

SPROTT SHAW COLLEGE



**LEARNING
WITH PURPOSE
SINCE 1903**

ADMINISTRATION

- 10 - Executive Office Administrator
- 10 - Executive Medical Office Administrator
- 10 - Executive Legal Administrator
- 10 - Legal Administrator
- 10 - Medical Office Administrator
- 10 - Medical Office Administrator Health Unit Clerk
- 10 - Paralegal
- 10 - Veterinary Assistant

BUSINESS

- 14 - Business Administration Management
- 14 - Business Administration Bookkeeping
- 14 - Business Administration Principles
- 14 - Business Administration - Payroll
- 14 - Business Administration Sales & Digital Marketing
- 14 - Business Fundamentals
- 14 - Post - Graduate Diploma Global Business Management with Co-op
- 14 - Global Marketing Management with Co-op
- 15 - Hospitality Industry Professional with Co-op
- 15 - Hospitality Management with Co-op
- 15 - Hospitality Operations with Co-op
- 15 - International Trade
- 15 - Tourism & Hospitality Management

CHILD, FAMILY & COMMUNITY SUPPORT

- 20 - Early Childhood Education Diploma
- 20 - Early Childhood Education Basic
- 20 - Early Childhood Education Post-Basic - Children with Exceptionalities
- 20 - Early Childhood Education Post-Basic - Infant & Toddler
- 20 - Montessori Early Childhood Teacher Education
- 20 - Education Assistant
- 20 - Addictions Worker Diploma
- 20 - Community Support Worker
- 20 - Community Support Worker - Social Services
- 20 - Professional Counsellor

NURSING & HEALTH CARE

- 24 - Dental Assistant
- 24 - Health Care Assistant
- 24 - Medical Office Administrator Health Unit Clerk
- 24 - Pharmacy Assistant
- 24 - Practical Nursing
- 24 - Practical Nursing Access
- 24 - Post-Graduate Certificate in Nursing Administration & Practice

TRADES & DESIGN

- 28 - Electrical Foundations
- 28 - Electrician Common Core - Level 1 Accelerated
- 28 - Electrician Common Core - Level 2 Accelerated
- 28 - Electrician Common Core - Level 3 Accelerated
- 28 - Construction Electrician Level 4 Accelerated
- 28 - Computer-Aided Design Technology
- 28 - Visual & Graphic Design

COMMUNITY

We desire to be active and collaborative partners in our local communities where our colleges embrace a learner-centered philosophy that promotes inclusion, mutual respect, and accessibility.

DIVERSITY

We believe in a creative, dynamic, and innovative learning environment that embraces the multicultural nature of our communities and the uniqueness of each individual.

INTEGRITY

We believe in strong moral principles, respect for the rights of all individuals, and the importance of open and honest communication.

QUALITY

We embrace a modern approach to education with instructors who are experts in both teaching as well as their profession. We produce successful graduates, equipped to enter and prosper in their chosen field.

RESPECT

We believe in developing authentic relationships and in creating an atmosphere of trust and confidentiality where all people feel valued

RESULT ORIENTED

We are an accountable, progressive, and outcome-driven organization. We are committed to the well-being and success of both our students and our staff.

THE SPROTT SHAW ADVANTAGE

Since 1903, Sprott Shaw College has turned thousands of students into successful professionals. Our mission is to offer the right programs to meet the needs of the current economy and broader community; programs that provide students with relevant skills for meaningful jobs in high-growth industries. For over 117 years, Sprott Shaw College has maintained its high standards and accomplished its goals with its 16 campuses across British Columbia, Canada.



DEDICATED EMPLOYMENT SERVICES SPECIALISTS

Our Employment Services Specialists (ESS) help our graduates with student loan repayment and job placement assistance after graduation. We make it a priority to help graduates find permanent employment.



LIFETIME COURSE REFRESHERS AND SKILLS UPGRADING

In an ever-changing world, it's important to hold relevant skills - that's why our graduates can return for refresher courses should they require skills upgrading in the area they trained in.



16 LOCATIONS ACROSS BRITISH COLUMBIA

Sprott Shaw has 16 government-designated campuses across BC, allowing students and graduates the opportunity to attend any location should they change jobs or relocate in the future.



FLEXIBLE SCHEDULING AND MONTHLY STARTS

Our monthly intake system means no waitlists and regular start dates, allowing students to graduate and be job-ready sooner. Our class schedules allow for work, study, and family time.



130+ CAREER-FOCUSED PROGRAMS

With over 130 career-focused programs, students will gain the skills to reach their full potential and accomplish their career goals. All programs offer quality education with smaller class sizes.

DESIGNATIONS & AFFILIATIONS

With a deep-rooted history dating back to 1903, Sprott Shaw College is recognized as a distinguished and esteemed post-secondary institution in BC. Sprott Shaw is accredited by the government with designations from the PTIB and EQA. Sprott Shaw also offers several pathway programs for students to help take their education further with partnerships from BCIT, Langara College, Athabasca University, and more.



PTIB

The Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education, Skills and Training is responsible for ensuring institutions meet the requirements and standards for certification.



EQA

The Education Quality Assurance (EQA) identifies BC public and private post-secondary institutions that have met or exceeded the provincial government recognized quality assurance standards.



