



**DOUGLAS COLLEGE**  
TRAINING GROUP



**Skills for Success Practitioner (SFSP)  
Continuing Education Certificate  
Program Guide**



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# WELCOME TO THE SKILLS FOR SUCCESS PRACTITIONER (SFSP) Continuing Education (CE) Certificate PROGRAM GUIDE

Why should you complete the SFSP Certificate Program?

## DEVELOP INNOVATIVE PROGRAMS

Are you an **employer, HR professional** or a **workplace trainer**? The SFSP Certificate Program helps you to identify the skills your workers need to be successful on the job and provides tools that help you develop innovative, efficient and deliver relevant staff training.

## HELP LEARNERS **ADAPT** TO NEW INFORMATION AND CONTEXTS

As an **educator, teacher or facilitator**, you know that many learners struggle to adapt to new information or to integrate knowledge from different sources. The SFSP CE Certificate Program will show you how to assess your learners' skills to build and how to develop targeted learning curriculum to help your learners develop the skills they need for success in work, learning and life.

## IDENTIFY THE PATH TO SUCCESS

As an **employment counsellor** or **career practitioner**, you help clients identify and achieve their career pathway goals. The SFSP CE Certificate Program provides you with tools to help clients understand their skill strengths, transferable skills and skills to develop in relation to their career pathway goals. Skills for Success helps individuals remain competitive in Canada's rapidly evolving labour market.

***Help your learners' gain the skills they need to succeed!***

## Douglas College Motto

*"Do what you love. Be good at it."*

## Core Purpose

*"We inspire our students to do what they love and be good at it, providing educational experiences that challenge, enlighten, and open doors to lives of passion and purpose."*

## Vision

To graduate resilient global citizens with the knowledge and skills to adapt, innovate and lead in a changing world.

## Douglas College Values

These guiding principles shape the Douglas College learning community and govern our decision-making.

### **HONESTY AND INTEGRITY**

We do the right thing. We treat each other with fairness and respect, and we model ethical behavior in our academic, interpersonal and administrative practices.

### **INNOVATION AND CREATIVITY**

We challenge ourselves. We strive for excellence in our academic programs, our teaching, our student and employee services and our administration.

### **DIVERSITY AND INCLUSION**

We embrace uniqueness. We recognize, celebrate and support the cultural, ethnic, religious, physical and individual diversity of our students and employees.

### **ACCOUNTABILITY AND SUSTAINABILITY**

We take the long view. We uphold our responsibility as careful stewards of the financial, physical and environmental resources entrusted to us.

### **COMMUNITY AND RELATIONSHIP**

We care. We support each other and our community partners in our role to cultivate resilient global citizens and to advance a more prosperous, just and fair society.

# DO what you love.

# Be good at it.

## SKILLS FOR SUCCESS AT THE TRAINING GROUP

Skills for Success are the skills needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change.

The Skills for Success framework, launched by Employment and Social Development Canada in May 2021, updated Canada's former Essential Skills model. Nine Skills for Success were expanded upon and redefined through extensive research on international skills frameworks and through consultation with Canada's Essential Skills experts.

Guiding principals for conceptualization of the Skills for Success framework included that the nine skills be:

- Work focused and transferable;
- Measurable;
- Teachable and learnable;
- Broadly recognized (global);
- Durable or enduring; and
- Flexible and inclusive (address diversity and inclusion).

These skills are used in nearly every occupation and throughout daily life in different ways and at different levels of complexity.

The Skills for Success Practitioner CE Certificate Program, (formerly the Essential Skills Practitioner Training program or ESPT) provides training for people working in the fields of **education, career development, employment counseling, workplace training and human resources**. Participants will develop the competencies, knowledge, skills and attitudes necessary to understand the skills needed in Canada's rapidly evolving labour market and to assess and enhance workers/learners Skills for Success.

Skills for Success courses are continuously reviewed and updated in order to provide students with current information on best practices and to incorporate recent developments in the area of Skills for Success.

Douglas College has been offering Essential Skills/Skills for Success Practitioner education since 2005. In addition, Douglas College has integrated Essential Skills/Skills for Success into local, national and international Employment and Career programs. Douglas College has and continues to provide Skills for Success expertise, consultation and customized services.

To learn more about the Skills for Success please visit our webpage at:

<https://www.douglascollege.ca/programs-courses/training-group/essential-skills>

***“I initially thought this course would help me continue to improve my teaching skills with individuals with special needs and learning challenges, but what I have found is that all of it applies to teaching and learning related to my college students.”***

Quote taken from  
course feedback  
form

## PROGRAM FORMAT

The Skills for Success Practitioner CE Certificate program is comprised of six courses that are offered online on a part-time basis. The learning format is for the most part asynchronous complimented by one-hour weekly webinars that take place over Zoom and weekly discussions through the Blackboard posting board. Courses are actively facilitated by instructors and students are expected to complete online activities, participate in discussions and webinars. Instructors provide support through regular office hours or scheduled appointments.

