

WORKPLACE SKILLS TRAINING PROGRAM

The Workplace Skills Training Program prepares students with barriers to employment for entry-level positions in local industry and introduces student to the college environment. Students explore their interests and aptitudes while developing social, interpersonal and practical skills needed in the workplace. A work-experience placement in a community workplace environment gives students the opportunity to develop and practice necessary employment skills. 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.

- Instructor Led Class: 35 weeks
- 20 courses totaling 840 hours (720 instructional and up to 120 work experience hours)
- Intake in September and January terms
- **3 - 5 hours a day, 5 days a week.** Will vary according to individual education plan.
- WST 105, 113, 118, 119, 120 are not required for Graduation
- Literacy classes are self-paced and may be taken in conjunction with or independently of WST.
- Functional Literacy instruction is available on a part-time basis. Classes are self-paced and registration is on-going (space permitting).
- Students start at LIT 100 (<https://catalogue.coastmountaincollege.ca/search/?P=LIT%20100>), LIT 101 (<https://catalogue.coastmountaincollege.ca/search/?P=LIT%20101>), LIT 102 (<https://catalogue.coastmountaincollege.ca/search/?P=LIT%20102>) or LIT 103 (<https://catalogue.coastmountaincollege.ca/search/?P=LIT%20103>) depending on skill level.

Students will have the opportunity to gain work experience through participation in work site practicums. This fieldwork practice gives students the opportunity to practice and transfer classroom theory to worksite. Students may complete up to three practicums and may work up to a maximum of 120 hours. Practicums sites are selected to match student training needs and provide further training opportunities to participants in a realistic industry-based setting. Instructor Assistant will provide on-site training and support as necessary and can vary depending on work experience availability and student ability.

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
Fall	Terrace Campus

Fall Semester		Credits
WST 100	Personal Profile and Career Planning	2
WST 101	Managing Your Money	1
WST 102	Intro to Workplace Safety	2
WST 121	Developing a Positive Work Attitude	3
WST 104	Basic Computer Skills	1.5
WST 105	Survival Math ¹	5
WST 118	Preparation for Foodsafe ¹	1
WST 119	Food Safe Level 1 ¹	0.5
WST 120	Serving It Right ¹	1.0
WST 111	Job Search Techniques	2

Credits 19

Winter Semester		Credits
WST 113	Superhost: Foundations of Service Qualit ¹	0.5
WST 114	Developing Social Skills for Employment	2.5
WST 115	Interpersonal Skills	2
WST 116	Interacting With Others At Work	1
WST 117	Rights and Responsibilities	2
WST 107	Fieldwork Practice	6
LIT 100	Functional Literacy - Reading Readiness	0
LIT 101	Functional Literacy 101	0
LIT 102	Functional Literacy 102	0
LIT 103	Functional Literacy 103	0

Credits 14

Total Credits 33

1

Successful completion of WST 105, WST 113, WST 118, WST 119 and WST 120 is not required in order to receive the Workplace Skills Training Certificate.

Literacy classes are self-paced and may be taken in conjunction with or independently of WST.

Functional Literacy instruction is available on a part-time basis. Classes are self-paced and registration is on-going (space permitting).

Students start at LIT 100, LIT 101, LIT 102 or LIT 103 depending on skill level.

Students must possess learning disabilities or multiple barriers to learning that have prevented them from accessing or experiencing success in mainstream courses and must complete an intake interview with the instructor/coordinator to determine readiness and suitability for the program. Assessment requirements for entry include an interview at the college with the program coordinator and/or learning assistance specialist and standard literacy and numeracy assessment measures. Minimum Level Literacy 101 functioning



Please note: Successful completion of WST 105, WST 113, WST 118, WST 119 and WST 120 is not required in order to receive the Workplace Skills Training Certificate.

Please download and complete the checklist below

- 2020-2021 Checklist (https://www.coastmountaincollege.ca/docs/default-source/program-forms/leap/2020-21_leap-application-checklist_wst.pdf)

Fees	Full-time domestic
Full-time:	35 weeks
Tuition:	\$2,868.60
Student Union Fees:	\$112.76
Extended Health and Dental*:	\$295.00
Mandatory Fees:	520.80
Total Tuition: ¹	\$3,797.16
Additional Costs:	
Books: ²	\$225.00
Supplies/Clothing: ²	\$85.00
Total Program Costs:	\$4,107.16

Fees are effective as of August 1, 2025 for the 2025/26 academic year.

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.

Books may be available in the library (<https://www.coastmountaincollege.ca/student-services/library/>) or can be purchased second hand.

* The Coast Mountain Students Union (CMSU) is pleased to offer Extended Health and Dental Insurance to all qualifying members. The plan is mandatory for all students enrolled in 6 or more credits or a trades program of 26 weeks or longer. Some students, including those studying overseas and those with existing extended health coverage, are eligible to opt out. Visit <https://cmsu.studenthealthbc.ca/> to learn more about the plan or request to opt out. You will also receive a detailed introductory email no later than 6 weeks after your semester starts. For any inquiries about the plan, please contact the Students' Union Organiser : Bhushra Ansari, organiser@mycmsu.ca

Financial Aid

You may be able to apply for help to pay your fees. Please come to the College and ask an advisor about financial assistance (<https://www.coastmountaincollege.ca/student-services/financial-aid/>) or funding that may be available. Be sure to check out the following opportunities:

- BC Adult Upgrading Grant (<https://www.coastmountaincollege.ca/student-services/financial-aid/adult-upgrading-grant/>)

- CMTN awards, bursaries & scholarships (<https://www.coastmountaincollege.ca/student-services/financial-aid/cmtn-awards-bursaries-scholarships/>)

Career opportunities

Graduates are prepared for entry-level employment in various industry and retail sectors.