ITA

The Industry Training Authority (ITA) leads and coordinates the skilled trades training and credentialing system in BC. The Interprovincial Red Seal is issued by the ITA.



HARVARD BUSINESS SCHOOL ONLINE

Sprott Shaw College is the first private college in Canada to offer the CORE curriculum from the Harvard Business School Online.



ATHABASCA UNIVERSITY

Sprott Shaw College graduates of our Practical Nursing program are eligible for admission towards the Bachelor of Nursing (Post-LPN) Program of Athabasca University.



BCIT

The Sprott Shaw - BCIT Pathway allows Sprott Shaw graduates entry into BCIT's School of Business.



CITY UNIVERSITY IN CANADA

The Sprott Shaw - City University pathway allows graduates from select Sprott Shaw programs to transfer to City University and complete a Bachelor of Arts in Management program in as little as 2 additional years.

LIFE OUTSIDE



COMBATING YOUTH HUNGER

Every year, our East Vancouver campus, in collaboration with other Sprott Shaw campuses throughout the Lower Mainland, organizes the Combating Youth Hunger Initiative. This initiative provides tangible donations (like socks, blankets, and jackets) and warm meals to the less fortunate in Vancouver's Downtown Eastside.



ANTI-BULLYING DAY

As an inclusive post-secondary institution, we strongly believe in speaking out against bullying behaviour. To show our support, all of our campuses collectively raise funds for anti-bullying programs and wear pink shirts in support of Pink Shirt Day in February.

THE CLASS



MENTAL HEALTH AWARENESS MONTH

At Spratt Shaw College, we recognize the importance of a healthy mental state for all our staff and students. Throughout the month, we acknowledged and raised funds to support mental health awareness by wearing button pins, hosting bake sales and barbecues for fundraisers, participating in walks to gain support and attention, and hosting a hit list event!



CANADIAN CANCER SOCIETY FUNDRAISING

Spratt Shaw is proud to support the Canadian Cancer Society and Breast Cancer Awareness Month. Every year, our 16 campuses participate in campus-wide fundraisers with bake sales, t-shirt sales, raffles, and more. 100% of proceeds raised go towards the Canadian Cancer Society.

THE SPROTT SHAW PROCESS

Study at one of the oldest post-secondary institutions in British Columbia with 16 campuses across the province. Our practical programs equip you with indispensable skills that not only help you accomplish your career goals, but also reach your full potential. If you're lost on what you want to study, our advisors are always available to provide information, answer questions, and offer advice.

ASSISTANCE ALL THE WAY

What sets Sprott Shaw College apart from other educational institutions? Our commitment to supporting our students before beginning the program, throughout their studies, and after graduation.

ADMISSIONS PROCESS

STEP 1: Meet with an Advisor

Our highly skilled advisors are determined to help you find the program that will fulfill your career aspirations. Our advisors take the time to understand your educational background, dreams, goals, interests, and personality to ensure the right career fit. They will work with you to tackle any career-related challenges like exploring different career options, a possible career change, and personal career development.

STEP 2: Determine Your Prerequisites

The prerequisites required to enroll in any program are Grade 12 / GED or Mature Student Status. Prospective students must also complete the admissions interview and entrance assessments. Some programs require additional prerequisites. Sprott Shaw advisors will ensure you know what they are and how to obtain them, if you haven't already.

STEP 3: Consider Your Financial Aid Options

Our advisors are available to help you with budgeting, funding, and student loans. They will make sure you understand all of your options and help you choose the one that's right for you. Funding options include private monthly payments, Canada and BC student loans, RESP, RRSP, EI, WCB funding, and more.

THE NEXT STEP

Whether you know what program you want to take or aren't sure what you want to do, our advisors can help. Schedule a campus tour or participate in our "Desk for a Day" program which allows you to sit in on an existing class and speak with current students.

SCHOLARSHIPS & GRANTS

At Sprott Shaw College, we understand that financial circumstances may be a hindrance to your full learning potential. That's why we offer several scholarship and grant opportunities for students seeking to advance their education. We have financial opportunities for everyone including high school students, military veterans, returning students, and program-based scholarships.

ANNA SPROTT SCHOLARSHIP

Sprott Shaw offers up to \$2,000 towards tuition. Open to support women in business. Valid for the Business faculty. Submission by a 300-word written essay.

SHIRLEY YOUNG SCHOLARSHIP

Sprott Shaw offers up to \$6,000 towards tuition. Open to support excellence in the Payroll program. Submission by a 300-word written essay.

SPROTT SHAW NURSING SCHOLARSHIP

Sprott Shaw offers up to \$3,000 towards tuition. Open to support Canadian Nursing. Submission by a 300-word written essay.

PERSONAL GROWTH AND FORTITUDE SCHOLARSHIP

Sprott Shaw offers up to \$2,000 towards tuition to those who have exhibited an undertaking in the challenges of mental health. Valid for all Healthcare programs. Submission by a 300-word written essay.

PASSING IT FORWARD SCHOLARSHIP

Sprott Shaw offers up to \$1,500 towards tuition. Open to those who are pursuing a career in the childcare and education sectors. Submission by a 300-word written essay.

RJ SPROTT ALUMNI GRANT

For returning Sprott Shaw Graduates. 12% reduction on tuition for any Sprott Shaw program 6 months or longer.

