



Education and Skills Training PROGRAM INFORMATION PACKAGE

The Education and Skills Training (ESTR) Program offers certificates for people who experience barriers to employment. Each certificate runs from September through May. ESTR offers the following certificates.

Career Exploration: further develop employability skills and acquire recognized certificates for entry-level employment.

Kitchen Assistant: acquire skills and recognized certificates for entry level kitchen employment.

Retail Assistant: acquire skills and recognized certificates for entry level retail employment.

Trades Assistant: acquire skills and recognized certificates for entry level trades employment.

*** Program offerings vary from year to year.

In each certificate program, students divide their time between the classroom and practical experience. When possible, students are integrated into work environments for the practicum portion of the program. A newer model lap top computer is required for all certificates.

INTAKE DATE(S)

Each certificate runs from September through May.

APPLICATION DEADLINE

We recommend submitting applications early. Deadline for applications is May 1st, 2021. Late applicants may be considered if space permits.

ADMISSION REQUIREMENTS

Must be 18 years of age on or before October 1 of the year of entry.

REQUIRED SUPPLEMENTARY DOCUMENTATION

- References (form will be provided by TRU Admissions)
- List of work or volunteer experience (form will be provided by TRU Admissions)

If available, documentation of disability (i.e. Psychoeducational Assessment) – to be brought to interview but not submitted with Reference and List of Work/Volunteer Forms.

HOW TO APPLY

1. Apply online through [EducationPlannerBC](#)
2. [Submit official transcript\(s\)](#) to Enrolment Services

Official High School Transcripts:

BC high school applicants must register to release their transcript to TRU through the [Student Transcript Service \(STS\)](#). For assistance with this process, please refer to the Transcript Service [help videos](#) or connect with our Future Students team at 250-828-5006. Out of province applicants must send their official transcripts now and at the time of graduation. Please visit your provincial or territorial Ministry of Education for further information on how to order.

Official Post-Secondary Transcripts:

Applicants are required to submit official transcripts from all post-secondary institutions attended. If you are currently attending another post-secondary institution, you must submit an official transcript at the time of your application. Should you have courses in progress, you will be required to submit a final official transcript at completion. You are not required to submit your TRU transcript.

3. Submit by Mail: Official transcripts can be mailed directly from the school in a sealed envelope to:

**Thompson Rivers University
Enrolment Services
805 TRU Way
Kamloops, BC V2C 0C8**

Or

Emailed directly from a high school or post-secondary administrator to admissions@tru.ca.

4. Submit any required supplementary documentation to admissions@tru.ca in PDF including your TRU ID number in the subject line.

NEXT STEPS

1. We will contact you within 5 working days to confirm receipt of your application. You will then be able to review your application status and document receipt on myTRU. Please allow 3-5 days from submission of your documentation for the receipt date to be reflected on your account.
2. Admissions will send you the package of forms specific to your application to the ESTR Program that you can fill out online. Return these forms to admissions@tru.ca.
3. Please contact the Future Students office at TRU (futurestudents@tru.ca) if you have questions about applying to the university or filling out the forms for any of the ESTR programs.
4. Qualified applicants will be scheduled for an interview. The most important criteria for being accepted into this program is the desire to find employment. The other factors we consider are:
 - Ability to work independently without direct supervision.
 - Ability to communicate effectively.
 - References from paid or voluntary work experience.
 - Ability to manage own transportation to and from TRU and work placements.
5. Information about funding for this program will be provided when you are accepted to the ESTR program.

NEED HELP?

Please contact the Future Students office at TRU (futurestudents@tru.ca) if you have questions about applying to the university or filling out the forms for any of the ESTR programs.

[Contact Us](#)

Enrolment Services – Admissions & Registration Old Main,
Student Street
Phone: 250-828-5036
Email: admissions@tru.ca