversity and inclusion strategies. Workshops, on-site presentations and consultation assist employers to build their capacity to recruit, coach and retain a diverse workforce (including Persons with Disabilities, Aboriginal People and Gen-Y.) These resources can be provided on a fee-for-service basis.

Services provided include:

- Career Exploration & Career Counselling
- Regional Labour Market Information
- Direct assistance with résumés and cover letters
- Direct assistance with Action Plan development
- Assistance with accessing 'stabilization' resources
- Pre-Employment & Job-Readiness Supports/Workshops
- Job Search Support & Coaching
- Customized Employment Placement Services
- Job Training & Job Retention Support
- Financial Management Supports
- Diversity Management Consultation Services for Businesses

"Multi-Funder" contracts allow free service for most adults with disabilities. Employment support can also be provided to individuals on a monthly fee-for-service basis in cases where no funder eligibility exists.

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## Calgary John Howard Society (CJHS)

917 – 9 Ave. SE, Calgary, AB T2G 0S5

[www.calgaryjohnhoward.org](http://www.calgaryjohnhoward.org)

### **Extended Fetal Alcohol Spectrum Disorder (FASD) Support Project**

Contact: Gail McDougall

Ph: 403-266-4566

Email:

[gail.mcdougall@cjhs.ca](mailto:gail.mcdougall@cjhs.ca)

Support is provided for Clients suspected or diagnosed with FASD by:

- Assisting individuals to secure community resources
- Developing a Community Resource Team
- Holding weekly groups for individuals and their allies – FASD Action Hall (FAH)



## CanLearn Society

#100, 1117 MacLeod Tr. SE, Calgary, AB T2G 2M8

[www.Canlearnsociety.ca](http://www.Canlearnsociety.ca)

Ph: 403-686-9300 ext 102  
Toll-free: 1-877-686-9300  
Fax: 403-686-0627  
Mon-Fri 8:30 am – 4:30 pm

Diverse services are provided to persons with learning, literacy and attention difficulties, including:

- Assessment/consultation services for students in K-12 and for adults in post-secondary institutions.
- Programs and services addressing the concerns of parents, children, teens and adults.
- Family literacy initiatives for families with preschoolers.
- Professional development and community outreach for preschool through the adult years.

Teams are drawn from a variety of disciplines, including:

- Psychologists
- Educational Consultants
- Pediatricians
- Adult Psychiatrist

Clients who have financial needs have equal access to service. Financial assistance is available through donations and fundraising.

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## Canadian Paraplegic Association (CPA) (Alberta)

5211 – 4 St. NE, Calgary, AB T2K 6J5

[www.cpa-ab.org](http://www.cpa-ab.org)

### ***Pre-Vocational Program***

Contact: Nicola Birchall or  
Clark Sloan  
Ph: 403-228-3001  
Fax: 403-229-4271  
Contact for appointment  
Continuous Intake

Individuals with spinal cord injuries (SCI) and other related mobility impairments are provided the following opportunities to explore options for career and employment services:

- Employment counselling and support
- Assistance with resumes and cover letters
- The development of education and employment plans that identifies career goals and specific steps the Client will take
- Referral to specialized assessment services including a wide range of employment readiness and interpersonal skills topics
- Referrals to related employment service providers and community supports for persons with disabilities
- Information and access to employment or education programs designed for individuals with disabilities
- Information regarding adaptive technology and assistance applying for DRES
- Job search, placement, and workplace support and follow-up
- Resource Centre and computer labs available

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## Cerebral Palsy Association in Alberta

12001 – 44 St. SE, Calgary, AB T2Z 4G9

[www.cpalberta.com](http://www.cpalberta.com)

### ***Pathways to Employment***

Contact: Employment  
Manager  
Ph.: 403-219-3609 ext 239  
Fax: 403-543-1168  
Email:

Funded by Service Canada, this program's goal allows participants to look to the future with excitement and hope, while being empowered to take steps towards employment. Life skills and employment readiness workshops are tailored for individuals with disabilities. The program is an integrated approach to:

- Assessments

[employment@cpalberta.com](mailto:employment@cpalberta.com)

- Career counselling and encouragement
- Job search tools
- Post-secondary education placement
- 12-week work experience placement
- Life skills workshops
- Referral community supports
- Guidance with resumes, cover letters and interview skills
- Workshops covering a wide range of employment preparedness and social skills topics
- Career motivation sessions
- Referral to education and training services
- One-on-one supports
- Support in creating a Participant Service Plan that identifies appropriate career goals and specific steps the Participant will take
- Advice, support, and assistance to employers to facilitate hiring and retention of persons with disabilities
- Ongoing work experience support

Eligibility:

- Have barriers in obtaining employment
- Have a long-term disability
- Unemployed or under-employed (working less than 15 hours/week)
- Not attending school
- Not receiving or eligible for Employment Insurance (EI)
- Legally entitled to work in Canada

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## Champions Career Centre

#650, 839 – 5 Ave. SW, Calgary, AB T2P 3C8

[www.championscareercentre.org/](http://www.championscareercentre.org/)

Contact: Deanna  
Brousseau, Operations  
Lead

Ph: 403-265-5374

Fax: 403-265-5675

TTY: 403-265-5309

Email:

[info@championscareercentre.org](mailto:info@championscareercentre.org)

Continuous Intakes

This is one of the two identical HS-funded Career and Employment Information Services for persons with disabilities in the Calgary area with an integrated approach to:

- Assessments
- Career Counselling
- Disability Related Employment Supports (DRES)
- Job Search
- Direct Job Placement
- Job Retention Supports
- Education and Training Exploration
- Service Management

that will result in persons with disabilities making successful transitions to employment and further training or education.

**The service provides:**

- An accessible labour market resource centre
- An accessible business centre and computer lab (fitted with assistive technology)
- Employability Assessment or Service Needs Determination Assessment
- Assistance creating a Client Service Plan that identifies appropriate career goals & specific steps the Client will take
- Assistance with résumés and cover letters
- Referral to specialized assessment services
- Assistance accessing DRES
- Workshops covering a wide range of Employment Readiness and Interpersonal Skills topics
- Career Counselling sessions
- Direct job placement and job retention support
- Referral to education and training services
- Assistive services (including ASL interpreter services) to enable Clients to access all aspects of the CEIS service
- Referral to community supports
- Service management on an individual Client basis
- Advice, support, and assistance to employers to facilitate hiring and retention of persons with disabilities

Self-directed Clients are welcome to access the labour market resource centre, business centre and computer lab.

**Eligibility:**

- Have barriers due to an identifiable and self-disclosed disability that is interfering with their ability to reach an employment goal. Disabilities may be physical, sensory, cognitive, neurological, mental health, or a combination of the above.
- At least 18 years old
- Legally eligible to work in Canada
- Ready, willing, and able, and have sufficient physical and mental health to participate in:
  - Full-time Employment (minimum 30 hours per week);
  - Part-time Employment (minimum 15 hours per week); or
  - Full-time/reduced-course-load education, or full-time skill training designed to assist in gaining full-time or part-time employment

The length of service can be up to six months but could vary depending on individual Client needs.

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**Columbia College**

802 Manning Rd. NE, Calgary, AB T2E 7N8  
[www.columbia.ab.ca](http://www.columbia.ab.ca)

**Employment Services**

Contact: Michael Campbell,  
Services Coordinator  
Ph: 403-235-9324  
Fax: 403-272-3805  
Email:  
[michaelc@columbia.ab.ca](mailto:michaelc@columbia.ab.ca)

This program assists adults with developmental disabilities to be included as valued, participating and contributing members of the community through meaningful employment. Services are individualized to accommodate the unique occupational interests of each student and include: employment preparation classes, work experience placements, job coaching, competitive employment and follow-up support. Students must meet the eligibility criteria of the Alberta Human Services – Persons with Developmental Disabilities Program, Calgary Region in order to receive approval for funding to receive services.

Course Listings:

- Computer Basics
- Evaluated Work Experience
- Job Maintenance
- Job Safety
- Job Search & Job Placement
- Personal Development

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## Deaf and Hear Alberta

63 Cornell Rd. NW, Calgary, AB T2L 0L4

Ph: 403-284-6200

Toll-Free: 866-471-2805

Fax: 403-282-7006

Email: [info@deafandhearalberta.ca](mailto:info@deafandhearalberta.ca)

[www.deafandhearalberta.ca](http://www.deafandhearalberta.ca)

### ***Interpreting Services for Deaf and Hard of Hearing People***

Ph: 866-471-2805 ext 2

Email:

[booking@deafandhearalberta.ca](mailto:booking@deafandhearalberta.ca)

This service provides Sign Language Interpreters and has several contracts and agreements in place across the province to secure payment ensuring equal communication access for Deaf and hard of hearing Albertans. One of the contracts is with HS and provides interpreting services to individuals for job search and/or job interview activities. Contact a Booking Coordinator to request a Sign Language Interpreter.

### ***American Sign Language Courses***

A variety of American Sign Language courses are offered:

- Signing Naturally: A 10-week curriculum based continuing education program for the general public to learn American Sign Language and Deaf culture.
- Family Focused American Sign Language: A program designed to teach familial sign language to those with Deaf family members.
- Professional Development / Customized: A program designed for workplace professional development or language training specific to an environment.

### ***Equipment Consultations, Assessments and Sales***

The Equipment Specialist will consult with individuals to determine their communication needs and make recommendations for specialized equipment including, but not limited to in-home emergency signalling devices and sound amplification devices. They will also provide facilities assessments to any organization to make recommendations for specialized equipment including but not limited to emergency signalling devices and FM amplification systems for meeting or gather spaces.

### ***Hearing Loss Prevention***

This program provides education sessions on hearing loss prevention and referral services to those affected by hearing loss.

### ***Tinnitus***

A series of lectures are offered on understanding and coping with the effects of Tinnitus.

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## Foothills Special Needs Association for Parents and Siblings (SNAPS)

125 – 4 Ave. SW, High River, AB T1V 1Z5

[www.fsnaps.org](http://www.fsnaps.org)

### ***Having Inclusive Rewarding Employment (H.I.R.E.)***

Contact: Alise Kuipers,

Project Coordinator

Ph: 403-652-4472 or

403-603-3232

This project provides enhanced employment assistance services and work experience to assist people with disabilities to make a successful transition into the workforce or return to school.

## March of Dimes Canada

111, 7015 Macleod Tr. S, Calgary, AB T2H 2K6

[www.marchofdimes.ca](http://www.marchofdimes.ca)

### **Accessible Biz Connections (ABC)**

Contact: Anita Nason,

Program Assistant

Ph: 1-855-583-4637

Fax: 403-263-8954

Email:

[anason@marchofdimes.ca](mailto:anason@marchofdimes.ca)

This is a wage subsidy program designed to link employers with individuals with a disability who are searching for work. The program offers financial support to employers hiring employees who may require additional training time due to their disabling factors. If an individual with a disability is searching for employment, this program provides the entry point to hiring employers.

Eligibility includes individuals who:

- self-identify as having a permanent physical or mental disability.
- are legally entitled to work in Canada (citizen, permanent resident or person on whom refugee status has been conferred).
- have not opened an Employment Insurance (EI) claim in the past three years, (five years for maternity leave).

Individuals don't have to be unemployed to access these services if one of the following employment scenarios apply where they:

- are actively seeking employment and are currently unemployed.
- are working less than an average of 20 hours per week and are capable of working more.
- are in receipt of a notice of imminent lay-off and are unlikely to be eligible for EI.
- must leave your current occupation due to medical reasons and are unlikely to be eligible for EI.

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## McBride Career Group Inc.

#400, 602 – 12 Ave. SW, Calgary, AB T2R 1L3

[www.mcbridecareergroup.com](http://www.mcbridecareergroup.com)

### **Growth 4 U**

Contact: Glenda Keating,

Program Coordinator

Email:

[gkeating@mcbridecareergroup.com](mailto:gkeating@mcbridecareergroup.com)

Ph: 403-296-8673

Continuous intake

This is a Supported Employment Program for individuals with mental illness. After completing a Return to Work Action Plan, clients attend workshops and also work one-to-one with a Job Coach. Workshops include Life Skills, Mental Health Impacts, Career Planning and Job Search. Staff then assist Clients to find a work experience placement in their interest area. The Work Experience placement is 8 weeks in length and clients can work up to 15 hours per week during the placement. If clients are not hired on after the Work Experience placement, Program staff will assist them to find permanent employment elsewhere.

