



# Education & Skills Training (ESTR) *Certificates*

Career options for everyone

The Education and Skills Training (ESTR) Program offers certificates for people who experience barriers to employment.

**We offer certificates in:**

- Career Exploration
- Kitchen Assistant
- Retail Assistant

All certificates run September to May and involve a combination of course work, experiential learning and work experience.

*\*\*Certificate offerings may vary annually.*

[tru.ca/estr](https://tru.ca/estr)

## CAREER EXPLORATION

Students explore entry level employment options and gain valuable work experience.

Students learn:

- Customer service
- Communication skills
- Employer expectations
- WHMIS
- Job search strategies
- Self and community awareness
- Workplace health and safety
- Teamwork

Upon completion students may go on to the Kitchen Assistant or Retail Assistant Certificates, other educational programs, or directly into entry-level employment.

## KITCHEN ASSISTANT

Students train in TRU kitchens.

Students learn:

- Customer service
- Food preparation methods
- Set-up and organization of a kitchen
- Creating edible products, portioning, and packaging
- Kitchen cleanup and sanitation
- Food Safe Level 1 and safe work practices
- Teamwork

Graduates are prepared for employment in restaurants, fast-food outlets, institutional kitchens and catering businesses.

## RETAIL ASSISTANT

Students train in TRU retail and warehouse areas.

Students learn:

- Customer service
- Warehouse procedures
- Facing, pricing, stocking shelves and displaying
- Pricing and inventory procedures
- Security measures
- Safe work practices
- Teamwork

Graduates are prepared for employment in warehouses, grocery stores, department stores and customer service areas.

## Financial Aid

The Adult Upgrading Grant (AUG) provides need-based grants for BC residents who wish to access preparatory and secondary level courses, including the ESTR program. This funding can provide funding for direct educational costs such as tuition and books/supplies. For information and application, visit: [tru.ca/awards/government-programs/adult-basic-education](http://tru.ca/awards/government-programs/adult-basic-education)

Applicants accepted into the ESTR program are encouraged to apply for the AUG Grant.

## WHO CAN I TALK TO?

### ESTR Coordinator

Jane Horton  
jhorton@tru.ca

### Future Students

250-828-5006  
futurestudents@tru.ca

[tru.ca/estr](http://tru.ca/estr)