



PROGRAM GUIDE FOR
VOCATIONAL PREPARATORY
PROGRAM (VoPP)

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A LETTER FROM THE PRESIDENT



The inspiration behind the establishment of Commonwealth Education Group Incorporated (CEG) and its continued growth is fuelled by firm foundations based on a clear vision, mission and educational philosophy. These beliefs had inspired me and my colleagues to establish CEG, and continue to motivate us till today in our quest to propel CEG to greater heights with a set of core values which we hold dearly –

STUDENTS FIRST! AND BE HERE NOW!

Indeed, our ambition stretches beyond influencing improvement in the education industry by achieving greater impact on the wider public sector. We aim to transform lives in every community through balanced, energetic and progressive lifelong active learning. We believe that true learning can only achieve its full potential through experience and engagement. Here, the word 'Education' encompasses more than just academic achievement. They are in fact 'learning outcomes' that are dynamic and subject to various real-world issues.

THEREFORE, OUR PEOPLE ARE NOT JUST TAUGHT WHAT TO LEARN BUT HOW.

Moving forward, we aspire to be more and provide more than just the ordinary. We constantly seek to challenge norms as well as being critical and creative in our approach. With that, it fills me with great pride, hope and excitement to foresee CEG continuing to transform the lives of our students and grooming them to be future leaders who are able to contribute to society and leave a significant, everlasting impact.

Yours sincerely,
Wayne Palendat.
President, Commonwealth Education Group Inc.

WHO WE ARE

Commonwealth College is registered as a Private Vocational Institute under the Private Vocational Institutes Act. We are a member of the Manitoba Association of Career Colleges and National Association of Career Colleges.

Training people since 1985, we have become well known for our commitment to community projects by working with organizations such as Siloam Mission, WISH, OFE, John Howard Society, Probation Services and Waseskwin. These partnerships have helped build relationships that bring real change to peoples' lives.



MISSION STATEMENT

Commonwealth College believes in a foundation that is built on providing a safe, supportive and caring environment. Our college provides a learning atmosphere that encourages and supports mentorship, teamwork, dignity, strength and resiliency to achieve personal and career goals.



COMPARISON OF TRADITIONAL AND COMMONWEALTH COLLEGE

Traditional Planning Approach	Commonwealth College's Career Mapping Approach
Process driven and plan written by professional	Process driven and career map written by job seekers
Usually based on a professional assessment of strengths and deficits	Based on a personal discovery process
Plan is on correcting deficits	Plan is asset, strength-building focused
Identifies need for services	Pursuit of job seeker's personal preferences
Determination of which program fits the person; focus on matching applicant to employer need	Develops a personal profile and future vision and what the job seeker selects as desired supports
Place clients in jobs as available in the labour market	Needs of both applicant and employer are met in creative ways that can increase retention

THE LEARNING ENVIRONMENT

Commonwealth College offers learning opportunities in instructor-led classes with training based on applying knowledge to practical situations. Our classroom environment is flexible to meet all learning needs and class sizes are small to allow for one-on-one assistance. Staff members with both educational and business experience regularly contact employers to keep training current. Evaluation consists of tests, assignments and final exams. Students must achieve a final mark of 75 % in each course to pass.

PROGRAM DESCRIPTION

Students enrolling for Diploma Programs at Commonwealth College will gain skills and knowledge for their respective industry which will provide training for many different positions in the job market. Our students are equipped to achieve academic excellence and gain access to a variety of career opportunities. Often in rural and remote areas, employees require a variety of transferable skills to accommodate customers' needs, and Commonwealth College provides those transferable skills in the practical, hands-on training environment.

The Vocational Preparatory Program at Commonwealth College is designed for students requiring English language support. The program offers not only professional courses but also provides additional VoPP classes in order to help our students improve their English language proficiency and job search skills to meet the needs of Canadian labor market.

HERE ARE SOME OF OUR NEW PROGRAM HIGHLIGHTS:

- ◆ A low student to instructor ratio for better education. Small classes make the grade.
- ◆ English support by VoPP tutors will be delivered along with the Culinary Arts, Hospitality, Esthetics, Nail Technician and Skincare Technician Programs to help you better understand the course and instruction.
- ◆ Additional in-class workshops and seminars for VoPP training are offered everyday to improve students' English language proficiency as well as Industry-related English skills for Culinary Arts, Hospitality, Esthetics, Nail Technician and Skincare Technicians' career development.
- ◆ IELTS training will be offered to help students with their IELTS General Exam which is recognized by federal and provincial immigration programs.
- ◆ Bilingual student consulting service will be offered to solve the potential problems regarding to communication breakdowns or cultural differences.