Eligibility:

- Have some type of mental illness, including but not limited to Depression/Anxiety, Bi-polar Disorder and Schizophrenia
- Ready, willing and able to enter the workforce
- Have not collected Regular EI benefits in the past three years or Medical EI benefits in the past 5 years
- Can be collecting Income Support or AISH benefits
- Have a solid support system in place

How to Apply:

- Call to set up an initial interview
- Referrals are not needed. Intake is continuous
- Attend an in-depth assessment

## Momentum – FundAbility

#16, 2936 Radcliffe Dr. SE, Calgary, AB T2A 6M8

[www.momentum.org](http://www.momentum.org)

All Momentum programs are designed for individuals with barriers to accessing similar training elsewhere such as lower income, cultural or language differences.

### **FundAbility: Business Training and Loans Program**

Contact: Uzo Enyi

Ph: 403-204-2685

Email:

[uzoe@momentum.org](mailto:uzoe@momentum.org)

Dates: Continuous Intake

This program was created under the Urban Entrepreneur with Disabilities Initiative to provide business training and support services to entrepreneurs with a disability. After business training and coaching enables the creation of a business plan, the entrepreneurs with disabilities can access term loans to start and operate their business. Ongoing support is then offered in the areas of coaching and supplemental training.

In order to access this program a participant must have a documented permanent disability and are interested in becoming a successful entrepreneur.

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## Mount Royal University (MRU)

4825 Mount Royal Gate SW, Calgary, AB T3E 6K6

[www.mtroyal.ca](http://www.mtroyal.ca)

Some learners may qualify for funding.

### **Adult Basic Education**

Sep-Apr

28 weeks

Math, Literacy or Math/Literacy Combo courses provide functional math and literacy skills to adults with developmental disabilities. An individualized Program Plan is designed for each student to meet areas of need. Classes are small to provide individual attention.

Student Fees: \$20 Assessment

Tuition:

- Math or Literacy: \$475 (includes GST)
- Math/Literacy Combo: \$950 (includes GST)

An assessment will be conducted to determine academic level and placement into class.

### **Computer Creations – A Combined Literacy and Computer Class**

56 hours

In this learner-centered, small group setting, students will use computer programs and the Internet to improve their functional literacy skills. They will create blogs, make movies and create PowerPoint presentations. The content is based on student learning goals.

Fee: \$450 (includes GST)

### **Computers, Tablets, and Smartphones**

Duration: 40 hours during Fall, Winter & Spring semesters

Students will explore basic computer terminology, concepts and essential functions of programs in Windows. Emphasis is placed on functional skill development in email and the use of search engines on the Internet. This class will also assist students in becoming familiar with tablets and smartphones in order to safely and successfully use these tools to assist with daily living. They receive a summary of skills acquired with recommendations for further development. Alberta Works Clients can continue to receive Income Support while attending this part-time program. Tuition: \$430 (includes GST).

### **Consumer Math – Blended Delivery**

28 hours

This course will focus on teaching and reinforcing functional consumer math skills that are necessary for success in everyday living. The course will assist with coin and bill recognition, money value concepts, providing payment and calculating change for consumer transactions, calculating GST and discounts as well as the final price of an item. Students will have an opportunity to apply their learning using a virtual online store.

Fee: \$330 (includes GST)

**Employment Preparation  
Extension Certificate  
Program**

Duration: 12 months

Applications available and accepted in Jan for classes that start Sep each year

Adults with developmental disabilities are prepared for successful entry to the work world with a combination of full-time study and work. Students are assisted to:

- Develop a vocational choice/goal
- Improve skills for getting and keeping a job
- Improve job-related and organizational skills
- Develop positive attitudes and habits necessary for successful employment
- Enhance social skills
- Manage a more independent lifestyle

The program is ideal for:

- Adults 18 years of age or older
- A graduate of previous participant of a vocational, knowledge and employability or special education program
- Highlight motivated to obtain employment
- Willing to accept the terms of the program
- Capable of using public transit independently

After successful completion of course work and work practicums, students will be awarded an Employment Preparation Extension Certificate at MRU's Convocation Ceremony. Funding for learners is available.

**First Aid to Suit You**

This course is designed to provide accessible first aid training to adults with developmental disabilities to respond to an emergency in the most effective manner.

Fee: \$330 (includes GST)

**TVP Learners Licence  
Test Prep**

28 hours

This course will assist the student to better understand the concepts presented in the Government of Alberta's Driver's Guide to Operation, Safety and Licensing: Cars and Light Trucks. This plain language accommodated course will prepare the students to write the Alberta Learner's Licence test with a higher degree of success.

This course is funded through the Wood Automotive Group and is tuition free.

**Volunteer Tutor Adult  
Literacy Service**

Adults with developmental disabilities are assisted by improving their reading, writing, listening, viewing and speaking skills. Instruction is provided via tutoring partnerships between volunteer tutors and learners, supervised by a certified instructor. Functional resources and materials are used. Examples are:

- Preparing for the Learner's License
- Cookbooks – learning to read and understand recipes
- Company policy manuals
- Topics or hobbies of interest

\$50 Registration Fee

Funded by Alberta Innovation and Advanced Education, Community Programs.

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**Progressive Alternatives Society of Calgary**

Ste. 211, 4014 MacLeod Tr. SE, Calgary, AB T2G 2R7

Ph: 403-262-8515

Fax: 403-294-1706

Email: [info@pasc-calgary.org](mailto:info@pasc-calgary.org)

Services are offered to adults with developmental disabilities by assisting them in preparing for and securing employment through an exploration of their capabilities, education, interests, personality traits and strengths. On-the-job consultation and support are provided. Support is offered to those preparing for competitive work and career, assisting them to find volunteer or further education opportunities that will build skills.

When an individual is referred to PES through Persons With Disabilities (PDD) and begins support they will move through four phases: Discovery, Job Search, Job Support and Follow-up Support. Each participant works individually with an employment facilitator throughout the four phases.

Employment Goals:

- Real, meaningful employment
- That the person feels empowered in the position and can strive towards independence (which varies for each person)
- Competitive wages
- Each person feels that their role in the job as well as in society is valued

***Discovery (Career Exploration)***

This phase involves looking at each individual's specific skills and areas of interest which is then matched up with occupations that are suited to the individual's personal characteristics.

***Job Search***

This phase puts together the information taken from Discovery and involves: resume building, interview preparation, setting up information interviews, formal interviews, job customization and negotiations for job placement with employers.

***Job Support***

Once a position has been negotiated, this phase provides continued support.

***Follow-up Support***

Length and intensity of support varies for each person depending on his or her level of independence at the job.

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## **Prospect Human Services Society**

915 – 33 St. NE, Calgary, AB T2A 6T2

[www.prospectnow.ca](http://www.prospectnow.ca)

***Art Recruits***

Contact: Alexi Davis

Ph: 403-387-6080

Fax: 403-273-0090

Email:

[Alexi.Davis@prospectnow.ca](mailto:Alexi.Davis@prospectnow.ca)

This project will deliver three intakes of Enhanced Employment Assistance Services followed by Work Experience to assist participants with mental health barriers to develop the skills and knowledge necessary to make a successful transition to the labour market or return to school.

***Career Links***

Contact: Alexi Davis

Ph: 403-273-2822

Fax: 403-273-0090

Email:

[alexi.davis@prospectnow.ca](mailto:alexi.davis@prospectnow.ca)

Continuous Intake

Employment placement support is provided for individuals experiencing challenges to workforce participation as a result of a mental health issue, including those who may have concurrent substance abuse disorders. This program is designed for individuals who desire placement into competitive employment or volunteer positions and who are seeking job stabilization supports. Services are designed to be responsive to individual need and can include job search support, employment placement, job coaching and long-term follow-up. This program is an initiative through Alberta Health Services and the United Way of Calgary and Area.

***The Worx***

Contact: Erin Crosby

Ph: 403-273-2822

Fax: 403-273-0090

TTY: 403-273-2916

Email:

[erin.crosby@prospectnow.ca](mailto:erin.crosby@prospectnow.ca)

This is one of two HS-funded Career and Employment Information Services for persons with disabilities in Calgary. It is an integrated approach to assessment, career counselling, Disability Related Employment Supports (DRES), job search, direct job placement, supported employment job placement, job retention, education and training placement and service management that will result in persons with disabilities in Metropolitan Calgary making successful transitions to employment and further training or education. It provides:

- An accessible Resource/Business Centre which includes a wide variety of



## Continuous Intake

information and resources that provide a description of local career and employment-related services and service providers, as well as information on educational and training programs, appropriate financial supports, and other self-help tools that will enable self-directed Clients to prepare for the workforce, and to find and maintain work;

- Employability Assessment (with the exception of Clients accessing self-directed services) to determine the needs of a Client, enable the Client to set realistic goals, and to use the information to develop a Client Service Plan;
- Assistance creating a Client Service Plan that will identify appropriate career choices and the specific steps the Client will take to attain their identified employment goals;
- Referral to specialized assessment services, as required, for a more in-depth analysis of a Client's educational, vocational, medical, or psychological ability, and other conditions that must be addressed to enable the Client to make a successful transition to employment or education/training;
- Assistance accessing Disability Related Employment Supports (DRES);
- Workshops covering a wide range of topics aimed at addressing career and employment needs of the Clients including but not limited to self-assessment, career planning, labour market information, work search strategies, education planning, personal development, and advocacy in the workplace;
- Career counselling sessions to enable Clients to increase their understanding of learning and work opportunities, and to become self-directed in managing work, learning and life transitions through one on one or group career and employment counselling;
- Direct job placement and job retention support;
- Supported Employment Job Placement services are available to individuals with all types of disabilities including individuals with Fetal Alcohol Spectrum Disorder (FASD). Through a combined approach of rapid placement and intense stabilization supports, individuals are assisted with acquiring and retaining competitive employment. On-the-job-supports are provided to ensure that motivated individuals become independently employed in six months or less;
- Referral to educational and training services designed for the general population, when appropriate;
- Assistive services such as American Sign Language interpreters, Real Time Captioning, and other appropriate supports and formats to enable Clients to access all aspects of the CEIS service;
- Referral to community support services that may not be directly related to career and employment, but may be required by Clients as they follow through with their Client Service Plan;
- Service management, as required, on an individual Client basis; and
- Advice, support, and assistance to employers to facilitate hiring and retention of persons with disabilities.
- With the exception of Supported Employment Job Placement services, the length of other services can be up to six months, but could vary depending on individual Client needs.

## **The Reading Foundation**

Ste. 401, 320 – 23 Ave. SW, Calgary, AB T2S 0J2

[www.readingfoundation.com](http://www.readingfoundation.com)

### ***The Reading Foundation***

Ph: 403-244-9527

Fax: 403-244-6897

Email:

[office@readingfoundation.c](mailto:office@readingfoundation.com)

[om](mailto:office@readingfoundation.com)

Continuous Intake

This clinic provides intensive one-to-one remedial services for all ages (including adults and children) in basic reading/spelling, comprehension, written language and math. Students are first assessed for their needs, and an individual, very specialized program is then developed to improve their areas of weakness. Ideally, students attend each day for four hours, five days a week, for the number of weeks they require but may also attend on a part-time basis. The program provides a firm foundation for subsequent academic upgrading, both in terms of increased skills and improved confidence and self-esteem. It is designed, in particular, for students, including adults, with learning disabilities. This is a private clinic with fees for all services.

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## PRE-EMPLOYMENT PROGRAMS

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This section contains information about programs that provide training and resources for unemployed individuals who are entering the labour market or re-entering after an extended absence. For some of these programs learners may be eligible to receive funding. Check with the training provider for details.

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### **Bow Valley College – South Campus**

345 – 6 Ave. SE, Calgary, AB T2G 4V1

[www.bowvalleycollege.ca](http://www.bowvalleycollege.ca)

Some learners may qualify for funding.

#### **Aboriginal Upgrading Program**

Ph: 403-476-2256

This program, with an Aboriginal focus, accepts students for either full-time or part-time studies in a variety of subjects.

