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Course: Study and Work Diploma Program Department: International Studies	Approved by:	Date: March 25, 2009

DESCRIPTION:

This Diploma-granting Program of Studies is a combination of full-time intensive English language upgrading and Canadian paid work experience. Students will take a variety of language skill-focused courses until they achieve an intermediate level of English or higher. Students will then complete a Business Diploma Program, which combines continued language improvement with relevant content related to success in the Canadian workplace. Upon successful completion of this program of study, students will then participate in the employment component of this Study and Work Diploma Program.*. This combined English and Business study program is unique in that it provides students with the opportunity to improve their English and subsequently put it to use in the Canadian workplace.

**As per the regulations set by Customs and Immigration Canada, the employment portion of the Study and Work Diploma Program is certified as part of the academic program and will not form more than 50 percent of the total program of study.*

Study Component

Prior to attending the Business Diploma Program** – the final study component – students will be able to select from several combinations of existing Comprehensive and Special English courses** which focus on the four skill areas (listening, speaking, reading and writing) as well as on specifics of grammar and pronunciation. These courses will be determined in consultation with the registrars so that they will be best suited to the students' language needs.

Once the students have achieved a minimum of an intermediate level of English, they will then finish the study component with the Business Diploma Program, which provides students with the skills and knowledge needed for working in a Canadian workplace, professional oral and written communication, positive customer service results, and successful job search.

***Please refer to individual course outlines of existing Comprehensive, Special and Business English courses.*



COURSE OUTLINE

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Work Component

Upon successful completion of the study component, students will begin the work component, an integral part of the Study and Work Diploma Program. Students will use their pre-existing skills, as well as skills acquired in the study component, in positions in customer service, retail, food and beverage, hospitality, tourism, business or other field, depending on students' language ability, skills, educational backgrounds, and previous careers and/or training.

Students will finish the study component with an up-to-date resume in English and knowledge and skills regarding job search research and interview success. Students may find that they are well-equipped to find their own work placement. If, however, they prefer assistance with work placement, students can select the assistance option that best suits their needs: 1) They could work with a private tutor one-on-one to assist them with their job search activities; or 2) They could get placement help, whereby another person/agency actually arranges an interview for them.


LENGTH:

The full-time Study and Work Diploma Program options are:

- A: 6 months (3 months study / 3 months work)
- B: 12 months (6 months study / 6 months work)
- C: 18 months (9 months study / 9 months work)
- D: 24 months (12 months study / 12 months work)

Since students will be coming in with different levels of English, the options below give students adequate time and a variety of skill practice to ready them for the applied employment component.

Study and Work Options	Minimum recommended entrance level	Language Upgrading Program	Business Diploma Program	Work experience
A (6 months)	IS Upper Intermediate	6 weeks (141-160 hours)	8 weeks (140 hours)	14 weeks
B (12 months)	IS Intermediate	16 weeks (335-392 hours)	8 weeks (140 hours)	24 weeks
C (18 months)	IS Lower Intermediate	28 weeks (575-704 hours)	8 weeks (140 hours)	36 weeks
D (24 months)	IS Upper Beginner	40 weeks (860-1016 hours)	8 weeks (140 hours)	48 weeks

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LEARNING OUTCOMES (OBJECTIVES):

By the end of this Study and Work Diploma Program, students should:


- Have the linguistic ability to get and hold employment in an English speaking environment
- Be able to communicate in writing and speaking more effectively in the Canadian workplace
- Be able to apply business vocabulary in a wide range of business-related topics such as customer service, problem-solving, marketing and finance
- Be able to handle work-related telephone conversations more effectively
- Have a wider understanding of skills needed when working with people
- Be more familiar with Canadian business structure, leadership styles and culture
- Be able to undertake an effective job search in an English-speaking context
- Be able to apply knowledge and skills acquired throughout their studies in a productive employment experience in Canada
- Gain invaluable Canadian work experience to further advance their careers in their countries of residence

MATERIALS REQUIRED:

- Loose leaf paper, pen, pencil and binder

RESOURCES:

- English Upgrading texts, audio and video materials: Reference Library
- Business English texts, audio and video materials: Reference Library
- Newspapers and relevant current documentation
- Computer lab: language upgrading software, Microsoft Office products, and the internet

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EVALUATION:

Study Component

Language Upgrading Program:

Successful students will attend a minimum of 70% of each course and will meet the learning outcomes of all courses undertaken. *(Please refer to individual course outlines for further detail.)*

Business Diploma Program:

Students will be evaluated based on participation, assignments, presentations and exams. Successful students will attend a minimum of 85% of each course and will achieve a grade average of at least 70%. Students have the option to re-take a failed course at a later date. *(Please refer to individual course outlines for further detail.)*

During the study component, the following activities will be monitored:

- Attendance
- Monthly progress report (Students must submit a monthly progress report)
- Registrars will help determine the students' readiness for their desired work experience and are available should students have any issues concerning their course of studies

Work Component

Successful students will submit a monthly progress report and satisfactorily meet the expectations of the employer (based on criteria set forth in the employer evaluation).

During the work component, the following activities will be monitored:

- Monthly progress report (Students must submit a monthly progress report)
- Employer evaluation (The employer will complete an evaluation form regarding the performance of the student at the end of their work placement)

MANAGER AND INSTRUCTORS:

Manager Bonnie So
 Instructors**

***Instructors will vary due to course enrolment of each individual student*