SINCE 1903 HIGH SCHOOL GRANT

Sprott Shaw offers up to \$4,000 towards tuition. Available to all BC high school graduates who start a program within 1 year of graduation. Submission by transcript and word written essay (min. 300 words).

MILITARY & VETERAN GRANT

Our Military Tuition Discount program provides a 20% discount off tuition. Must provide proof of military service. Does not apply to our Trades programs or International students.

*refer to sprottshaw.com for terms & conditions.

A young woman with long brown hair is smiling and looking down at a desk in a computer lab. She is wearing a black top. In the background, other students are working at computers. The scene is brightly lit with blue accents.

ADMINISTRATION PROGRAMS

Sprott Shaw's Administration Programs train our students to become proficient with the latest skills, techniques, procedures for Administration work and facilitation. Our program covers foundational concepts and strategies to ensure students are more than capable of practicing their intended field of work.



AFTER GRADUATION, YOU CAN BE A :

- Corporate Law Secretary
- Commercial Law Assistant
- Medical Transcriptionist
- Medical Office Assistant
- Administrative Officer
- Human Resources Assistant
- Veterinary Assistant
- Event Planner
- Paralegal

DANIELLE KARSON
EXECUTIVE OFFICE ADMINISTRATOR

WHY DID YOU CHOOSE SPROTT SHAW?

The length of the program was appealing because I wanted to start my education and career right away. Everyone at Sprott Shaw took the time to make me feel like an individual. I didn't feel like just a number, I was actually someone they wanted to help.

HOW WAS YOUR EXPERIENCE AT SPROTT SHAW?

Small class sizes, more opportunities for one-on-one attention, personalized experiences, and amazing instructors. You really build a connection with your classmates and instructors. Courses were fast-paced which keeps you engaged with the content. Every day was something new and it wasn't repetitive, which I really liked.

**SEE HER FULL STORY AT
SPROTTSHAW.COM/DANIELLE**



PROGRAMS

DESCRIPTION

ADMINISTRATION

EXECUTIVE LEGAL ADMINISTRATOR

49 weeks

This executive diploma program includes material covered in the Legal Administrator program with additional training in communications, digital marketing, human resources, and travel/event planning.

EXECUTIVE MEDICAL OFFICE ADMINISTRATOR

49 weeks

We ensure that Executive Medical Office Administrator graduates are equipped with soft skills, like efficiency, communication, and career development. We provide expanded training in the areas of digital marketing (including social media), human resources, and travel/event planning.

EXECUTIVE OFFICE ADMINISTRATOR

33 weeks

The Executive Office Administrator Diploma Program has been developed to meet the needs of today's companies. We focus on the fundamentals like MS Office, and Sage 50 (Simply) Accounting.

LEGAL ADMINISTRATOR

33 weeks

The Legal Administrator diploma program familiarizes students with the concepts and vocabulary covered in various law processes. Students will be trained to handle and format legal correspondence such as deeds, wills, affidavits, briefs, and more.

MEDICAL OFFICE ADMINISTRATOR

33 weeks

This diploma program prepares students to perform a variety of administrative duties in hospitals, clinics, and other medical settings. Students will learn how to compile patient charts, transcribe physician orders, and record vital signs.

MEDICAL OFFICE ADMINISTRATOR HEALTH UNIT CLERK

49 weeks

The Medical Office Administrator Health Unit Clerk diploma program combines the general knowledge of a medical office administrator with the specialized knowledge of a health unit clerk. Students will be able to perform both administrative and non-clinical tasks in a variety of medical settings.

PARALEGAL

72 weeks

Careers in the legal profession can be very rewarding. As a Paralegal, you are an indispensable member of a legal team. This program provides the training necessary to help in any law office: keyboarding, transcription and computer skills, and a variety of legal subject areas including Real Estate Law, Criminal Law, Litigation, and Family Law to specialized areas such as Aboriginal Land Title, Canadian Immigration Law, and Intellectual Property Law.

VETERINARY ASSISTANT

33 weeks

The Veterinary Assistant Program is designed to provide comprehensive training for students seeking a career in the veterinary field. Graduates of this program are qualified to be the front office person of a veterinary hospital or clinic where they may be responsible for promoting the hospital and assisting the veterinarian.

ALL ADMINISTRATION ADMISSION REQUIREMENTS

Grade 12 / GED or mature student status (all transcripts must be "true certified copies" or originals). Applicants must successfully complete the admissions interview and entrance assessments (with a minimum composite score of 42/80).

PRACTICUM AND CO-OP EXPERIENCES

Our Administration programs include practicum or co-op experiences to allow students to gain relevant work experience before graduation.

Students have received opportunities at Interior Health Authority, Correctional Service Canada, City of Abbotsford, Canadian Red Cross, HUB International Insurance Brokers, Animal Emergency Clinic of the Fraser Valley, Dhanu Dhaliwal Law Group, and more.



BUSINESS PROGRAMS

Sprott Shaw's Business Program is highly acclaimed for our concentrated Management Programs that prepare students with tactical and indispensable skills, knowledge, and expertise to actualize their career aspirations. Because students who pursue competitive business-oriented careers require strong interpersonal, communication, and organizational skills, our courses solidify and strengthen these core skills.



