

Career Centre Assistant Training

A Career Centre Assistant supports and promotes the delivery of career education programs and courses as a member of the Career Education team within a secondary school.

This course is designed to introduce students to the dynamic world of career education and to provide them with the skills and knowledge required to be an effective Career Centre Assistant.

After completing the Career Centre Assistant Training you will have the required course needed to be a Career Centre Assistant in the Surrey School District.

Students will:

- Enhance their knowledge of Microsoft Word, Excel, PowerPoint, Publisher and Adobe Acrobat.
- Learn to utilize current career education resource platforms such as myBlueprint, MyEd, MyWEX, and Dual Credit Management System.
- Acquire an understanding of Surrey School District's Career Education programs. These include District Partnership Programs, Youth Work in Trades, Youth Train in Trades, Work Experience, Coop programs, special education programs and District initiatives.
- Develop the skills needed to assist students with career exploration activities, resume and cover letter preparation, post-secondary searches and more.

Dates: July 4, 5, 6, 7, 8, 8:30 am – 3:30 pm

Course Instruction: The first 4 classes will be held in-person and the last class will be online. You will need a computer with a camera & microphone for this class.

Cost: \$50.00 application fee to be paid when applying
\$700.00 tuition fee to be paid by June 15, 2022

Register: Complete and return the CCA Application form to surreycollege@surreyschools.ca When we receive the form we will contact you to pay the \$50 fee by credit card over the phone

Who: This course is for current Surrey Schools employees only. CCA is a clerical job. You need to be on the clerical list to get a CCA position