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### **Calgary Immigrant Women’s Association (CIWA) – Pre-Employment and Employment Enhancement Workshops – see [Immigrant Training and Employment Programs and Services](#)**

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#### **Calgary Drop-In & Rehab Centre**

1 Dermot Baldwin Way SE, Calgary, AB T2G 0P8

[www.thedi.ca/es](http://www.thedi.ca/es)

#### **Employment Services Training (EST)**

Ph: 403-699-8282

Fax: 403-234-0677

Email: [est@thedi.ca](mailto:est@thedi.ca)

Web: [www.thedi.ca/es](http://www.thedi.ca/es)

Mon-Fri

9:00 am – 4:00 pm

Continuous Intake

The following training courses are offered at no cost to participants who are low-income and/or homeless Calgarians aged 16 and older to improve their opportunities for employment:

- Full-time three-week Employment Training is offered monthly as a holistic approach to employment preparation. Components include 16 Industry Certifications, Employment Strategies, Computer Training and Life Skills. Clients must fill out an application, complete a literacy assessment, and an in-person interview to be considered.
- If an individual is receiving Government Income Support, their eligibility to remain on Income Support will not be affected by this training.

Course sizes are limited to maximize teaching effectiveness and individual support. Applications are available online or at the Information Desk on the First Floor of the Centre and can be submitted by fax, mail or returned to the Information Desk.

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### **Calgary John Howard Society (CJHS)**

917 – 9 Ave. SE, Calgary, AB T2G 0S5

[www.cjhs.ca](http://www.cjhs.ca)

#### **LEEP (Learning Enhanced Employment Program)**

Contact: Matthew Kinzel,  
Adult Services Caseworker  
and Facilitator

Ph: 403-266-4566

Email:

[matthew.kinzel@cjhs.ca](mailto:matthew.kinzel@cjhs.ca)

This is a 3-week employment readiness program that combines core workshops to develop skills for obtaining and maintaining employment, with individualized industry ticket training streamed to address personal employment goals.

It is for adults aged 18+ who have been involved or are at risk of becoming involved with the criminal justice system. Learners are admitted into the program following an interview where they are asked about their employment goals, the barriers they face, and if they are able to make the required full-time commitment to the program.

Core Workshops include:

## Continuous Intake

- Alternatives to Violence Program (AVP Level 1)
- Computer Skills for job search
- Employment rights
- Goal setting and personal strengths finding
- Interview Skills
- Looking for work with a criminal record
- Money Management
- Resume and cover letter writing

## Industry Ticket Training Streams:

- Construction Labourer
- Flag Person
- Food and Beverage Server/Kitchen Staff
- Oil & Gas Labourer
- Warehouse Labourer
- 

While we do not provide industry ticket training outside of the LEEP program, during the summer months we offer a flexible schedule that allows learners the ability to streamline and customize their workshops and training.

The LEEP program has a \$25 registration fee to offset industry certification ticket training costs.

## Centre for Newcomers

#1010, 999 – 36 St. NE, Calgary, AB T2A 7X6

[www.centrefornewcomers.ca](http://www.centrefornewcomers.ca)

### ***Career Development and Job Search Services: Employment Readiness Workshop (ERW)***

Contact: Vesna Stikic

Ph: 403-536-8819

Email:

[v.stikic@centrefornewcomers.ca](mailto:v.stikic@centrefornewcomers.ca)

These five half-day sessions are offered monthly and aimed at motivating immigrant clients on income support to gain a better understanding of options, identify positive choices towards changes and develop job search skills.

Themes covered include:

- Problem Solving & Identifying Options
- Personal Growth & Goal Setting
- Labour Market Information & Job Search Skills
- Resume & Cover Letter Writing
- Practical Interview & Networking

## Columbia College

802 Manning Rd. NE, Calgary, AB T2E 7N8

Ph: 403-235-9000

[www.columbia.ab.ca](http://www.columbia.ab.ca)

Some learners may qualify for funding.

### ***Employment Training – Accounting Assistant/Bookkeeper***

Contact: General Inquiries

Ph: 403-235-9300

Email:

[admissions@columbia.ab.ca](mailto:admissions@columbia.ab.ca)

Intakes: Jan, May, Sep

Length: 32 or 48 weeks

This 32- or 48-week fast-track program is designed for students with Canadian Language Benchmarks (CLB) 5-6 and Grade 6+ Mathematical skills. Focus is placed on basic accounting, introduction to payroll, administrative support and computerized accounting. Students will attend 5 weeks of work experience in preparation for employment. This program is ideal for individuals looking to join the work force in an entry level role, to further their education or to set up their own business.

A clear Police Information Check is required before starting this program.

Funding category - Integrated Training

**Employment Training –  
Child Care Assistant**

Contact: General Inquiries

Ph: 403-235-9300

Email:

[admissions@columbia.ab.ca](mailto:admissions@columbia.ab.ca)

[a](#)

Intakes: Jan, May, Sep

Length: 32 or 48 weeks

This 32- or 48-week program is for individuals whose goal is to work with infants and children in daycares, nursery schools, pre and after-school programs, community centres, recreational facilities and day homes. It is designed for students with Canadian Language Benchmarks (CLB) 4-6 and Grade 3+ Mathematical skills. Students will study English, Career Related Math and Vocabulary, Computers and Childcare Assistant Modules.

Upon successful completion of the program, learners will earn the following certificates:

- Child Development Assistant (formerly Level 1) (awarded through Alberta Children and Youth Services)
- Standard Child Care First Aid
- WHMIS (Workplace Hazardous Materials Information System)
- Food Safety Course (awarded through Alberta Health Services)

Prior to the start of this program, learners are required to submit clear Child Intervention and Police Information Checks which includes a Vulnerable Sector Search.

Funding category - Integrated Training

**Employment Training –  
Health Care Aide**

Contact: General Inquiries

Ph: 403-235-9300

Email:

[admissions@columbia.ab.ca](mailto:admissions@columbia.ab.ca)

[a](#)

Intakes: Jan, May, Sep

Length: 32 or 48 weeks

This 32- or 48-week program consists of academic upgrading that is specific to the health care field. Special focus is placed on English Listening, Speaking, Reading and Writing skills, medical terminology, role-plays in medical situations, professional communication and basic computers. Once upgrading is completed, learners take the 15-week Government of Alberta Health Care Aide Program where they receive training and supported learning on a daily basis. During the 10 weeks of in-class study, students attend two days/week of Health Care Aide Training and three days/week of in-class support to read and understand the Health Care Aide materials. Extra practice in the lab is provided for learners as needed. In the last five weeks, students will complete 200 hours of practicum experience.

A clear Police Information Check which includes a Vulnerable Sector Search is required.

Funding category - Integrated Training

**Employment Training –  
Sales and Service**

Contact: General Inquiries

Ph: 403-235-9300

Email:

[admissions@columbia.ab.ca](mailto:admissions@columbia.ab.ca)

[a](#)

Intakes: Jan, May, Sep

Length: 16 or 32 weeks

This 16- or 32-week fast-track program is designed for students with Canadian Language Benchmarks 2-6. It offers workplace knowledge and skills in preparation for entry level employment in the Sales and Service sector workplace. Students will receive academic upgrading, employability training, occupation-related essential skills development and 6 weeks of work experience in preparation for entry-level positions in these industry sectors.

Funding category - Integrated Training

**Employment Training –  
Trades & Transport,  
Warehouse**

Contact: General Inquiries

Ph: 403-235-9300

Email:

[admissions@columbia.ab.ca](mailto:admissions@columbia.ab.ca)

[a](#)

Intakes: Jan, May, Sep

Length: 16 or 32 weeks

This 16- or 32-week fast-track program is designed for students with Canadian Language Benchmarks 2-6. It offers the opportunity to get workplace knowledge and skills in preparation for entry-level employment in the Trades, Transportation and Warehouse industries. Students will receive academic upgrading, employability training, occupation-related essential skills development and 6 weeks of work experience in preparation for entry-level positions in these industry sectors.

Funding category - Integrated Training

## LifeMark Health Centre

Northeast Location: 2121 - 29 St. NE, Calgary, AB T1Y 7H8

[www.lifemark.ca](http://www.lifemark.ca)

### **Warehouse and Logistic Skills Training Program**

Ph: 403-219-5736

Fax: 403-247-1167

Continuous Intakes

Mon - Fri

8:30 am – 4:00 pm

This training program is at no cost to the unemployed Albertan who are 18 years of age or older and want to develop new skills to enter the warehouse industry. Each class is limited to 10-15 students per session and training is full time and 6 weeks in duration. A heavy emphasis is placed on safety protocols and accident prevention which includes back care, fitness and stretching exercises, and warehouse simulation activities. To be employed in today's competitive marketplace students also need to have a high level of soft skills which is included in the training.

This program also provides:

- A course curriculum including; warehouse operations, warehouse safety, basic warehouse numeracy, cluster service and human resources, computerized documentation, material handling equipment, storage systems and customer service
- Value added training including; resume building, cover letters, problem solving, job retention skills, conflict management, time and stress management and job search support
- Upon completion each graduate is certified in First Aid & CPR, Professional Lift Truck Operation, Transportation of Dangerous Good and WHMIS
- An offsite warehouse facility tour and access to employers in the industry who use grads to meet their hiring needs

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## McBride Career Group Inc.

#400, 602 – 12 Ave. SW, Calgary, AB T2R 1J3

[www.mcbridecareergroup.com](http://www.mcbridecareergroup.com)

Some learners may qualify for funding.

### **Bridges to Success**

Contact: Reception

Ph: 403-777-5627

Email:

[bridges@mcbridecareergroup.com](mailto:bridges@mcbridecareergroup.com)

Orientation:

Wed 1:30 pm – 3:00 pm

Drop-in service

No appointment necessary

This new pre-employment program incorporates Literacy and the nine Essential Skills into the programming including: Reading Text, Document Use, Numeracy, Oral Communication, Working with Others, Thinking Skills (problem-solving, conflict resolution, and research skills), Computer Use and Continuous Learning. This new design includes a number of assessment tools to be used, with the goal to develop competencies for individuals in the program while eliminating barriers to employment and enhancing job retention.

Essential Skills are embedded into each of the modules offered including:

- Life management skills which includes modules for the working parent and conflict resolution
- Basic occupational skills which includes modules for customer service, job safety skills, office administration and computer training
- Employment and Career Preparation which includes career planning, job search and job maintenance

In addition, a mandatory work experience component is included with a host employer where the individual has the opportunity to practice the application of the Essential Skills learned in the program. The length of the training program varies according to the number of modules an individual requires but the maximum length of training will be 26 weeks.

### **Transition to Employment Services (TES)**

This stream provides job ready clients, up to 12 weeks of assistance with their job search skills. Clients entering TES will be ready to accept any reasonable

Contact: Janice Irwin  
Ph: 403-296-8678  
Email:  
[bridges@mcbridecareergroup.com](mailto:bridges@mcbridecareergroup.com)  
Orientation:  
Wed 1:30 pm – 3:00 pm  
Drop-in Service or  
Call for appointment

employment and will receive support in the areas of Job Search, Job Maintenance and Basic Computer Training (as needed). The goal of this service is to help clients return to the workforce as quickly as possible.

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## **The Salvation Army Community Services (Calgary)**

Barbara Mitchell Family Resource Centre  
1731 – 29 Street SW, Calgary, AB T3C 1M6  
<http://www.salvationarmycalgary.org/adults.html>

### ***Foundations: Pre-Employment Programs***

Contact: Carolyn Jonsson, Manager, Adult Education  
Ph:403-930-2724  
Fax:403-930-2727  
Email:Carolyn.Jonsson@salvationarmycalgary.org  
Intake Dates: Ongoing Registration

This series of courses are designed to build on, and enhance, the existing skills and knowledge of women to help them live a balanced fulfilling life. Topics will vary from week to week. Courses run Mondays and Wednesdays from 6:30pm – 8:30pm and Tuesdays and Thursdays from 1:30pm – 3:30pm. To register at no cost, call 403-930-2700.

## SELF-EMPLOYMENT PROGRAMS

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This section contains information about programs designed for unemployed Albertans who have a viable business idea, personal attributes necessary to be successful at self-employment and who are in need of self-employment training. For some of these programs learners may be eligible to receive funding. Check with the training provider for details.

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### Alberta Women Entrepreneurs (AWE)

#370 The Kananoff Centre, 1202 Centre St. SE, Calgary, AB T2G 5A5

[www.awebusiness.com](http://www.awebusiness.com)

#### **Roadmap for Success**

Ph: 1-800-713-3558

Email:

[info@awebusiness.com](mailto:info@awebusiness.com)

This three-hour for start-up entrepreneurs provides an introduction on how to develop a business plan. Facilitated by a business advisor, the session includes a comprehensive workbook with detailed information, business plan samples and a list of resources.

Clients will learn how to:

- Draft the basic components of a good business plan to help them move forward with confidence.
- Conduct informative marketing research.
- Create financial plans that will support business viability.