AFTER GRADUATION, YOU CAN BE A :

- Business Development Officer
- Digital Marketing Coordinator
- International Marketing Consultant
- Data Entry Clerk
- Payroll Officer
- Benefits Liaison
- Business Manager
- Entrepreneur
- Logistics Manager

A portrait of Tor Erickson, a young man with short, light-colored hair, smiling warmly. He is wearing a grey, textured button-down shirt and has his arms crossed. The background is a soft-focus outdoor setting with trees and sunlight filtering through, creating a bokeh effect.

TOR ERICKSON

WHAT INSPIRED YOU TO PURSUE SPROTT SHAW?

I saw that a lot of the schools I researched had long waitlists, but I wanted to be able to go back to school right away. Sprott Shaw was able to get me to go back as soon as I applied.

HOW WAS YOUR EXPERIENCE AT SPROTT SHAW?

Attending Sprott Shaw is one of the best decisions I have ever made. I've been able to get back to school and pursue my dreams.

SEE HIS FULL STORY AT [SPROTTSHAW.COM/TOR](https://sprottshaw.com/tor)

PROGRAMS

DESCRIPTION

BUSINESS

BUSINESS ADMINISTRATION MANAGEMENT

49 weeks



*This program is available as an enhanced credential with Harvard Business School's HBSO Credential of Readiness (CORe) courses.

The Business Administration Management Diploma Program provides a foundational understanding of business operations which equips graduates to manage activities in a wide variety of industries. Many graduates find opportunities directing small and medium-sized businesses or providing departmental support in larger organizations.

BUSINESS ADMINISTRATION BOOKKEEPING

33 weeks

The Business Administration Bookkeeping Diploma Program provides students with the required knowledge to perform full-cycle accounting for small or medium-sized businesses under the direction of a designated accountant.

BUSINESS ADMINISTRATION PRINCIPLES

33 weeks

The Business Administration Principles Diploma Program is designed to provide an introduction to the fundamental principles of business operations. It is a short program well-suited to the individual that would like to upgrade their office and business skills.

BUSINESS ADMINISTRATION PAYROLL

33 weeks

This diploma program equips students with the skills to handle employee pay and benefits, maintain employee records, and use the records to calculate pay and benefit entitlements. Students will also be equipped to prepare and check statements of earnings and provide information on payroll matters, benefit plans, and collective agreement terms. Graduates of this program are eligible to apply for the PCP certification from the CPA.

BUSINESS ADMINISTRATION SALES & DIGITAL MARKETING

33 weeks

The Sales & Digital Marketing program equips students with the knowledge and skills to thrive in the marketing, advertising, and public relations fields. Students will develop strong interpersonal, communication, and organizational skills. With additional experience, students can progress to managerial roles.

BUSINESS FUNDAMENTALS

17 weeks

The Business Fundamentals Diploma Program is designed to provide the essential skills necessary to work in an office environment. This program is well-suited for an individual that is looking for the shortest training to develop the core set of skills necessary to work in an office environment.

POST - GRADUATE DIPLOMA GLOBAL BUSINESS MANAGEMENT WITH CO-OP

77 weeks

This post-graduate diploma program focuses on the development of business management understanding, both domestically and internationally. This program is divided into 2 modules and features a co-op opportunity. Through a variety of projects and presentations, students will gain competitive hospitality communication and business skills. At the end of the program, students will receive a co-op opportunity that allows them to apply the theories and skills they learned in class to practice.

GLOBAL MARKETING MANAGEMENT WITH CO-OP

103 weeks

The Global Marketing Management with Co-op – HBSO CORe diploma program is a combination of Sprott Shaws' relationship with two partners i.e., the Forum for International Trade Training (FITT), and Harvard Business School's HBSO Credential of Readiness (CORe). This diploma program focuses on the development of business understanding, both domestically and internationally; emphasizing the skills necessary to align processes and resources and to improve communication, productivity and effectiveness.

PROGRAMS

DESCRIPTION

BUSINESS

HOSPITALITY MANAGEMENT WITH CO-OP

91 weeks

The academic component of this program is designed to provide students with the relevant knowledge, necessary skills and education, and an understanding of the current trends in the hotel and hospitality industry in order to pursue or enhance employment opportunities. Students will gain first-hand operational knowledge of the key centres of a hotel including the front desk, sales & marketing, housekeeping, and revenue management & optimization.

HOSPITALITY OPERATIONS WITH CO-OP

69 weeks

The academic component of this program provides students with relevant knowledge, necessary skills, and an understanding of current hotel and hospitality trends. Students will gain first-hand operational knowledge of the key centres of a hotel including sales, marketing, front desk, and revenue management and optimization.

HOSPITALITY INDUSTRY PROFESSIONAL WITH CO-OP

27 weeks

The Hospitality Industry Professional with Co-op program focuses on hospitality communication skills, such as making presentations, taking part in meetings, telephoning, and using English in social situations. Students are familiarized with the communication tools used in North America and acquire an introductory understanding of the hospitality industry.

INTERNATIONAL TRADE

25 weeks

The International Trade program prepares students for the industry with FITT (Forum for International Trade Training) courses that focus on international business, trade finance, market entry strategies, international management techniques, logistics, and more.

