

WORKPLACE LITERACY AND NUMERACY PROGRAM

Do you have an interest in strengthening your literacy and numeracy skills in a safe, supportive learning environment that uses real-world practical applications so that the learning makes sense? Do you wish to develop literacy and numeracy skills needed to find and achieve success in a desired job or do you wish to build your confidence and skills in literacy and numeracy before obtaining further college education and training?

The Workplace Literacy and Numeracy (WLN) Program provides students experiencing barriers to employment and education with opportunities to develop the appropriate knowledge, skills, and attitudes necessary to achieve success in future career and academic endeavors. Graduates of the WLN Program will have gained an array of literacy and numeracy skills as well as practical skills deemed beneficial in work and academic settings. This program models experiential learning in a safe, supportive, hands-on environment that builds confidence in learners while introducing students to the college and its higher-level programming. Upon completion of the program, students may choose to enter directly into employment or ladder on to more advanced programming at the college, such as [Introduction to Trades](#), [Construction Labourer](#), [Professional Cook](#), [Career and College Prep](#), and so on. This is a ten-week, full-time program with eight weeks (timetable may change slightly depending on scheduling requirements) of hands-on, experiential instruction (150 hours) and a community-based two-week practicum/project (20 hours).

Practicums generally occur outside of the college setting and while students tend to seek job placements or projects in work areas close to CMTN campus communities, it may be possible to utilize placements in other nearby communities. Students are responsible for arranging their own transportation to and from practicum sites and may be required to work a variety of shifts. Practicum sites are selected to match student's realistic training needs and interests in a genuine job industry environment that support future student goals.

Apply to CMTN

Visit Apply to CMTN (<https://www.coastmountaincollege.ca/admissions/apply-to-cmtn/>) for an Admissions Checklist and to apply online.

Our Educational Advisors (<https://www.coastmountaincollege.ca/student-services/student-support/educational-advising/>) are here to help if you have any questions or need guidance along the way.

Dates and locations

Intake	Location
TBD	Terrace Campus

Code	Title	Credits
WLN 100	Workplace Numeracy	2.5
WLN 101	Workplace Literacy	2.5
WLN 102	Workplace Practicum	1

- **Workplace Numeracy (WLN 100):** This course is part one of a three-part program that prepares students with barriers to employment for entry-level positions in their community. This short course increases students' numeracy skills in the workplace, to build accuracy, safety, and confidence in learners. This program models experiential learning in a safe, hands-on environment that reinforces the learning outcomes of the course and introduces students to the college and its other, higher-level ASE programming.
- **Workplace Literacy (WLN 101):** This course is part two of a three-part program that prepares students with barriers to employment for entry level positions in their community. This short course increases students' literacy skills in the workplace, to build accuracy, safety, and confidence in learners. This program models experiential learning in a safe, hands-on environment that reinforces the learning outcomes of the course and introduces students to the college and its other, higher-level ASE programming.
- **Workplace Practicum (WLN 102):** This course is part three of a three-part program that prepares students with barriers to employment for entry level positions in their community. Upon completion of on-campus in-class instruction, students will have the opportunity to gain work experience through participation in employer or community-based practicums. Practicum sites are selected to match student training needs and provide further training opportunities to participants in a realistic job industry environment.

Assessment requirements for entry include an initial interview at the college with the program coordinator and/or learning assistance specialist that includes standard literacy and numeracy screening. The level of programming requires students to meet the literacy requirements of a minimum Level 1-2 from the ALFE (Adult Literacy Fundamental English) and ALFN (Adult Literacy Fundamental Math) as described in the provincial articulation guidelines.

Workplace Literacy and Numeracy Program Fees

Fees	Full-time domestic
Full-time:	10 weeks
Tuition:	\$803.05
Student Union Fees:	\$54.64
Mandatory Fees:	\$146.00
Total Tuition: ¹	\$1,004.14
Additional Costs:	
Course Pack:	\$35.00
Supplies/Clothing: ²	\$100.00
Total Program Costs:	\$1,139.14



1

These fees are an annual cost. Program takes one year to complete.

2

Please note that these are approximate costs and may vary depending on courses taken.

Fees are effective as of August 1, 2024 for the 2024/25 academic year.

Books may be available at the Library (<https://coastmountaincollege.ca/student-services/campus-facilities/library/>) or may be purchased second hand.

You may be able to apply for help to pay your fees. Please come to the college and Ask an Advisor (<https://coastmountaincollege.ca/student-services/academic-support/educational-advising/>) about financial assistance or funding that may be available.