Cost: \$45 + GST

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### Calgary Immigrant Educational Society (CIES)

1723-40<sup>th</sup> Street SE

Calgary, AB T2A7L9

[www.immigrant-education.ca](http://www.immigrant-education.ca)

#### **Breaking the Economic Barriers**

Contact: Suman Khanal,

Program Manager

Ph: 403-291-0002

Fax: 403-291-0004

Email:

[sumankhanal@immigrant-education.ca](mailto:sumankhanal@immigrant-education.ca)

Intake Dates: March 2017

This FREE program provides entrepreneurship development skills and financial literacy education to people who want to start a new business in Canada.

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### Futurpreneur Canada (FC)

Ste. 418, 10325 Bonaventure Dr. SE, Calgary, AB T2J 7E4

[www.futurpreneur.ca](http://www.futurpreneur.ca)

#### **Newcomers Program**

<http://www.futurpreneur.ca/en/programs/newcomer/>

Customized support and financing is offered to newcomers who are starting their own business or in their first year of business by providing:

- Pre-launch coaching
- Unsecured, low interest financing up to \$15,000 from Futurpreneur and BDC amortized over five years
- Cultural mentoring
- Interactive online business planners
- Online resources and articles

Eligibility:

- Have Canadian Landed Immigrant status
-



- 18-39 years old
- Lived in Canada less than 60 months
- Possess a solid working knowledge of English or French
- Provide three character-based references (at least two must be Canadian citizens)

**Start-Up Program**

Contact: Rob Price,  
 Director, Alberta  
 Toll-free: 1-800-464-2923  
 Fax: 403-265-2343  
 Email:  
[rprice@futurapreneur.ca](mailto:rprice@futurapreneur.ca)

<http://www.futurapreneur.ca/en/programs/start-up/financing>

Provides financing and mentoring to young entrepreneurs, aged 18-39 years, who would like to start their own business or are in their first year of business. Up to \$15,000 unsecured financing is provided based on character, not collateral, with flexible, low interest repayment rates amortized over five years. Loans are provided to young entrepreneurs who may not qualify for funding from conventional lending institutions.

Entrepreneurs are matched with an experienced mentor who works with them an average of four hours per week for two years. Mentors are hand-matched based on entrepreneur's needs.

To help young entrepreneurs succeed, the program partnered with the Business Development Bank of Canada (BDC) to provide young entrepreneurs an exclusive offer. When they receive financing from Futurpreneur Canada, BDC can provide them with up to twice the initial amount for added financial support; that is, up to an additional \$30,000 to get their business off the ground, for a possible total of \$45,000 start-up financing. BDC does have specific qualifications for their matching program, which can be found at the website.

Eligibility:

- 18-39 years old
- Have a viable business plan
- Business is new or under a year old
- Business will be a fulltime career
- Eligible to work in Canada
- Agree to work with a mentor for two years

**MNP LLP**

640 – 5 Avenue SW, Calgary, Alberta T2P 3G4  
[www.mnp.ca/en/consulting/self-employment](http://www.mnp.ca/en/consulting/self-employment)

**Self-Employment Program**

Contact: Sandra Thompson,  
 Program Coordinator  
 Ph: 403 536 5527  
 Email:  
[calgaryselfemployment@mnp.ca](mailto:calgaryselfemployment@mnp.ca)

This is a small business training program for unemployed or marginally employed individuals who want to start their own businesses. Participants receive over 30 training sessions in the key areas of small business management including business planning, cash flow management, marketing and market research, staffing and customer service, business financing, bookkeeping, taxation, legal requirements and insurance. In addition, participants receive one-on-one business plan assistance and up to one year of advising and consulting support from MNP LLP professionals. The Program is sponsored through Alberta Labour, which means that there is no cost to the participant. There is also income support available to those participants who qualify. MNP offers the program six times annually in Calgary.

Participants receive training, coaching and support over a 1-year period as follows:

- 8 weeks of ½ day workshops and mandatory working sessions focused on gaining the business knowledge required to successfully launch and sustain a business.
- 16 weeks of one-to-one business coaching and guidance as participants develop and implement a solid marketing and business plan, and 12 months of one-to-one business-specific coaching and guidance, as needed.
- 12 monthly group sessions to provide structure and additional opportunity for support as participants continue to work on establishing their businesses.
- Table Topic sessions in areas of business management not covered in the regular training workshops.

- Networking opportunities with past participants and successful entrepreneurs.

Eligibility Requirements:

- Have a viable business idea, and have the capital or access to capital needed to start and operate a business.
- Have the skills and knowledge of the products or services pertaining to the new business.
- Currently receiving Regular Employment Insurance benefits, **or** have received Regular Employment Insurance benefits within the past three years, **or** have received maternity/parental benefits within the past five years and the benefits have ended.
- Limited spaces available for individuals who do not meet the Employment Insurance requirements.

Prior to each program start date, MNP hosts 3 information sessions for all interested persons. Individuals can register to attend an information session at:

[www.mnp.ca/en/consulting/self-employment](http://www.mnp.ca/en/consulting/self-employment)

## Momentum

#16, 2936 Radcliffe Dr. SE, Calgary, AB T2A 6M8

[www.momentum.org](http://www.momentum.org)

All Momentum programs are designed for individuals with barriers to accessing similar training elsewhere such as lower income, cultural or language differences.

### **ABCs of Small Business**

Contact: Firyal Mohamed,  
Business Development  
Facilitator

Ph: 403-204-2663

Fax: 403-235-4646

Email: [abc@momentum.org](mailto:abc@momentum.org)

Intake Dates: Continuous

Intake Part-time for

12 weeks, Tues and Thur  
evenings

Prerequisite: Exploring  
Entrepreneurship

This modularized self-employment training program is specifically designed to assist people in starting and operating their own small business.

#### **Module 1: Feasibility Study**

Prerequisite: Exploring Entrepreneurship

Participants will develop a feasibility study of their proposed business after receiving business training in the subjects of the entrepreneurial mindset, market research, sustainable competitive advantage and financial projections.

#### **Module 2: Business Plan Development**

Prerequisite: Feasibility Plan

Subject specialists will lead participants through the information required in a business plan. Subjects include business mission and vision, marketing strategies, financing, implementation, financial statements and operations.

#### **Module 3: Business Operations**

Participants learn from experienced speakers how to plan for and conduct the day-to-day operational tasks involved in operating a business. Topics include bookkeeping, human resources, insurance, legal and licensing issues. Growing your business and success strategies are also covered.

### **Business Basics 15**

Contact: Firyal Mohamed,  
Business Development  
Facilitator

Ph: 403-204-2663

This 15-hour program is designed as a training primer for participants aged 18+. The primary focus is for learners to assess the feasibility of their business idea. An entrepreneurial character assessment and feasibility study will be completed to provide a good understanding of both their capacity as an entrepreneur and their business's potential. There is no cost for this program.

Prerequisite: Exploring Entrepreneurship

### **Business Basics 30**

Contact: Firyal Mohamed,  
Business Development  
Facilitator

Ph: 403-204-2663

This 30-hour program is for participants aged 18+ who require introductory business training to develop a simplified business plan. Participants will learn about the essential elements of business planning relevant for smaller scale businesses. Key learning topics include: what are you selling, who are you selling it to, what will it cost and how much will you make. Businesses that are a fit for this stream are small scale (like selling a craft or walking dogs) and likely a supplementary income source to another job or benefit, such as AISH. Peer support, 1:1 coaching and mentorship are additional assets are also available. Upon successful completion of the business plan, participants may qualify for a

micro business loan. There is no cost to this program.  
Prerequisite: Exploring Entrepreneurship

**Exploring  
Entrepreneurship**

Contact: Jared Clark,  
Business Development  
Assistant  
Ph: 403-204-2671  
Email:  
[business@momentum.org](mailto:business@momentum.org)  
Dates: TBA

This three-hour workshop introduces the pros and cons of self-employment. Topics discussed include: idea generation, business viability and entrepreneurial strengths. Participants complete a self-assessment to determine if self-employment is for them. An introduction to other full-time and part-time programs is offered by the Business Development department and is a prerequisite for the Self-Employment Program, ABCs of Small Business, the Women's Venture Program, Business Basics 15 and Business Basics 30.

**Bizlaunch Workshops**

Contact: Sabrina Grover,  
Business Development  
Facilitator  
Ph: 403-700-4820  
Email:  
[sabrina@businesslink.ca](mailto:sabrina@businesslink.ca)  
Dates: Last Monday of  
every month  
Hosted by the Business  
Link @ Bow Valley College

Workshops are offered on topics entrepreneurs need to succeed in today's business world. Led by subject specialists, participants learn with their peers the most recent information and trends. Business Link's monthly start-up workshops will build on the training tidbits shared during our BizConnections events. Participants learn skills to get their business moving ahead connect with peers and learn from local business experts. Cost: \$9.95.

<http://businesslink.ca/what-we-do/training-and-webinars/calgary-bizlaunch-workshops>

**Micro Business Loans**

Contact: Sergio Ribera,  
Business Development  
Loans Facilitator  
Ph: 403-204-2685  
Email:  
[sergior@momentum.org](mailto:sergior@momentum.org)  
Continuous Intake

Participants who attend a Momentum business development program or have complete a formal self-employment program (eg. with MNP) can apply for a Micro Business Loan to support entrepreneurs in the start-up and expansion of their business. These are character-based loans for persons having barriers accessing conventional business financing (bank loans) and provide an opportunity to capitalize a business and to establish or repair credit history.

**Self-Employment (SE)  
Program**

Contact: Grady Hamilton,  
Business Development  
Facilitator  
Ph: 403-204-2682  
Email:  
[gradyh@momentum.org](mailto:gradyh@momentum.org)  
OR Business Development  
Assistant  
Ph: 403-204-2671  
Email:  
[selfemployment@momentum.org](mailto:selfemployment@momentum.org)  
Call for intake dates.

This full-time daytime program is created specifically to assist unemployed individuals who envision starting a business as the most logical avenue to becoming economically self-sufficient. Each person will create and implement his/her own small business plan through training and coaching support. Subjects covered include the entrepreneurial mindset, business research strategies, registration, insurance, licensing, taxes, legal issues, bookkeeping, financial statements, computer training, networking, marketing and sales.

The program is scheduled over 26 weeks in the following format:

- Ten weeks of in-class training focused on the knowledge and skill development involved in entrepreneurship, business plan development and individual coaching leading to business launch at week 10
- Sixteen weeks implementing the business plan supported through weekly group sessions plus the continuation of weekly, individualized coaching sessions.

Prerequisite: Exploring Entrepreneurship

Participants must be Alberta residents who are legally entitled to work in Canada. Applicants will be screened for personal suitability to the program and to entrepreneurship. The viability of the business idea plus the applicant's technical skills and financial resources regarding the proposed business will also be assessed.

Momentum's work within a Community Economic Development framework is dedicated to working with low income Calgarians. All participants would meet the requirements of an unemployed or underemployed Albertan along with demonstrating the personal attributes of a successful entrepreneur. The SE program works with eligible participants who may have one of the following:

- low income
- a cultural barrier including language
- a disability
- an age barrier
- an educational barrier

Learners may have an active EI claim to cover all or part of the 26 weeks, or may qualify for Alberta Learner Income Support. Learners may apply to a Momentum Micro Business Loan upon completion of this program with a viable business plan.

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## SPECIALIZED ASSESSMENT (RESOURCE LIST)

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Referrals to these services can only be made  
by authorized Alberta Human Services (HS) Consultants.

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### Alberta Attention & Learning Disorder Services Inc.

#101, 1728 – 46 St. NW, Calgary, AB T2B 1B2

Contact: Pat Young  
Ph: 403-228-4070  
Fax: 403-288-9674  
Email: [pyoungaalds@shaw.ca](mailto:pyoungaalds@shaw.ca)

Assessment Services include:

- Psychoeducational
- Psychological
- Wheelchair accessible

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### Alberts & Associates Inc.

#410, 1100 – 8 Ave. SW, Calgary, AB T2P 3T8

Contact: Gerard Alberts  
Ph: 403-254-8400  
Fax: 403-234-7980  
Email: [gerard@albertsinc.ca](mailto:gerard@albertsinc.ca)  
Or [alberts.admin@shaw.ca](mailto:alberts.admin@shaw.ca)

Assessment Services include:

- Psychoeducational
- Psychological
- Vocational
- Wheelchair accessible

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### Banyan Work Health Solutions

#630, 633 6 Ave SW, Calgary, AB T2P 2Y5

Contact: Jennifer Griffiths  
Ph: 1-866-226-9262 ext. 408  
Fax: 1-416-588-9235  
Email: [jgriffiths@banyanconsultants.com](mailto:jgriffiths@banyanconsultants.com)

Assessment Services include:

- Vocational
- Worksite
- Wheelchair Accessible
- Pre-approved to use language and sign language interpreters

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### Bion Consulting Inc.