Upon completion, our students are able to learn professional skills of Culinary Arts, Hospitality, Esthetics, Nail Technicians and Skincare Technicians requested by future employment. They also gain English language training for academic, social, and professional purposes. With these capacities, students will be well prepared for employment in a given job market.



VOCATIONAL PREPARATORY PROGRAM OVERVIEW

PROGRAM OBJECTIVES

The Commonwealth College's Vocational Preparatory Program is designed for students requiring English language support. The program aims to provide our students with specific VoPP training to improve their English language proficiency for general purposes, academic purposes, and employment purposes.



VOCATIONAL PREPARATORY PROGRAM

Learning Goals



**VoPP for
Academic Studies**

**VoPP for
Employment and
Career Development**



**VoPP for
Culinary Arts,
Hospitality,
Esthetics,
Nail Technician &
Skincare Technician
Programs**

PROGRAM OVERVIEW

STREAM ONE: VoPP FOR ACADEMIC STUDIES

The goal for this session is to prepare students for the need of taking program courses. In general, VoPP lectures, seminars, and workshops will be intensively offered to develop students' English proficiency for the academic purposes. Classes will be held around selected topics to develop students' academic English. Students will learn English as well as learning strategies, including critical thinking, intensive reading, note-taking skills, presentation skills, and the strategies of searching and summarizing information strategies. Moreover, students will be introduced to recognize plagiarism and how they may avoid it and do exams or quizzes appropriately.

STREAM TWO: VoPP FOR EMPLOYMENT & CAREER DEVELOPMENT

The goal for this session is to have students well prepared in their future employment and career development in Canada. Seminars and workshops related to employment issues, such as career planning, resume and cover letter, job searching and interview tips will be delivered to give students guidance on their future employment.

Problem-solving skills and cross-cultural communication will be offered to the students as well.

STREAM THREE: VoPP FOR CULINARY ARTS, HOSPITALITY, ESTHETICS, NAIL TECHNICIANS AND SKINCARE TECHNICIANS SESSION

The goal for this session is to prepare students for the study of Culinary Arts, Hospitality, Esthetics, Nail Technician and Skincare Technician programs. A variety of VoPP classes related to these programs will be offered to develop students' English proficiency. Classes will be held around themes including Vocabulary, Idioms, Public Speaking, and Intercultural Business Communication. The courses allow students to better study their program. Moreover, students are expected to practice industry-related English skills in a practical and professional way for the courses as well as career development in the Canadian labor market.



PROGRAM SCHEDULE

VOCATIONAL PREPARATORY PROGRAM FOR STUDENTS IN DIFFERENT LANGUAGE LEVELS

PROGRAMS ITEMS	ADVANCED VoPP	INTERMEDIATE VoPP
Program Description	In this program, students will have both Program specific courses and VoPP courses at the same time since the program starts.	In this program, students are required to have intensive VoPP training for 2 months before they are admitted in any one of our Programs
Target Students	Students that need language support for better academic performance	Students that need language support for better academic performance
VoPP Training Time Duration	10 months, 2 month/session, 10 hours/week, 2 hours/day	2 months full time, 26 hours/week
Hours in Total	400 hours	160 hours
Extra VoPP Support	VoPP Language Support during regular Programs (Daily & Weekly)	VoPP Language Support during regular Programs (Daily & Weekly)
Notes	* Students are required to take sessional test every two months for program assessment.	* If there are only a few, like 2-3 students in this program, then one-on-one or small group tutoring will be delivered.



PROGRAM ASSESSMENT

COURSE ASSESSMENT

ASSESSMENT FOR ADMISSION

- 1) IELTS Academic 5.0 or 5.5 or other equivalent recognized language tests results.
- 2) Placement Test will be given to those students without language tests results (75% at least).
- 3) Initial assessment and interview will be given to every student for the needs of curriculum design.

ASSESSMENT DURING THE PROGRAM

- 1) Quizzes and interviews will be delivered in different formats to evaluate students' language improvement weekly, monthly.
- 2) Mid-term tests will be delivered at the end of every term.
- 3) Final exam will be delivered at the end of the program.
- 4) The results of all quizzes and tests will be counted as parts of the final assessment.

ASSESSMENT FOR GRADUATION

- 1) Internal Language Test (TABE CLAS-E) or IELTS General 5.5.
- 2) The mid-term tests and quizzes every week will be considered as a part of the final assessment.





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