TOURISM/HOSPITALITY MANAGEMENT

37 weeks

This diploma program prepares students to pursue careers in management positions in areas related to marketing, front office procedures, transportation, tours and ticketing, and food and beverage. Upon completion of the program, students will be able to demonstrate leadership competencies, supervise operations, and analyze emerging industry trends and innovations. Graduates of this program will also receive American Hotel and Lodging Association (AHLA) certifications.

BUSINESS ADMISSION REQUIREMENTS

Grade 12 / GED or mature student status

(all transcripts must be "true certified copies" or originals). Applicants must successfully complete the admissions interview and entrance assessments (with a minimum composite score of 42).

ADDITIONAL GLOBAL BUSINESS MANAGEMENT ADMISSION REQUIREMENTS

Diploma degree from an accredited college or university. International students must have evidence of English Language competency at IELTS 6.0 with no band lower than 5,5 or equivalent. Applicants that have not completed IELTS must score 25/40 in language and 25/40 in math.

PRACTICUM AND CO-OP EXPERIENCES

Our Business programs include practicum or co-op experiences to allow students to gain relevant work experience before graduation.

Students have received opportunities at Century 21, Bell Media, Signarama, Vancouver Fashion Week, Pinnacle Hotel Vancouver, Chilliwack Chamber of Commerce, City of Abbotsford, Sandman Hotel Group, InsureBC, and more.



DENTAL ASSISTANT PROGRAM

NATIONAL EXAM ELIGIBILITY

Sprott Shaw's dental program curriculum has been approved by the National Dental Assisting Examining Board. Our students are granted exam eligibility through the NDAEB.

AFFILIATIONS

Sprott Shaw is affiliated with multiple host sites (123 Dentist, Aura Ortho and more) which guarantees that our students will have a wide variety of offices and facilities to attend for practicum.

STATE OF THE ART CLINIC

Our graduates are introduced to state of the art equipment so no gap in knowledge exists between the field and school. Our graduates will be ready to enter the workforce and have experience working with equipment and software commonly present in the field.

AFFILIATED WITH CDABC

The CDABC speaks for dental assistants across BC. Sprott Shaw maintains a close connection with the Certified Dental Assistant Association of British Columbia so that our graduates will have the most recent information pertaining to their profession.





CHILD, FAMILY & COMMUNITY SUPPORT PROGRAMS

With our Child, Family, and Community Support programs, you'll be equipped to work with young children, families, and vulnerable groups. Whether you're interested in becoming an education assistant, early childhood educator, professional counsellor, or community support worker, our programs prepare you for the industry ahead through hands-on learning and simulation labs.



AFTER GRADUATION, YOU CAN BE A :

- Community Support Worker
- Addictions Worker
- Education Assistant
- Early Childhood Educator
- Youth Care Worker
- Day Care Assistant
- Residential Support Worker



HANNAH RENAUD

EARLY CHILDHOOD EDUCATION

WHAT DO YOU LIKE MOST ABOUT YOUR JOB?

Because I love children, I love that I can walk into work every day with the kids screaming my name and running up to me before I am even fully in the door, which is heartwarming for me.

HOW WAS YOUR EXPERIENCE AT SPROTT SHAW?

Coming to Sprott Shaw was a great experience as all the teachers are absolutely incredible. Sprott Shaw has completely changed my life for the better.

SEE HER FULL STORY AT [SPROTTSHAW.COM/HANNAH](https://www.sprottshaw.com/hannah)

PROGRAMS

DESCRIPTION

CHILD, FAMILY & COMMUNITY SUPPORT


EARLY CHILDHOOD EDUCATION DIPLOMA 77 weeks	This program gives students the skills necessary in the industry today based upon the Ministry for Children and Family Development approved curriculum. The program provides content from the Basic program in addition to Infant & Toddler development, and Children with Exceptionalities.
EARLY CHILDHOOD EDUCATION BASIC 45 weeks	Students will develop a broad range of skills through the study and practice of our certified and approved courses so they can develop and lead activities for children.
ECE POST - BASIC - CHILDREN WITH EXCEPTIONALITIES 20 weeks	This program will expand upon the skills gained through the Early Childhood Education Basic program. Greater opportunities exist for those who specialize in working with children who require support. Caregivers with formal credentials will have better opportunities.
ECE POST - BASIC - INFANT & TODDLER 20 weeks	This program focuses on Infants and Toddlers allowing graduates to expand their coverage from Birth to 5 years, giving students the skills necessary in the industry today based upon the Ministry for Children and Family Development approved curriculum.
MONTESORRI EARLY CHILDHOOD TEACHER EDUCATION 38 weeks	This program familiarizes students with the Montessori Philosophy, giving emphasis on a child-centred educational approach; allowing each child to learn through practical experiences and self-discovery. We are fully accredited by the Montessori Accreditation Council for Teacher Education (MACTE).
EDUCATION ASSISTANT 43 weeks	Teaching Assistants work with teachers to support students with special needs. This support may include behaviour management, curriculum implementation, social skills development, and physical assistance.
ADDICTIONS WORKER DIPLOMA 43 weeks	The Addictions Worker program has been designed to provide students with the theoretical and practical knowledge and skills required for employment as an Addictions Worker.
COMMUNITY SUPPORT WORKER 31 weeks	This diploma program qualifies students to administer and implement a variety of social assistance programs and community services including life skills workshops, substance abuse treatment programs, and support sessions.
COMMUNITY SUPPORT WORKER – SOCIAL SERVICES 49 weeks	This program includes concepts and skills covered in the Community Support Worker program with specialization and focus on social services. Students will build an understanding of child development, ageing and psychosocial applications, and counselling techniques.
PROFESSIONAL COUNSELLOR 73 weeks	Program graduates will be able to work in Employee & Family Assistance Programs, private practice, health and wellness clinics, educational institutions, treatment centres, government and all other settings.