#700, 1816 Crowchild Tr. NW, Calgary, AB T2M 3Y7

Contact: Dr. Colleen Braun  
Ph: 403-547-2482  
Fax: 403-547-3482  
Email: [cpbraun@shaw.ca](mailto:cpbraun@shaw.ca)

Assessment Services include:

- Psychological – Comprehensive
- Psychological – Interview Only with Client
- Psychoeducational
- Vocational
- Wheelchair Accessible

## **Bryan Campbell**

2 Flr., 1801 – 8 St. SW, Calgary, AB T2T 2Z2

Contact: Bryan Campbell  
Ph: 1-877-520-1920  
Fax: 1-800-504-1072  
Email: [bryancampbell@live.ca](mailto:bryancampbell@live.ca)

Assessment Services include:

- Psychoeducational
- Wheelchair Accessible

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## **Canadian National Institute for the Blind (CNIB)**

15 Colonel Baker Pl. NE, Calgary, AB T2E 4Z3

Contact: Karen Bannick  
Ph: 403-261-7218  
Fax: 403-265-5029  
Email: [karen.bannick@cnib.ca](mailto:karen.bannick@cnib.ca)

Assessment Services include:

- Assistive Technology
- Worksite
- Assistive Technology/  
Worksite
- Wheelchair Accessible

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## **CanLearn Society (formerly Calgary Learning Centre)**

#100, 1117 MacLeod Tr. SE, Calgary, AB T2G 2M8

Contact: Sherry Ching  
Ph: 403-686-9300 ext 102  
Fax: 403-686-0627  
Email: [sching@canlearnsociety.ca](mailto:sching@canlearnsociety.ca)

Assessment Services include:

- Psychoeducational
- Not Wheelchair Accessible

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## **CBI Health Centre (formerly Community Neurorehab Services)**

#500, 7015 MacLeod Tr. SW, Calgary, AB T2H 2K6

Contact: Leslie Haworth  
Ph: 403-215-1500  
Fax: 403-215-1505  
Email: [lhaworth@cbi.ca](mailto:lhaworth@cbi.ca)

Assessment Services include:

- Functional Capacity
- Neuropsychological
- Psychoeducational – Learning
- Psychoeducational –  
Attention
- Psychological
- Worksite
- Vocational
- Wheelchair Accessible
- Pre-approved to use  
language and sign language  
interpreters

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## **Dr. Betty Reiter Psychological Services**

#200, 1609 – 14 St. SW, Calgary, AB T3C 1E3

Contact: Dr. Betty Reiter  
Ph: 403-803-8020  
Fax: please call first  
Email: [betty@drbettyreiter.com](mailto:betty@drbettyreiter.com)

Assessment Services include:

- Psychoeducational – Learning
- Psychoeducational –  
Attention
- Psychoeducational – Learning  
& Attention
- Wheelchair Accessible

## **Eckert Psychology & Education Centre Inc.**

A, 2220 – 7 Ave. NW, Calgary, AB T2N 0Z6

Contact: Darlene Rochow  
Ph: 403-230-2959  
Fax: 403-270-2650  
Email: [info@eckert-psychology.com](mailto:info@eckert-psychology.com)

Assessment Services include:

- Psychoeducational
- Psychological
- Psychoeducational / Psychological
- Vocational
- Wheelchair Accessible

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## **Family Psychology Centre**

#320, 1414 – 8 St. SW, Calgary, AB T2R 1J6

Contact: Dr. Jeff Chang  
and cc Debbie Baker  
Ph: 403-282-8288  
Fax: 403-228-9452  
Email:  
[jchang@familypsychologycentre.org](mailto:jchang@familypsychologycentre.org)  
[dbaker@familypsychologycentre.org](mailto:dbaker@familypsychologycentre.org)

Assessment Services include:

- Psychoeducational
- Psychological
- Wheelchair Accessible

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## **Foothills Academy**

745 – 37 St. NW, Calgary, AB T2N 4T1

Contact: Melanie Reader  
Ph: 403-270-9400  
Fax: 403-270-9438  
Email: [mreader@foothillsacademy.org](mailto:mreader@foothillsacademy.org)

Assessment Services include:

- Psychoeducational
- Wheelchair Accessible
- Services may be available in remote communities with prior approval from the Contract Services Coordinator

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## **Glasgow Psychological Services**

1813 – 8 St. SW, Calgary, AB T2T 2Z2

Contact: Anne Glasgow  
Ph: 403-245-1799  
Fax: 403-254-0533  
Email: [anne.glasgow@shaw.ca](mailto:anne.glasgow@shaw.ca)

Assessment Services include:

- Psychoeducational
- Vocational
- Not Wheelchair Accessible

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## **Hadden & Associates Inc.**

#400, 1100 – 8 Ave. SW, Calgary, AB T2P 3T8

Contact: Robert Hadden  
Ph: 403-264-6862  
Fax: 403-234-7980  
Email: [hadden.psych@shaw.ca](mailto:hadden.psych@shaw.ca)

Assessment Services include:

- Psychoeducational
- Psychological
- Vocational
- Wheelchair Accessible

## Jerome & Miller

3019 – 10 St. SW, Calgary, AB T2K 1H2

Contact: Marilyn Miller

Ph: 403-404-2689

Fax: 403-668-0554

Email: [mmillersk@gmail.com](mailto:mmillersk@gmail.com)

Assessment Services include:

- Psychoeducational
- Psychoeducational – Learning
- Not Wheelchair Accessible

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## Learning Solutions Psychological Services

#102, 7370 Sierra Morena Blvd. SW, Calgary, AB T3H 4H9

Contact: Dan Drybrough

and cc Sherry Dow

Ph: 403-685-0880

Fax: 403-240-9272

Email: [ddrybrough@shaw.ca](mailto:ddrybrough@shaw.ca)  
[sherry.learningsolutions@shaw.ca](mailto:sherry.learningsolutions@shaw.ca)

Assessment Services include:

- Psychoeducational – Learning
- Psychoeducational – Learning & Attention
- Wheelchair Accessible

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## Mandel & Associates

#620, 1816 Crowchild Tr. NW, Calgary, AB T2M 3Y7

Contact: Dr. Allan Mandel

Ph: 403-286-8425

Fax: 403-247-1425

Email:

[amandel@mandelassociates.com](mailto:amandel@mandelassociates.com)

Note: Functional Capacity Assessments are performed at:  
Brennan & Associates  
#321, 723 – 46 Ave. SE  
Calgary, AB T2G 2A4

Assessment Services include:

- Assistive Technology
- Functional Capacity (see note re: location)
- Neuropsychological
- Neuropsychological – Psychoeducational
- Neuropsychological/Vocational
- Psychoeducational
- Psychoeducational – Vocational
- Psychological
- Psychological – Vocational
- Vocational
- Worksite
- Wheelchair Accessible
- For Clients experiencing transportation difficulties, please contact provider directly
- Pre-approved to use language and sign language interpreters

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## Marlis Krueger (The Family Psychology Place)

A5, 10333 Southport Rd. SW, Calgary, AB T2W 3X6

1829 Ranchlands Blvd. NW, Calgary, AB T3G 2A7

Contact: Marlis Krueger

Email: [marlis.krueger@shaw.ca](mailto:marlis.krueger@shaw.ca)

SW Ph: 403-250-7792

SW Fax: 403-250-7791

NW Ph: 403-477-0902

NW Fax: 403-250-7791

Assessment Services include:

- Neuropsychological
- Psychoeducational
- Psychological
- Vocational
- Wheelchair Accessible
- Inquire about French language services



## O'Rourke Consulting and Psychological Services

#200, 1609 – 14 St. SW, Calgary, AB T3C 1E3

Contact: Sally O'Rourke  
Ph: 403-473-4793  
Fax: 587-387-2265  
Email: [sdorourke@shaw.ca](mailto:sdorourke@shaw.ca)

Assessment Services include:

- Psychoeducational – Learning
- Psychoeducational – Attention
- Psychoeducational – Learning & Attention
- Wheelchair Accessible

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## OrionHealth Rehab and Assessment Centres

#300, 1010 – 1 Ave. NE, Calgary, AB T2E 7W7

#201, 1205 Bow Valley Tr., Canmore, AB T1W 1P5

Contact: Dr. Elisabeth Saxton  
Email: [esaxton@orionhealth.ca](mailto:esaxton@orionhealth.ca)  
Calgary Alternate: Atoosa Golfar  
Ph: 403-269-2414  
Fax: 403-233-2477  
Canmore Alternate: Chantal  
Blanchette  
Ph: 403-609-2228  
Fax: 403-609-2246

Assessment Services include:

- Assistive Technology
- Functional Capacity
- Psychoeducational
- Psychological
- Vocational
- Worksite
- Wheelchair Accessible

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## Pappas & Associates

#300, 5 Richard Way SW, Calgary, AB T3E 7M8

Alternate location: #700, 1816 Crowchild Tr. NW, Calgary, AB T2M 3Y7

Alternate location: #300, 160 Quarry Park Blvd. SE, Calgary, AB T2C 3G3

Contact: Dr. Sylvie Pappas  
Ph: 403-212-0092  
OR 1-877-455-3511  
Fax: 780-665-7098  
Email: [sylvie9037@gmail.com](mailto:sylvie9037@gmail.com)

Assessment Services include:

- Functional Capacity
- Neuropsychological
- Psychoeducational
- Psychological
- Vocational
- Wheelchair Accessible

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## Prairie Rose

A, 2220 – 7 Ave. NW, Calgary, AB T2N 0Z6

Contact: Frank Burns  
Ph: 403-238-3222  
Fax: 403-238-2277  
Email: [fburns@shaw.ca](mailto:fburns@shaw.ca)

Assessment Services include:

- Psychoeducational
- Wheelchair Accessible

## **PrimeCARE Health Inc.**

#120, 109 Quarry Park Blvd. SE, Calgary, AB T2C 5E7

Contact: Sarah Merla  
Ph: 403-930-7111  
Fax: 403-930-7114  
Email: [smarla@primecarehealth.ca](mailto:smarla@primecarehealth.ca)

Psychoeducational and Vocational Assessments are performed at:  
LifeMark Health  
#70, 2121 29 St. NE  
Calgary AB T1Y 7H8

Assessment Services include:

- Functional Capacity
  - Psychoeducational
  - Psychological
  - Vocational
  - Worksite
- Wheelchair Accessible
  - Pre-approved to use language and sign language interpreters.

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## **Sage Psychological Services**

#210, 1608 – 17 Ave. SW, Calgary, AB T2T 0E3

Contact: Angeline Fitch  
Ph: 403-289-9755  
Fax: 403-244-2018  
Email: [afitch@nucleus.com](mailto:afitch@nucleus.com)

Assessment Services include:

- Psychoeducational
  - Psychological
  - Vocational
- Not Wheelchair Accessible
  - Services may be available in remote communities with prior approval from the Contract Services Coordinator
  - Pre-approved to use language and sign language interpreters.

## TEMPORARY EMPLOYMENT OPPORTUNITIES

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This section contains organizations that may provide training as well as short-term employment opportunities.

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### Alberta Job Corps (AJC)

3805 – 29 St. NE, Calgary, AB T1Y 6B5

<http://www.humanservices.alberta.ca/working-in-alberta/3157.html>

Interested individuals, for any AJC programs should contact:

Donna Corbett at

Phone: 403-297-7300

#### Programs offered:

- **AJC Temporary Employee**
- **Employer Partnerships Program**
- **Bridging Youth to Success (BYTS)**

This is an employment initiative of Alberta Works for temporary full-time employment. Individuals who are having difficulty finding or maintaining employment are provided an opportunity to work and earn a wage while broadening their job skills and provided with supports to transition back to the labour market (employment). Participants may be offered up to 26 weeks of employment services geared specifically toward the current labour market needs of local business based on participant skill levels.

Services may include paid work experience, employment counselling, life management skills, essential skills and occupational training in a variety of areas including computer skills, basic carpentry and painting. There is opportunity for certification in CPR, First Aid, Transportation of Dangerous Goods (TDG), WHMIS and Forklift. Job placement assistance and follow-up support is provided. Recipients of the above certification must be employed with the program.

