

What Are the Benefits of the Program?

The Advanced English for the Workplace program will help you to:

- ✓ Build your skills in reading, writing, listening and speaking
- ✓ Further develop the skills that are essential to success in the Canadian workplace – reading text, document use, numeracy, writing, oral communication, working with others, thinking skills, computer use and continuous learning
- ✓ Earn credits toward the Ontario Secondary School Diploma (OSSD)
- ✓ Get Guidance support for successful transition to OSSD, work and/or post-secondary education



There is no cost for this program.



**Durham Catholic District
School Board**

**Continuing Education
Ajax Campus**

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Empowering You to Succeed



www.con-ed.ca



**Advanced
English for the
Workplace
2020/2021**



**Are you a Canadian Language
Benchmark (CLB) Level 6 or
higher student?**

The Advanced English for the Workplace program helps improve newcomer adults' English skills to prepare for their high school diploma, postsecondary education and/or the workplace.

Who is Eligible for the Advanced English for the Workplace Program?

- Must be 18 years of age or older;
- Completed an English language assessment at CLB Level 6 or higher in Listening, Speaking, Reading and Writing or;
- Completed a LINC or ESL course at CLB Level 6 or higher in Listening, Speaking, Reading and Writing

What Will I Learn in the Program?

Students will build their English skills through the following topics:

- English Skills
- Business Writing
- Business Communication
- Customer Service
- Job Search
- Resume Writing
- Interview Skills
- Managing information

Program Details

Located at Continuing Education, Ajax Campus (Monday – Friday)

Students in the program can earn the following high school credits for OSSD:

Semester 1: Sept. 9 – Nov. 9

11:00 am – 1:30 pm

- **Ontario Literacy Course**

Semester 2: Nov. 10 – Jan. 22

8:30 am – 11:00 am

- **Advanced English for the Workplace**
- 11:00 am – 1:30 pm
- **Workplace Communication**

Semester 3: Jan. 25 – Apr. 6

8:30 am – 11:00 am

- **Computer Skills**
- 11:00 am – 1:30 pm
- **Advanced English for the Workplace**

Semester 4: Apr. 7 – June 8

8:30 am – 11:00 am

- **Advanced English for the Workplace**
- 11:00 am – 1:30 pm
- **English Communication for Business**

Semester 5: June 9 – June 25

8:30 am – 4:30 pm

- **Computer Skills**
- **Job Search Strategies**
- **Ontario Literacy Course**

*Check our website for more course information www.con-ed.ca

Registration

Registration is in person at Continuing Education, Ajax Campus or online www.con-ed.ca and you must provide the following information:

- Photo ID
- Proof of legal status in Canada (i.e. Permanent Resident Card, Conventional Refugee form)
- Proof of CLB Level 6



If you have questions, please contact:

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