

Workplace TASK

TRAINING IN ATTITUDES, SKILLS, AND KNOWLEDGE
FOR THE WORKPLACE

What is TASK?

UFV's TASK is an eight-month program that offers students with disabilities the opportunity to gain self-management and employment skills. TASK stands for Training in Attitudes, Skills and Knowledge for the Workplace, and as a TASK student you will have a chance to develop realistic career objectives in your chosen field.

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You will participate in a series of employability workshops such as WHMIS, Food Safe, and SuperHost. TASK students will also learn basic computer skills, including email and the internet. In addition, you will gain on-the-job experience while on community-based work placements. Overall, the program will provide the employability skills and experience necessary for students to find employment or gain access to further training at UFV or elsewhere.



“The TASK student was very enthusiastic about all aspects of the job and did all tasks with a positive attitude. She was eager to learn about the job and actively looked for ways to help.”

— Community employer.

TRAINING IN ATTITUDES, SKILLS, AND KNOWLEDGE FOR THE WORKPLACE



“The TASK program helped me get job ready. I learned lots about interviews and resumés and also got a lot of experience, especially in child care.”

— MELLINDA FRANSON, Task program graduate.

WHO CAN TAKE THIS PROGRAM?

Students who:

- have a history of a disability
- are motivated to find entry-level, competitive employment, volunteer work, or further training
- need to improve skills to obtain and retain employment
- can arrange transportation to and from UFV and work experience sites
- are safe in the community environment
- are 19 years or older before the last month of the program or
 - » have been out of school for one year
 - » or a June high school graduate.

HOW LONG DOES IT TAKE TO COMPLETE THE PROGRAM?

UFV’s Training in Attitudes, Skills, and Knowledge for the Workplace program is an eight-month certificate program offered over two semesters.

WHAT WILL I LEARN IN WORKPLACE TASK?

You will learn the following skills:

- self assessment
- career exploration
- personal management
- personal and work safety
- employment readiness
- interview
- basic computer
- job search

You will also take first aid, SuperHost, WHMIS, and Food Safe workshops. In addition, you will gain valuable on-the-job experience when you participate in community-based work placements.

Overall, the program will provide the employability skills and experience necessary for students to find employment or gain access to further training at UFV or elsewhere.

WHAT COURSES WILL I TAKE?

TASK PROGRAM CONTENT

FALL SEMESTER

| COURSE # | TITLE |
|----------|----------------------------|
| TASK 01 | Self Assessment |
| TASK 02 | Career Exploration |
| TASK 03 | Personal Management Skills |
| TASK 04 | Daily Survival Skills |
| TASK 05 | Computer Basics I |

WINTER SEMESTER

| COURSE # | TITLE |
|----------|--|
| TASK 06 | Employment Readiness |
| TASK 07 | Interview Skills |
| TASK 08 | Workplace Experience |
| TASK 09 | Retaining Employment |
| TASK 10 | Computer Basics II |
| TASK 11 | First Aid Workshop |
| TASK 12 | WHMIS Workshop |
| TASK 13 | Infectious Diseases Workshop |
| TASK 14 | Food Safe Level I — Industry Standard Course |
| TASK 15 | SuperHost — Industry Standard Course |

WHERE WILL MY CLASSES BE HELD?

The two TASK programs will be offered at:

- the UFV campus at Heritage Park Centre in Mission
- the UFV campus in Chilliwack

WHAT WILL MY SCHEDULE BE LIKE?

TASK is a full-time program that runs four days a week for four-and-a-half hours each day from September to late April.

The program consists of 15 courses, five of which are industry workshops. TASK 01 to 05 classes are offered in the Fall semester (September to December), and TASK 06 to 15 classes are offered in the Winter semester (January to April).

HOW MUCH WILL IT COST?

TASK students are required to pay tuition fees that total approximately \$2,200 for two semesters. The \$2,200 includes the cost of five employability workshops. For a fee schedule, contact an instructional assistant.

Contact: Linda Yamaguchi at 604-792-0025, local 2534 or linda.yamaguchi@ufv.ca

Ruth Vandendor at 604-795-2807 or ruth.vandendor@ufv.ca .

Catherine Nelson at 604-557-7615 or catherine.nelson@ufv.ca .

ADDITIONAL COSTS

Classroom supplies and texts will cost about \$100 (e.g., text, copy card, USB memory stick, binder, four duotangs, paper, pens, and pencils, etc).

AS A TASK STUDENT, IS THERE FINANCIAL ASSISTANCE AVAILABLE FOR ME?

Yes, depending on your personal circumstances, there may be funding available. The Adult Basic Education Student Assistance Program (ABESAP) provides non-repayable grants — based on financial need — to cover tuition, books, and supplies for all TASK courses. Contact an instructional assistant if you need assistance.

SOUNDS GOOD. HOW DO I APPLY?

1. Pick up an application package from an instructional assistant at the Upgrading and University Preparation department at any UFV campus.
2. Complete the application package and return it to the instructional assistant.
3. A TASK instructor will review your application and then make an appointment to meet with you for an assessment to complete the application process.
4. If necessary, apply for funding to cover the program tuition.

All students applying for the program will be interviewed on a first come, first-served basis.

WHO WILL BE TEACHING ME?

At UFV we have exceptional staff who will help you with your educational needs and be there to provide the support you need.

TASK INSTRUCTORS:

Alyson Seale

Chilliwack TASK Instructor

604-702-2621

and

Darlene Carson

Mission TASK Instructor

604-557-7611

I'M NOT SURE THIS PROGRAM IS RIGHT FOR ME. CAN I SPEAK WITH SOMEONE ABOUT MY OPTIONS?

Absolutely, we want to hear from you. If you're unsure of your direction call one of the instructional assistants listed below.

I'M INTERESTED. WHAT SHOULD I DO NEXT?

The best thing to do is call UFV and talk to an instructional assistant.

ABBOTSFORD

Linda Yamaguchi at 604-854-4597, or linda.yamaguchi@ufv.ca

CHILLIWACK

Ruth Vandenbor: 604-795-2807; ruth.vandenbor@ufv.ca

MISSION

Catherine Nelson: 604-557-7615; catherine.nelson@ufv.ca



The information contained in this document is subject to change. Please refer to www.ufv.ca/uup for up-to-date information. UFV reserves the right to cancel courses and programs.



About UFV

Nestled in the beautiful Fraser Valley just east of Vancouver, in B.C., UFV is a fully accredited, public university that enrolls more than 11,000 students each year. UFV has campuses in Abbotsford, Chilliwack, and Mission and regional centres in Hope and Agassiz, and a growing presence in Chandigarh, India.

UFV is committed to exceptional post-secondary instruction and a nurturing learning environment. We are large enough to offer variety, yet small enough to offer the personal attention that our students need to thrive. Our small class sizes and focus on teaching allow our students to get to know their instructors and learn in a hands-on setting.

We offer more than 80 programs, including 13 bachelor's degrees, a master's degree, and more than a dozen trades and technology programs. We believe that anyone who wants to go to university should be given the chance, so our admission policies are flexible, and we provide university prep courses and high school completion options. There are many options for learning: full-time, in class, online, as part of a structured program or one tailored specifically to your interests.

Many of our programs "ladder" into one another, allowing students to keep their options open. Our international programming makes for a culturally diverse student body and great opportunities to study abroad, while our continuing studies offerings make learning a lifelong experience.

UFV is recognized nationally for student success, an excellent learning environment, creative integration of programming, and our work with our local communities.

Get to know us better at www.ufv.ca.

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