AJC programs are to enhance labour market prospects and support workers to adjust to the labour market. Workers may have been displaced from previously familiar employment or displaying patterns of continued intermittent unemployment. Applicants may have varying levels of literacy, training and formal education which may be a factor determining their success in long term employment outcomes.

#### Client profile:

- 18+ years of age men/women for our regular stream
- 16, 17 and 18 year old Youth at Risk for our BYTS program
- Are receiving Income Support or are close to being on income supports
- Minimum English bench marks of level 5
- Pre-requisite for those with long standing addiction concerns would minimally be a certificate from the successful completion of a four week addictions treatment program within last six months
- Limited mental health concerns
- Medium level physical abilities or better .. able to lift 50 lbs in all directions
- Legally entitled to work in Canada
- Resident of Alberta
- Unemployed
- Motivated to find employment

The following services and training will be provided:

- Employability assessment completed prior to commencement
- Essential Skills assessment and indication of literacy levels
- Condensed essential and life management skills and career transitioning
- In-house training including community work experience on projects
- Employment preparation and identifying realistic industry employment targets
- Relevant exposure courses if needed including- First Aid/ TDG/ Forklift/ WHMIS/ Budgeting/ Safety/ Power Tool Orientation/ Computer Training as required
- Job Club including work-search strategies and career development
- Feedback/evaluations from project site to assess/evaluate and formally report Client progress in the area of occupational/employability skill development
- Employment assistance through Employer Partnership including up to one month paid work experience in private sector, while being provided intensive job maintenance and coaching supports
- Referral to appropriate resources if employment not a realistic option
- 90/180-day follow-up at completion of program

Compensation:

- Participants will receive an hourly minimum wage as well as 11.2% vacation on each pay for their period of employment.
- Private sector employers may top up wages for any work experience opportunities clients participate in
- AJC positions will be full-time, 36.25 hours per week, no overtime

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## Calgary Drop-In & Rehab Centre

1 Dermot Baldwin Way, Calgary, AB T2G 0P8

[www.thedi.ca](http://www.thedi.ca)

### **Employment Services Staffing**

Ph: 403-263-6217

Fax: 403-263-6218

Email: [ess@thedi.ca](mailto:ess@thedi.ca)

Mon-Fri

6:30 am – 2:30 pm

This funded project provides temporary staffing services to those looking for short-term or temporary employment. Clients are often homeless or recently new arrivals to Calgary and use this service as a means to ultimately establish purposeful employment. Many positions have the potential to evolve into meaningful long-term employment.

Clients are selected based on a “Best Match Criteria” system, meaning those who check in daily, have appropriate PPE, and have relevant job experience are selected first for jobs. A telephone number is provided for employer contact, a bus ticket and work gear (if available), can also be provided for those who are in need.

Additional services provided in the Employment Office include:

- Use of a computer terminal for online job search
- Directions, including transit route and printed maps for worksites
- Employment related fax, print, and email services
- Electronic resume storage and retrieval
- Bag lunches

## WORKPLACE TRAINING

This section contains information about organizations that arrange for training that is provided on the job site. This training is employer-delivered, work-site training for unemployed individuals who are having difficulty entering the workforce due to a lack of skills. They may also provide work exposure opportunities at a worksite for individuals with limited or no work experience. Individuals may receive a training allowance while attending these programs.

### Alberta Job Corps (AJC)

3805 – 29 St. NE, Calgary, AB T1Y 6B5

<http://www.humanservices.alberta.ca/ajc>

Referral status and scheduling Intake interviews:  
Contact Donna Corbett  
Ph: 403-297-7300  
Referrals for temporary employment:

Contact	Ph:
Grant Kaun	403-476-4622
Ann Dudley	403-297-7688

For direct job placement in all areas of private sector employment through

#### Employer Partnerships:

Contact	Ph:
Ann Dudley	403-297-7688
Dominick O'Donnell	403-297-7672
Elizabeth Wolff	403-297-7684

Continuous Intake

#### **Mature Workers (50+) – Project**

Contact: Donna Corbett  
Ph: 403-297-7300 to express interest. Donna will then complete the application form and ask the applicant to submit a résumé.  
Ongoing referrals accepted.

This is an employment initiative of Alberta Works for both full-time and part-time employment. Individuals who are having difficulty finding or maintaining employment are provided an opportunity to work and earn a wage while broadening their job skills. Participants are usually offered up to 26 weeks of employment services geared specifically toward labour market trends, the needs of local business and participant skill levels.

Services may include paid work experience, employment counselling, life management skills, essential skills and occupational training in a variety of areas including computer skills, basic carpentry and painting. There is opportunity for certification in CPR, First Aid, Transportation of dangerous Goods (TDG), WHMIS and Forklift. Job placement assistance and follow-up support is provided.

To enhance labour market prospects and support older workers to adjust to the labour market. These mature workers may have been displaced from previously familiar employment or displaying patterns of continued intermittent unemployment. Applicants may have varying levels of literacy, training and formal education which may be a factor determining their success in long term employment outcomes.

Client profile:

- 50+ years of age men/women up to 64 years. (Some exceptions beyond 64 years may be made, depending on strength of skill sets.)
- Are receiving Income Support or are close to being on income supports
- Minimum CLB levels of 5
- Pre-requisite for those with long standing addiction concerns would minimally be a certificate from the successful completion of a four week addictions treatment program within last six months
- Limited mental health concerns
- Moderate physical abilities or better
- Legally entitled to work in Canada
- Resident of Alberta
- Unemployed
- Motivated to find employment

The following services and training will be provided:

- Employability assessment completed prior to commencement
- Essential Skills assessment and indication of literacy levels
- Condensed essential and life management skills and career transitioning
- Two-month in-house training including community work experience on projects
- Employment preparation and identifying realistic industry employment targets
- Relevant exposure courses if needed including- First Aid/ TDG/ Forklift/ WHMIS/ Budgeting/ Safety/ Power Tool Orientation/ Computer Training as required
- Job Club including work-search strategies and career development
- Feedback from project site to assess/evaluate and formally reporting Client progress in the area of occupational/employability skill development
- Employment assistance through Employer Partnership including one month paid work experience in private sector, while being provided intensive job maintenance and coaching supports
- Referral to appropriate resources if employment not a realistic option
- 90/180/360-day follow-up at completion of program

Compensation:

- Participants will receive \$9.95 per hour for approximately 12 weeks as well as 11.2% vacation and statutory holiday pay for their period of employment.
- Private sector employer may top up wage for last four weeks in work experience
- Positions will be full-time a maximum of 36.25 hours per week

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## **Alberta Workplace Essential Skills Society (AWES)**

[www.awes.ca](http://www.awes.ca)

Contact: Cindy Messaros,  
Executive Director  
Ph: 403-392-0944  
Email: [cindy@awes.ca](mailto:cindy@awes.ca)

Organizations who are looking to improve productivity, employee performance, retention, safety and Return on Investment (ROI) are helped through tailored essential skills training interventions. Workplace Essential Skills (WES) are the foundation skills that workers need to be able to learn new skills and adapt to an ever-changing workplace environment, especially with the rapid pace of new advancements in technology. Thorough WES, needs assessments are conducted to recommend solutions suited for organizations in terms of time, cost, company culture and employee demographic. Using WES as the foundation, AWES interventions extend to needs assessments and training in plain language, intercultural awareness, English as a Second Language (ESL) and project management.

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## **Bow Valley College (BVC)**

322 – 6 Ave. SE, Calgary, AB T2G 4S6  
[www.bowvalleycollege.ca/](http://www.bowvalleycollege.ca/)

**Workforce Development**  
Contact: Christine Burke  
Ph: 403-410-1587

This division of BVC's Centre for Excellence – Immigrant and Intercultural Advancement focuses on providing private and public sector organizations with training expertise and experience by BVC professionals. Training is offered at the workplace or in a more traditional classroom-based approach and is tailored to the operational needs of the organization. A variety of effective on-site training solutions are offered including:

- English in the Workplace
- Business Skills
- Customized Training
- Intercultural Training

## ESL4WORK Inc.

#1209, 1317 – 27 St. SE, Calgary, AB T2A 4Y5

[www.esl4work.com](http://www.esl4work.com)

Contact: Vinay Thanawala,  
President  
Ph: 403-690-7376  
Email: [vinay@esl4work.com](mailto:vinay@esl4work.com)

This Advanced English program provides foreign-trained (ESL) staff with the language and cultural skills required to become more proficient and effective at the workplace. Instruction is provided on-site at your boardroom, so students can save travel time and learn in the comfort of their company. Classes are provided for every language level (Beginner, Intermediate, Advanced), and we also customize courses based on your workplace needs. CELPIP, TESL, TOFEL, and other prep-courses are also available. All instructors are certified and accredited by ATESL (Alberta Teachers of English as a Second Language) and TESL Canada.

Call us today to learn more about how our services can improve the flow of communication at your workplace. For qualified companies, the Canada-Alberta Job Grant may cover up to 66% of the training cost.

### Training Benefits:

- Courses are provided on-site and delivered based on your preferred schedule
- Productivity Gains
- Mitigate errors in English, which cost time and money to the corporation
- Retention
- Recruitment
- Active Participation

### Course Descriptions:

#### Level One Courses

- Pronunciation
- Speaking Skills at Work
- Active Listening
- Business Writing
- English Grammar

#### Level Two Courses

- Advanced Pronunciation
- Advanced Speaking
- Advanced Writing for Professionals
- Advanced Listening
- Advanced English Grammar

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## Manpower Services

#240, 734 – 7 Ave. SW, Calgary, AB

[www.opportunitiesknock.ca](http://www.opportunitiesknock.ca)

### **Opportunities Knock**

Contact: Peter Sambu,  
Program Manager

Ph: 403-298-4392

Email:

[peter.sambu@manpower.com](mailto:peter.sambu@manpower.com)

Mon–Fri 9:00 am – 4:00 pm  
Continuous Intake

This program helps prepare unemployed, job ready Albertans with what employers want in today's job market.

**Job Search Services Program** supports Clients through group-based workshops, individualized coaching and on-going support to increase job search, acquisition and retention skills to enter the workforce as quickly as possible. Computer work stations, printers, scanners, fax machines and wi-fi access are provided to participants.

**Workplace Training Program** provides employer-delivered on-the-job training and work experience opportunities to unemployed Albertans who are having difficulty entering the workforce due to limited or no work experience and/or lack of skills.

Clients are from diverse groups including, but not limited to, the following: low skill level that may be suitable for entry-level jobs, professional of highly skilled

positions requiring degrees and other credentials, immigrants, youth, older workers and aboriginal people.

To be considered for this program, individuals must:

- have a realistic and attainable career goal
  - have appropriate language skills for the occupation
  - be motivated to succeed
  - have minimal or low barriers to employment
  - have stability in personal and family life
  - be able to work in Canada as a citizen or permanent resident
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# YOUTH PROGRAMS

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This section contains information about programs and services for unemployed youth. Check with the service provider for pre-requisites (some are for individuals up to age 24 and others up to age 30) and whether a training allowance is provided (as is the case for those eligible to receive funding from the federal government).

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## Alberta Job Corps (AJC)

3805 – 29 St. NE, Calgary, AB T1Y 6B5  
<http://humanservices.alberta.ca/ajc>

### ***Bridging Youth to Success (BYTS)***

Lynn Minuk, Program Coordinator  
Ph:403-297-7685  
Fax:403-297-7709  
Email:  
[lynn.minuk@gov.ab.ca](mailto:lynn.minuk@gov.ab.ca)

Individuals interested in the BYTS program, should contact Donna Corbett at Phone: 403-297-7300 to apply.

Paid full time employment is provided for at-risk youth who are 16, 17, or 18 years of age. They will learn new skills that can be applied to the workforce. Youth are empowered to be successful in their future by gaining necessary “living” and employability skills in order to succeed in life. The youth have the opportunity to work towards completing their high school education and have access to employment beyond Alberta Job Corps.

Highlights include:

- budgeting workshops
- career and education planning
- cooking course credits
- job placement
- job search and resume assistance
- job shadowing
- “living skills” workshops
- trades related training
- training in WHIMIS, TDG, First Aid/CPR, Forklift certification
- work experience credits towards high school
- “Y” program

Program duration is typically 2-3 months; however it is determined on an individual basis. Youth must be out of the traditional school system for four weeks or longer. Youth who are currently attending school on a part-time or online basis will also be considered for this program. Youth will earn work experience credits toward their high school diploma if they are registered with a recognized school. In addition, the youth will also have exposure to multiple occupations as well as the trades. Interested youth may be assisted in preparing for, and challenging, the Alberta Apprenticeship trades exam.