CHILD & FAMILY ADMISSION REQUIREMENTS

Grade 12 / GED or mature student status (all transcripts must be “true certified copies” or originals). Applicants must successfully complete the admissions interview and entrance assessments (with a minimum composite score of 42/80).

ADDITIONAL ADDICTION WORKER REQUIREMENTS

Applicants for this program must also obtain a satisfactory certificate of health with a Physician’s Waiver, submit a criminal record check and provide 3 letters of reference. Applicants must not have had an addiction or must be relapse free for 3 years.



NURSING & HEALTH CARE PROGRAMS

Sprott Shaw is one of the largest practical nursing and healthcare trainers in British Columbia. Our Practical Nursing program will set the stage for you to become a licensed practical nurse. Through our hands-on programs and modern labs, students can pursue successful careers in the dental, pharmaceutical, healthcare, and nursing industries.



AFTER GRADUATION, YOU CAN BE A :

- Practical Nurse
- Health Care Assistant
- Clinical Pharmacy Assistant
- Dental Assistant
- Health Unit Clerk
- Nursing Unit Coordinator
- Diabetic Meter Assistant

NATASHA CAMERON
PRACTICAL NURSING

HOW WAS THE ADMISSIONS PROCESS?

It was really quick and easy to get in to make an appointment with the advisor. She was helpful throughout the process and explained to me step-by-step what I needed to do, so it was nice to have that support.

HOW WAS YOUR EXPERIENCE AT SPROTT SHAW?

My experience at Sprott Shaw was fantastic. My teachers were very involved and helpful throughout the experience. The smaller class sizes also made it easier for me to learn.

**SEE HER FULL STORY AT
[SPROTTSHAW.COM/NATASHA](https://sprottshaw.com/natasha)**



PROGRAMS

DESCRIPTION

NURSING & HEALTH CARE

DENTAL ASSISTANT 45 Weeks		This program has been designed to meet the regulations governing certified dental assisting practices as defined by the College of Dental Surgeons of B.C. Upon completion of the program, graduates will be eligible to write the National Dental Assisting Board examination.
HEALTH CARE ASSISTANT	29 Weeks	The HCA Program, under the direction and supervision of a Health Care Professional, provides graduates with person-centred care aimed at promoting and maintaining the physical, emotional, cognitive, and social well-being of clients/residents.
INTERNATIONALLY EDUCATED	34 Weeks	
MEDICAL OFFICE ADMINISTRATOR HEALTH UNIT CLERK 49 Weeks		The Medical Office Administrator Health Unit Clerk diploma program combines the general knowledge of a medical office administrator with the specialized knowledge of a health unit clerk. Students will be able to perform both administrative and non-clinical tasks in a variety of medical settings.
PHARMACY ASSISTANT 33 Weeks		Pharmacy Assistants help licensed Pharmacists provide medication and other health care products to patients. Assistants usually perform routine tasks to help prepare prescribed medication, such as counting tablets and labelling bottles. They also perform administrative duties, such as answering phones, stocking shelves, and operating cash registers. Assistants refer any questions regarding prescriptions, drug information, or health matters to a pharmacist.
PRACTICAL NURSING 75 Weeks		Licensed Practical Nurses in BC provide nursing services to patients and their families across the lifespan in a variety of hospital, community, residential and home care environments, working as an integral part of the health team in collaboration with Physicians, RNs and RPNs. LPNs practice nursing using their knowledge, skills, judgment, critical thinking and problem solving to provide safe, competent and ethical care.
PRACTICAL NURSING ACCESS 61 Weeks		The PNA program is available for students who have completed an HCA, RCA, or HSRCA program. Completion of this program will allow students to apply to become a licensed practical nurse.
POST-GRADUATE CERTIFICATE IN NURSING ADMINISTRATION & PRACTICE 45 Weeks		During the program, students will work on test-taking strategies and nursing topics that are essential in preparation for the Nursing Community Assessment Service (NCAS), which is a pre-requisite to writing the NCLEX RN (Canadian National Nursing Exam).

NURSING & HEALTH CARE ADMISSION REQUIREMENTS

Grade 12 graduation, or equivalent (General Education Development, Adult Basic Education) or mature student status (age 19 and 1 year out of school) all transcripts must be “true certified copies” or originals. Proof of meeting English Language and Math Requirements. Applicants with English as a Second/Additional Language must meet the language requirements set by the BC College of Nursing Professionals (BCCNP)

PRECEPTORSHIP, CLINICAL, PRACTICUM, AND CO-OP EXPERIENCES

Our Nursing and Health Care programs include preceptorship, clinical, practicum, or co-op opportunities to allow students to gain relevant work experience before graduation.