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## Calgary Board of Education

1221 – 8 St. SW, Calgary, AB  
<http://encorecbe.ca/>

### ***Encore Program***

Ph: 403-817-7820  
Email:  
[Encorecbe@cbe.ab.ca](mailto:Encorecbe@cbe.ab.ca)  
Drop-In 1:00 pm – 4:00 pm

This program works closely with schools, programs and community agencies to help youth who have left school before graduation to explore possibilities and options for returning to school. It offers a number of resources to help youth and their families who may need to overcome obstacles.

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## Calgary Catholic Immigration Society (CCIS)

5<sup>th</sup> Flr., 1111 – 11 Ave. SW, Calgary, AB T2R 0G5

Ph: 403-262-2006

Fax: 403-262-2033

[www.ccisab.ca](http://www.ccisab.ca)

### **Immigrant Youth Outreach Project**

Calgary Achievement Centre for Youth (CACY)

#100A, 315 - 10 Ave. SE

Calgary, AB

Ph: 403-268-8131

Email: [aokafor@ccisab.ca](mailto:aokafor@ccisab.ca)

Website: <http://cacy.org>

Located at the Calgary Achievement Centre of Youth (CACY), this program provides education, employment and life skills support to immigrant and refugee youth ages 15-24. Education support includes math summer program, drop-in homework assistance, Saturday self-study tutoring, in-school and out-of-school support, laptop and graphing calculator lending program and various music and art projects. Employment support is delivered on an individual and group basis and includes résumé writing, interview preparation, job search support and career planning. Life skills support and solution focused counselling are offered on a drop-in basis as needed and includes goal-setting, planning and execution, problem solving, and various support and referral services.

### **Jumpstart to Success**

Ph: 403-290-5133

Email: [youth2@ccis-calgary.ab.ca](mailto:youth2@ccis-calgary.ab.ca)

Intake Dates: Ongoing.

Please contact for more information.

Group Based Employability Skills (GBES) is a 5-week life and essential skills workshop designed to ensure that participants gain the necessary skills, tools, information and support to adapt to Canadian society, integrate into the community and the Canadian workplace and succeed on the job. Topics include:

- Effective Communication
- Problem Solving
- Decision Making Skills
- Money Management
- Health and Wellness
- Employability and Social Skills

Employability Skills through Work Experience (ESWE) is a 12-week intervention that includes a two-week workshop designed to provide the necessary tools to find and sustain full-time permanent employment in Canada and a 10-week work experience placement. Workshop topics include:

- Interview Skills
- Resume and Cover Letter Writing
- Job-Search Strategies
- Rules of Canadian Culture and Workplace
- Building Diverse Teams
- Communicating Your Skills, Knowledge and Requirements

Work Experience (WE) is a 12-week work experience placement designed to provide support to participants that have strong interview, resume and cover letter writing skills yet require assistance with their job search.

## Calgary Construction Association

#2725 - 12 St. NE, Calgary, AB T2E 7J2

[www.constructioncareers.ca](http://www.constructioncareers.ca)

[www.yepcca.cc](http://www.yepcca.cc)

### **Youth Employment Program**

Contact: Calgary  
Construction Association  
Ph: 403-291-3350  
Fax: 403-291-9770  
E Mail: [yep@cca.cc](mailto:yep@cca.cc)  
Continuous Intake

Youth are provided with a three-week paid work experience in the construction industry, with the potential for full-time employment. The work experience allows youth the opportunity to evaluate and determine the suitability of a construction career path. All interested candidates must partake in a pre-screening interview process and, if successful, are required to complete a Construction Safety Training Systems course. This program is open to individuals aged 16 and up who are no longer in school and are unemployed or marginally employed.

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## Calgary Drop-In & Rehab Centre Society

1 Dermot Baldwin Way SE, Calgary, AB T2G 0P8

[www.thedi.ca/woodworks](http://www.thedi.ca/woodworks)

### **WoodWorks Program**

Ph: 403-699-8282  
Fax: 403-234-0677  
Email: [EST@thedi.ca](mailto:EST@thedi.ca)  
Ongoing intakes.

This 16-week paid support program allows individuals between the ages of 16-30 years to gain professional experience in woodworking. Participants complete 640 shop hours which can go toward a first year apprenticeship and can be put toward the Blue Book Certification. To be eligible for this program, participants must first complete the 3-week Employment Services Training program which includes 16 industry certifications, basic computer and life skills. Emphasis is placed on cabinet-making skills including:

- Cabinet and furniture design, construction and installation
- Safety practices, equipment, machine use and assembly
- Application of finishes and abrasives
- Molding and Millwork
- Shop drawing, math for construction and print interpretation

Applications are available online or at the Information Desk on the first floor of the Centre and can be submitted by fax, mail or returned to the Information Desk.

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## Calgary Immigrant Educational Society (CIES)

1723 – 40 St. SE, Calgary, AB T2A 7Y3

[www.immigrant-education.ca](http://www.immigrant-education.ca)

### **Free Internet & Employment Services for Youth**

(Funded by TELUS Community Board)  
Contact: Racine Diallo,  
Computer Programs  
Manager  
Ph: 403-235-3666  
Fax: 403-272-7455  
Email:  
[employment@immigrant-education.ca](mailto:employment@immigrant-education.ca)  
Ongoing service.  
No cost to participants.

The following services are offered for youth between 16 and 28 years:

- Information about the labour market
- Personal assistance with resume writing, job search and interview skills
- Assistance with job applications
- Networking opportunities
- Life skills development
- Internet access for on-line job search and academic project

**Economic & Social  
Integration of Syrian and  
other Immigrant Youth  
(EASSY)**

Contact: Suman Khanal,  
Program Manager

Ph: 403-291-0002

Fax: 403-291-0004

Email:

[sumankhanal@immigrant-  
education.ca](mailto:sumankhanal@immigrant-education.ca)

Intake Dates: TBD

This five month long FREE program provides employability skills and work experiences to Canadian youth so that they will be able better qualified in finding employment and contribute to the employers effectively and efficiently.

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## Calgary Immigrant Women's Association (CIWA)

#200, 138 - 4 Ave. SE, Calgary, AB T2G 4Z6

Ph: 403-263-4414

Fax: 403-264-2914

[www.ciwa-online.com](http://www.ciwa-online.com)

### Youth Program

Ph: 403-263-4414

Email:

[youth@ciwaonline.com](mailto:youth@ciwaonline.com)

Registration fee: \$50.00

Duration: 6 weeks

Mon-Thur 10:00 am – 3:00 pm

This program addresses the needs and concerns of culturally diverse young girls and women between the ages of 10-19. Individual support and counselling are available as well as the following:

- **Girls Culture Club** is located in several high schools throughout the city and run during lunch break or after school. It is a fun and safe place for girls to explore diversity, its challenges and positive qualities, while dealing with issues faced by teenage girls balancing their cultures and the expectations of Canadian society. Activities, fieldtrips, and guest speakers are coordinated throughout the year.
- **Youth Standing Committee** provides leadership opportunities and training to girls who would like to develop their organizational and leadership skills. Different community projects and chosen and coordinated by the committee or young girls throughout the year.
- **Youth Cultural Summer Camp** is a summer camp for girls ages 10-17 years who participate in exciting indoor and outdoor activities and attend several field trips. Camp activities focus on enhancing self-esteem, promoting emotional and physical health, as well as goal setting and potential fulfillment. Contact the Program Coordinator for assistance with fees.

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## Calgary Immigrant Women's Association (CIWA) – Links to Success – Skills Enhancement and Internships for Young Immigrant Mothers (ages 15-30 years) – [see Immigrant Training and Employment Programs and Services](#)

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## Calgary John Howard Society (CJHS)

917 – 9 Ave. SE, Calgary, AB

[www.cjhs.ca](http://www.cjhs.ca)

### Child and Youth Empowerment Strategy

Contact: Ed Kubeczek

Ph: 403-716-7300

Fax: 403-265-2458

Email: [ed.kubeczek@cjhs.ca](mailto:ed.kubeczek@cjhs.ca)

Provides up to 10 sessions of individual counselling for youth 12-18 years of age who are involved or at risk of involvement with the criminal justice system, including:

- Assessment of protective and risk factors
- Development of coping and change strategies

Intake Dates: Ongoing

**RAFT (Restorative Action for Transformation)**

Contact: Deborah

Nowakowski

Ph: 403-543-7825

Fax: 403-265-2458

Email:

[deborah.nowakowski@cjhs.ca](mailto:deborah.nowakowski@cjhs.ca)

Intake Dates: Ongoing

Services are provided for youth 12-18 years of age who are involved or at risk of involvement with the criminal justice system, with the focus on accountability, empathy, healing and closure for those involved in and affected by youth crime. Services available include:

- Victim Offender Dialogue and Calgary Community Conferencing (facilitated conversations between youth, victim and supporters)
- Crime Impact Session (individual session when a victim cannot be involved)
- Opportunity to repair harm caused by offending behaviour

**Youth Advocacy and Support**

Contact: Mark Cruz

Ph: 403-543-7826

Fax: 403-265-2458

Email: [mark.cruz@cjhs.ca](mailto:mark.cruz@cjhs.ca)

Intake Dates: Ongoing

One-to-one support in the community is provided for youth 12-18 years of age who are involved or at risk of involvement with the criminal justice system, including:

- Crisis and conflict resolution skills
- Goal-setting
- Referrals and advocacy for additional resources

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**CanLearn Society**

#100, 1117 MacLeod Tr. SE, Calgary, AB T2G 2M8

[www.canlearnsociety.ca](http://www.canlearnsociety.ca)

**Services for Youth at Risk**

Contact: Dr. Anne Price

Ph: 403-686-9300 ext 102

Services include:

- Assessment for learning or attention difficulties
- Follow-up consultation
- Strategy tutoring
- Self-advocacy coaching
- Assistive technology training
- Transition planning (to education or to work)
- Connection to other resources, services and agencies

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**CAREERS: The Next Generation Foundation**

341 – 58 Ave. SE, Calgary, AB T2H 0P3

[www.nextgen.org](http://www.nextgen.org)

Email: [careers@nextgen.org](mailto:careers@nextgen.org)

**Fourth Class Power Engineering Program**

Contact: Shane McKay,

Regional Director South

Ph: 1-888-757-7172

Fax: 780-428-8164

Email: [smckay@nextgen.org](mailto:smckay@nextgen.org)

High school students in select areas of Alberta can take post-secondary, power engineering theory courses alongside regular high school classes, and work in a power engineering internship each summer while earning an hourly wage. Students who start in grade 10 can graduate eligible to write the exam for Fourth Class Power Engineering Certification.

**Health Services Youth Initiative**

Contact: Steve Carlyle

Ph: 1-888-757-7172

Fax: 780-428-8164

Email: [scarlyle@nextgen.org](mailto:scarlyle@nextgen.org)

Grade 11 high school students who are interested in any health services career path, the biological sciences or “how things work” in the body are provided the opportunity to explore one of over 200 health occupations through a summer internship. Students may earn an honorarium, school credit and valuable experience in the health services field of their interest and may be invited back the following summer at the employer’s discretion.

**Registered Apprenticeship Program (RAP)**

Contact: Dan Olesen  
Ph: 1-888-757-7172  
Fax: 780-428-8164  
Email: [dolesen@nextgen.org](mailto:dolesen@nextgen.org)

This Alberta Education initiative allows high school students interested in any of the trades who enjoy hands-on work, and with a “lifelong learner” personality, to begin their apprenticeship training in any of over 49 apprentice-able trades while still in high school. The program works with school RAP coordinators to match suitable student apprentices to available internships, making the link between student and employer. RAP students earn a fair wage, high school credit and hours toward their chosen apprenticeship.

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**Centre for Newcomers**

#1010, 999 – 36 St. NE, Calgary, AB T2A 7X6  
[www.centrefornewcomers.ca](http://www.centrefornewcomers.ca)

**Real Me Program**

Contact: Mohamed El-Rafih,  
Project Coordinator  
Ph: 403-569-3333  
Fax: 403-648-2218  
Email: [m.el-rafih@centrefornewcomers.ca](mailto:m.el-rafih@centrefornewcomers.ca)  
Intake Dates: Email or call

This program serves first- and second-generation immigrant youth between 12 and 24 years who are involved, or at risk of becoming involved, in gangs. It provides services to high-need youth through a community based wraparound approach. This is a youth-led wrap-around initiative tailored to the youth's unique identity.

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**Futurpreneur Canada (FC) – see Self Employment**

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**Immigrant Services Calgary**

#1200, 910 – 7 Ave. SW, Calgary, AB T2P 3N8  
[www.immigrantservicescalgary.ca](http://www.immigrantservicescalgary.ca)

**Youth Volunteer Program (YVP)**

Contact: Sarah Horsfall  
Ph: 403-538-8369  
Email: [sarahh@immigrantservicescalgary.ca](mailto:sarahh@immigrantservicescalgary.ca)

This program provides opportunities for immigrant youth between the ages of 14 and 20 years to get involved in the community through volunteerism. It is designed to help immigrant youth discover the difference they can make in Canadian society through civic engagement. Participants gain experience in the Canadian workplace, participate in development opportunities, learn about the diverse culture in Canada, meet new friends and have fun through meaningful volunteer placements as well as a variety of social, recreational and team building activities.

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**Job Resource Centre – Banff and Canmore**

**Canmore:** #109, 710 – 10 St., Canmore, AB T1W 0G7  
**Banff:** 314 Marten St., Box 2039, Banff, AB T1L 1B8  
[www.jobresourcecentre.com](http://www.jobresourcecentre.com)

**Services to Youth**

Contact: Jane Kuzik  
**Banff:** Ph: 403-760-3311  
**Canmore:** Ph: 403-678-6601  
Continuous Intake

This initiative will help youth (aged 16-24) of Canmore, Banff and area connect with the appropriate resources to enable them to develop an effective career, employment and learning plans. This may include the development of a career path, an individual learning plan, or an individual work plan resulting in a comprehensive career development strategy. The Client may be in school, secondary or post-secondary, working, unemployed, or under-employed.

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## Junior Achievement of Southern Alberta

### **Company Program – A Student Venture – After School**

Contact: Hanna Watson

Ph: 403-781-2579

Fax: 403-261-6988

Email:

[hwatson@jasouthalberta.org](mailto:hwatson@jasouthalberta.org)

Intake: Year round for Oct to

Apr program delivery

This entrepreneurship program gives youth in grades 9-12 the opportunity to learn business, entrepreneurial, workplace readiness and leadership skills. Students will start up and run a business for 18 weeks with help and guidance from a team of volunteers generously provided by corporations and other businesses.

Meetings take place once a week for three hours from October through April with breaks over exam times and winter holidays. This program is offered in many towns and cities throughout southern Alberta, based on student demand.

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## Literacy For Life Foundation

#3, 1204 – 10 St. SE, High River, AB T1V 2B9

[www.litforlife.com](http://www.litforlife.com)

Literacy for Life Foundation provides service to community members of the MD of Foothills #31.

### **Essential Skills Courses**

Ph: 403-652-5090

Email: [info@litforlife.com](mailto:info@litforlife.com)

Essential Skills Training is offered to groups and business at affordable costs. Contact for more information on costs and process for development of program.

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## Making Changes Association

6516 – 1A St SW, Calgary, AB T2H 0G6

[www.makingchangesassociation.ca](http://www.makingchangesassociation.ca)

### **My Best Friend's Closet**

Contact: Sonia Okamoto

Ph: 403-262-5776 ext 1

Email:

[info@makingchangesassociation.ca](mailto:info@makingchangesassociation.ca)

This service provides 90-minute individual consultations to teenage girls from low-income homes (ages 12-18) and provides them with a broad selection of fashionable and functional clothing to meet their back to school and recreational needs. Fitting in is a key objective for most teens, and having a selection of stylish clothing assists with both their motivation to attend school and their sense of confidence in connecting with their peers. Referrals may be emailed.

## McBride Career Group Inc.

#400, 602 – 12 Ave. SW, Calgary, AB T2R 1J3

[www.mcbridecareergroup.com](http://www.mcbridecareergroup.com)

### **Services to Youth – Okotoks and High River**

#### **Okotoks Career and Employment Centre**

Bay 3, 87 Elizabeth St.

Okotoks, AB T1S 2A2

Ph: 403-995-4377

Fax: 403-995-3616

Email:

[okotoks@mcbridecareergrou](mailto:okotoks@mcbridecareergroup.com)

[p.com](http://p.com)

#### **High River Career and Employment Centre**

#6, 28 – 12 Ave. SE

High River, AB T1V 1T2

Ph: 403-601-2660

Fax: 403-601-2627

Email:

[highriver@mcbridecareergrou](mailto:highriver@mcbridecareergrou)

[p.com](http://p.com)

Contact: Amber Chapman

Continuous Intake

#### **Work Experience Program**

Red Deer, Calgary, and

Okotoks:

Contact: Nabilah Chowdhury

Ph: 403-296-8670

Email:

[nchowdhury@mcbridecareergroup.com](mailto:nchowdhury@mcbridecareergroup.com)

Intake Dates:

Continuous (limited spots available)

These services will assist young Albertans aged 16-24 years, who are unemployed or underemployed, have left school early, or have not continued on to post-secondary education. It will also include youth still in school who want help with preparing for a career. Services are provided for youth to encourage and support youth in making more informed career, employment and training choices.

#### **Work Experience Program**

Red Deer, Calgary, and

Okotoks;

Contact: Nabilah Chowdhury

Ph: 403-296-8670

Email:

[nchowdhury@mcbridecareer](mailto:nchowdhury@mcbridecareer)

[group.com](http://group.com)

Intake Dates: Continuous

(limited spots available)

This program works with individuals aged 15-30 years old to gain work experience through a paid full-time work experience placement program. While in placement, one-on-one job coaching is offered to help develop the skills needed to succeed in the workplace. The paid work experience placements are 12 weeks in length, with the goal to remain employed after the work experience placement.

Eligibility:

- Residing in Calgary, Red Deer, and Okotoks
- Cannot be attending school or registered to go back to school in the next 5 months
- Ready, willing and able to enter the workforce full-time
- Have not collected EI in the past three years
- Canadian Citizen, Permanent Resident, or Granted Refugee Protection



## Momentum

#16, 2936 Radcliff Dr. SE, Calgary, AB T2A 6M8

[www.momentum.org](http://www.momentum.org)

### **Youth Fair Gains Program**

Contact: Fatima Esmail,  
Financial Literacy Facilitator

Ph: 403-204-2665

Fax: 403-235-4646

Email:

[fatimae@momentum.org](mailto:fatimae@momentum.org)

Website:

[www.momentumforyouth.org](http://www.momentumforyouth.org)

Ongoing Intakes

This is a matched savings program for low-income youth between 16 and 21 years old. Over the course of the 12-month financial literacy program, participants will save between \$15 and \$50 of their own money every month, with Momentum matching their contribution 3:1. With a potential total savings of \$2,400, participants can use the money to purchase an asset, defined as either education for themselves, education for a child, starting or expanding a business or tools for work.

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## Motive-Action Training Foundation – Pre-Apprenticeship Trades for Youth – see Occupational Skills Training

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## Prospect Human Services Society - Airdrie and Cochrane Employment Services

**Airdrie:** #102, 115 Centre Ave. West, Airdrie, AB T4B 0P8

**Cochrane:** Ste. 203, 105 – 1 St. West, PO Box 85, Cochrane, AB T4C 1A5

[www.prospectnow.ca](http://www.prospectnow.ca)

### **Services to Youth**

**Airdrie:** Ph: 403-948-9711

**Cochrane:** Ph: 403-709-0010

Continuous Intake

This is an employment/counselling service for youth aged 16-24 in the Airdrie and Cochrane area. Eligible youth will work collaboratively with a Counselor to develop a plan to help them connect with a suitable career path, an individual learning plan, a job search and career plan, or an employment plan. The Counselor will be able to use the resources of Rockyview Employment Centre, as well as referrals to other appropriate community agencies.

A youth is defined as an Albertan between the ages of 16 and 24 who is in school, either secondary or post-secondary, working, unemployed, under employed or any combination of the above.

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## RIEL Institute for Education & Learning

#103, 2710 – 3 Ave. NE, Calgary, AB T2A 2L5

[www.rielinstitute.com](http://www.rielinstitute.com)

### **Aboriginal Youth Connections**

Ph: 403-248-0824

Fax: 403-248-0886

Email:

[program@rielinstitute.com](mailto:program@rielinstitute.com)

Intake Dates ongoing

This six-month program provides barriered Aboriginal Youth with the skills and tools necessary to enter the labor market. The program includes three months classroom instruction in essential skills, employment skills, life enhancement, career exploration, portfolio development, essential soft skills, first aid, conflict resolution, WHIMIS, financial literacy and more. Classroom instruction is followed by a three-month supported work experience. Services are offered to Clients of Aboriginal descent, who are 18-30 years old.

Qualified applicants will receive a minimum wage stipend, bus pass and further support dependent upon individual need.

Funding for this program provided by ESDC and the Government of Canada Urban Aboriginal Strategy.

## Rupertsland Institute

#5, 2611 - 37 Ave. NE, Calgary, AB T1Y 5V7

[www.metisemployment.ca](http://www.metisemployment.ca)

### **Métis Employment Services**

Ph: 403-250-8902

Toll-free: 1-877-250-4295

These Youth Employment Programs support and provide employment opportunities and work experience for Métis between the ages of 15 and 30 years. In partnership with employers, the programs help youth to find career success, link to tools, resources and workplace learning opportunities, build and facilitate effective career-building partnerships and develop successful role models and a skilled Métis workforce.

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## Spectrum Advantage

Ability Hub, 3<sup>rd</sup> Flr., 3820 – 24 St. NW, Calgary, AB T3B 2X9

[www.thespectrumadvantage.com](http://www.thespectrumadvantage.com)

### **Spectrum Advantage**

Contact: Gordon Young

Ph: 403-210-5000 ext 2026

Email:

[gord@autismcalgary.com](mailto:gord@autismcalgary.com)

This program provides four weeks of job-readiness preparation along with a three-month subsidized job placement in the digital economy industry to youth with disabilities aged 15 to 30 years who are living on the Spectrum.

Job-readiness skills include a focus on professional and personal development, as well as soft skills training such as:

- Effective Communication
- Acting as a Team Player
- Problem-Solving Skills
- Accepting Feedback
- Flexibility

Job Coaches manage the entire recruitment process at no cost to employers. They develop specific plans with employers to ensure the demands of positions are being met and employees are able to perform job duties accurately and effectively without assistance. Ongoing coaching supports are provided to both program participants and employers for the entire three months of job placements.

Sponsored by Service Canada and the Sinneave Family Foundation.

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## YMCA Calgary

[www.ymcacalgary.org](http://www.ymcacalgary.org)

### **YMAP (YMCA Achievement Program)**

Contact: Angela Brown

Ph: 403-537-1718

Email:

[angela.brown@calgary.ymca.ca](mailto:angela.brown@calgary.ymca.ca)

Intakes: Sep–Mar

Culturally-diverse youth are engaged by providing opportunities to develop work and life skills with support from mentors and peers. The program is for high school students aged 15-20 years who are new to Canada and/or from an immigrant background. Sessions are once a week for two hours from the end of Oct until the beginning of Jun. Summer programs are available to students who participated in this program during the previous school year. There is no cost to participants, snacks are provided at each session and students will receive a free YMCA gym membership.

### **YMCA High School Math Tutoring**

Contact: Angela Brown

Ph: 403-537-1718

Email:

[angela.brown@calgary.ymca.ca](mailto:angela.brown@calgary.ymca.ca)

Intakes: Sep and Feb

All In for Youth is a United Way initiative taking collaboration to a new level in order to help more youth complete school and ensure they are able to transition successfully onto further education of the workforce. This tutoring is offered at no cost to students who are struggling in math but are motivated to succeed and complete high school. This is a registered program; students must apply and be accepted into the tutoring program to attend.

## **Youth Employment Centre (YEC)**

2<sup>nd</sup> Flr., 315 - 10 Ave. SE, Calgary, AB T2G 0W2

[www.nextsteps.org](http://www.nextsteps.org)

Contact: Arlas Gillies,  
Coordinator  
Ph: 403-268-2490  
Continuous Intake

Year-round career planning and job search services are offered at no cost to youth between 15-24 years of age. Assistance from the experts is provided on how to write and update résumés, how to ace job interviews, explore career and education options and access training. Connect with a career counsellor for job search and career planning, learn how to network and look for a variety of jobs on the online job board.

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