Students have received opportunities with health authorities across BC including Provincial Health Services Authority, Vancouver Coastal Health, Fraser Health Authority, Island Health, Northern Health, and Interior Health Authority.



TRADES & DESIGN PROGRAMS

Our Trades programs provide students with ITA-BC approved training to become certified construction electrician apprentices. Our Design programs prepare students with the knowledge and skills to readily enter the diverse design industry. Both our Trades and Design programs combine theoretical content with practical hands-on experience using industry-standard equipment and software.





AFTER GRADUATION, YOU CAN BE A :

- Architectural Assistant
- Construction Electrician
- Institutional Electrician
- Commercial Electrician
- 3D Modeling Technician
- AutoCAD Technologist
- Product Designer
- Digital Technologist
- Industrial Designer



ELECTRICAL PROGRAMS

- SPROTT SHAW COLLEGE OFFERS ELECTRICAL FOUNDATIONS, ELECTRICIAN COMMON CORE LEVEL 1 TO 3 AND CONSTRUCTION ELECTRICIAN LEVEL 4
- THIS ITA-BC APPROVED PROGRAM PROVIDES STUDENTS WITH THE OPPORTUNITY TO GAIN COMPETITIVE SKILLS AND PROVIDES EMPLOYERS WITH A HIGHLY TRAINED AND EXPERIENCED WORKFORCE.
- PROGRAMS INCLUDES THEORY, ELECTRICAL LAB & SHOP
- YOU WILL LEARN THE SKILLS TO GET A JOB IN THE INDUSTRY
- MAXIMUM CLASS SIZE IS 16 STUDENTS
- GET 1 ON 1 HELP WITH YOUR INSTRUCTOR
- AFTER THE COMPLETION OF ELECTRICAL FOUNDATION PROGRAM STUDENTS HAVE AN ITA # (PRE-APPRENTICE #) WHICH ALLOWS THEM TO GET A JOB WITH ELECTRICAL COMPANIES.
- CONSTRUCTION ELECTRICIAN PROGRAMS HAVE DAY AND



PROGRAMS

DESCRIPTION

TRADES & DESIGN

ELECTRICAL FOUNDATIONS

25 weeks

This diploma program includes material and skills covered in the Electrician Common Core Level 1-Accelerated program with an additional 6 weeks of practicum experience and a workplace orientation feature. The practicum opportunity allows students to practice what they've learned in class while also gaining relevant work experience in the field.

ELECTRICIAN COMMON CORE LEVEL-1 ACCELERATED

10 weeks

An Electrician is designated as a Construction Electrician under the Inter-Provincial Red Seal Program. This ITA-BC approved modular program provides opportunities for Electrical Apprentices to gain employable lifetime skills, and provides employers with a highly trained and experienced workforce, while strengthening British Columbia's economy.

ELECTRICIAN COMMON CORE LEVEL-2 ACCELERATED

10 weeks

This certificate program is the first year theoretical and hands-on training component of the four-year program. In this program, students will build their knowledge on DC circuit theory, safety procedures, rudimentary motor control, electronics, and the Canadian Electrical Code. Upon completion of the program, students will receive their Level 1 certificate.

ELECTRICIAN COMMON CORE LEVEL-3 ACCELERATED

10 weeks

Electricians have many different responsibilities and tasks that they must carry out in their daily work. They assemble, install, alter, test, and maintain electrical systems designed to provide heat, light, power, control, signal, and fire alarms for all types of buildings and premises.

CONSTRUCTION ELECTRICIAN LEVEL-4 ACCELERATED

10 weeks

Level 4 is the fourth year theoretical and hands-on training component of the four-year program. Upon successful completion of the Certificate, students will receive their Certification of Apprenticeship. The Certification of Apprenticeship (is a requirement and) qualifies students to write their IP Red Seal Exam.

COMPUTER-AIDED DESIGN TECHNOLOGY

12 weeks

This certificate program is for students who want to be proficient with CAD systems like AutoCAD, Autodesk Revit, and SketchUp. Students will gain the skills and occupational competencies needed to work and manage software applications used in the interior design, industrial product design, architectural design, and solid modelling field.

VISUAL AND GRAPHIC DESIGN

50 weeks

This diploma program focuses on preparing Students to work in a wide variety of graphic and visual art and design industries. Students will be introduced to industry standard software and learn fundamental art and design ideas and concepts. In subsequent terms, Students will be provided with many opportunities to apply this knowledge to further their expertise and learn innovative technical and practical skills in a project-based learning environment. Students will graduate with a portfolio that showcases their talents, their passion for design, and their professional identity.

TRADES & DESIGN

TRADES & DESIGN ADMISSION REQUIREMENTS

Grade 12 / GED or mature student status (all transcripts must be “true certified copies” or originals). Applicants must successfully complete the admissions interview and entrance assessments (with a minimum composite score of 42).

ADDITIONAL ELECTRICIAN COMMON CORE LEVEL 1-3 AND CONSTRUCTION ELECTRICIAN LEVEL 4 REQUIREMENTS

Applicants must successfully complete the admissions interview and entrance assessments (with a minimum composite score of 48). Students must be a sponsored apprentice registered with ITA prior to starting the program and writing the ITA-BC Certification Exam.

PRACTICUM AND CO-OP EXPERIENCES

Our Trades and Design programs include practicum and co-op experiences to allow students to gain relevant work experience before graduation.

Students have received opportunities at Allwest Electric Ltd., Nightingale Electrical Ltd., Castle Electric Inc., Red Seal Electric, Westpeak Electrical, Pacific Star Electric Inc., and more.



STUDENT LIFE



MY STUDENT SUPPORT PROGRAM

My SSP is a positive mental health and wellbeing platform offered via a free mobile app. My SSP provides students with access to helpful, self-directed online resources, as well as live Student Support Advisors who are available 24/7.



MONEY MATTERS

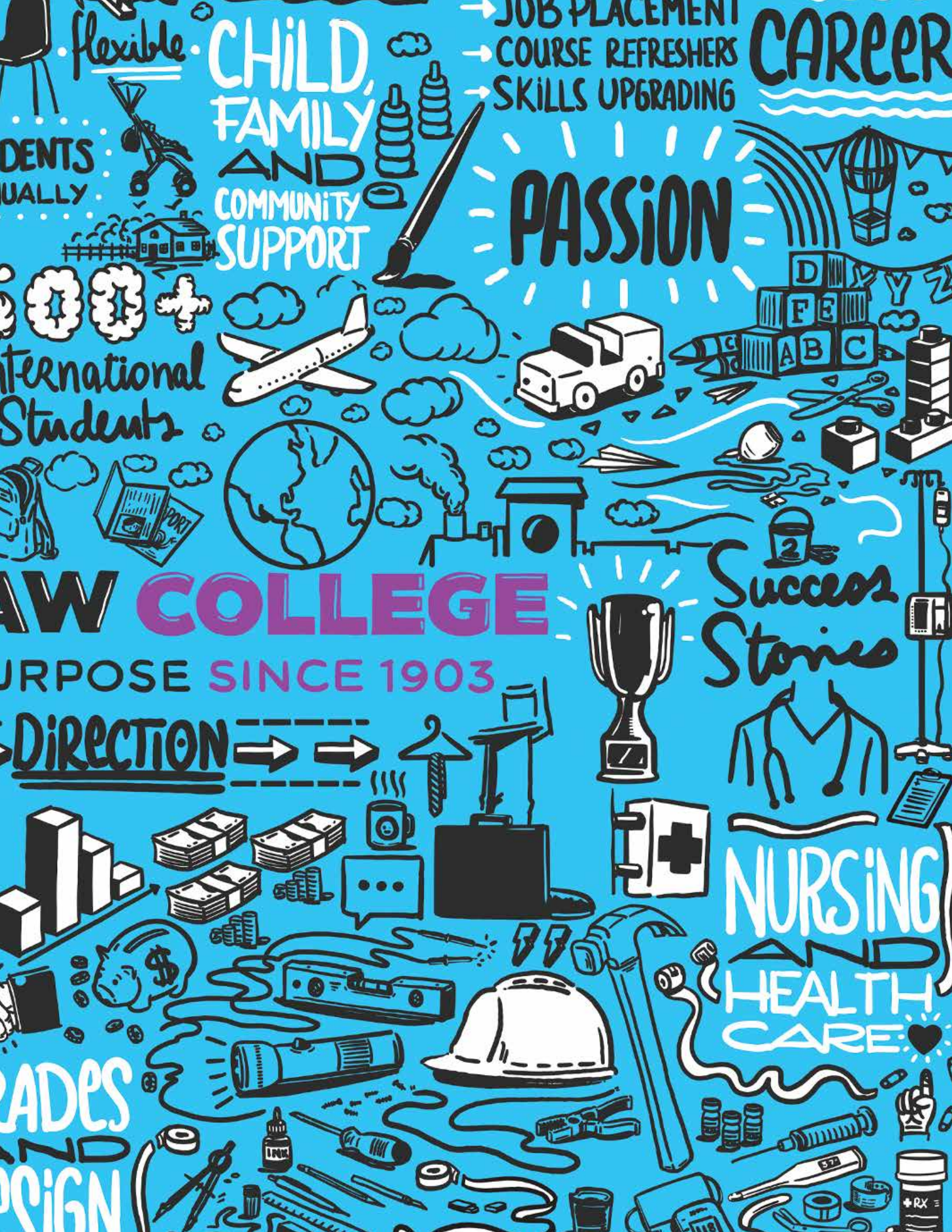
Money Matters is a free program that sets you up to become financially literate. The program is available for students online and through the mobile app. Some topics covered include how to control and eliminate debt, manage finances, and maximize credit score.



JOB BOARD

Our Employment Services Specialists (ESS) help our graduates find rewarding careers. We offer an online job board for students and alumni. Drop by your campus anytime to speak with your ESS and discuss employment opportunities.





CAREER

JOB PLACEMENT
COURSE REFRESHERS
SKILLS UPGRADING

flexible
CHILD,
FAMILY
AND
COMMUNITY
SUPPORT

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STUDENTS
USUALLY

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Students

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DIRECTION → →

Success
Stories

NURSING
AND
HEALTH
CARE

TRADES
AND
DESIGN



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**FOR MORE INFORMATION
CALL 310.HIRE (4473) OR VISIT SPROTTSHAW.COM**

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Maple Ridge

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Nanaimo

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New Westminster

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School of Trades

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