All courses are offered a minimum of once per year. To view Skills for Success course offering dates please go to: <https://www.douglascollege.ca/programs-courses/training-group/skills-successessential-skills>

**Customized Face-to-Face (F2F) or Hybrid:** Face-to-face or hybrid courses can be arranged for student groups where a fully online program may not be suitable. To find out about these options or to request a quote, please contact us at: 604-777-6152 or by e-mailing [essentialskills@douglascollege.ca](mailto:essentialskills@douglascollege.ca)

### Grading

All courses are designed to combine a balance of theoretical and interactive learning approaches. All courses are marked on a “Mastery/Non-Mastery” basis and letter grades do not apply. Students demonstrate their understanding of the concepts taught through the completion of assignments and participation in webinars and discussion boards.

*"I work with many clients and students in growing their future and the ES training has given me a new perspective in which to support and teach folks as well as see my challenges in a new manner."*

Quote taken from course feedback form

## Online Course Descriptions

### **ESKL 1001 Introduction to Skills for Success**

#### **4 weeks (16 hours)**

This course introduces Canada's Skills for Success framework. Concepts include:

- What are the 9 Skills for Success?
- Where did they come from?
- Why are they important?
- How can they be used?
  - Assessment
  - Tools and Resources
  - Skills for Success in Action

#### **Upon completion of the course, students will be able to:**

- ☐ Describe the nine Skills for Success;
- ☐ Discuss the origins and value of Skills for Success;
- ☐ Analyze Occupational Skills profiles to identify Skills for Success;
- ☐ Explain the purpose and applications of skills assessments;
- ☐ Locate and identify Skills for Success tools and resources;
- ☐ Describe how the knowledge of Skills for Success can be applied.

**Pre- Requisite:** None

**Note:** This course is a pre-requisite for all other Skills for Success courses.  
The course number for face to face course delivery is ESKL 1000.

### **ESKL 2301 Skills for Success Methodology and Task Analysis**

#### **6 weeks (30 hours)**

This course introduces the participants to construct methodologies and learning theories that relate to Skills for Success proficiency levels to:

- Understand how to interpret Skills for Success complexity in relation to the IALS scale and the Skills for Success proficiency levels;
- Understand scope and sequence and/or scaffolding of how skill complexity occurs;
- Deconstruct tasks to identify scope and sequence and/or scaffolding required to successfully complete tasks.

#### **Upon completion of the course, students will be able to:**

- ☐ Describe how adult literacy surveys have re-defined the concept of literacy;
- ☐ Explain how Mosenthal's Periodic Table of Learning and Vygotsky's Zone of Proximal Development relate to skill proficiency levels;
- ☐ Conduct task-based analysis to identify the complexity levels of tasks relative to Skills for Success proficiency levels.

**Pre-Requisite:** ESKL 1001 or ESKL 1000 Introduction to Skills for Success

**Note:** This course is a pre-requisite for ESKL 1301 Bridging the Gap: Enhancing Skills for Success. The course number for face to face delivery is ESKL 2300.

*“I liked the transferability to my own job...this module (as well as the others) sparked thought about my own position and the complexity levels for the Essential Skills.”*

Quote taken from course feedback form

## **ESKL 1104 Skills for Success Assessments, Interpretation and Application**

### **4 weeks (20 hours)**

This course provides practical knowledge and application with a variety of Skills Assessments including formal scientifically validated tools, informal tools and self-assessment tools. Participants gain an understanding of:

- Preparing for and proctoring Skills for Success Assessments
  - Selecting an appropriate assessment tool
  - Preparing test takers
  - Administering the assessment
- Item Response Theory (IRT)
- Interpreting results in relation to work and learning goals
- Formal assessment report writing
- Assessment Debriefing

#### **Upon completion of the course, students will be able to:**

- ☐ Describe the three types of Skills assessments – formal, informal and self-assessments;
- ☐ Select and apply appropriate assessment tools;
- ☐ Prepare the test taker for the assessment;
- ☐ Administer/ proctor the assessment;
- ☐ Interpret test results, IRT and EIA scores in relation to specific occupational or training goals;
- ☐ Prepare assessment reports;
- ☐ Perform effective assessment debriefs.

**Pre-Requisite:** ESKL 1001 or ESKL 1000 Introduction to Skills for Success

**Note:** The course number for on-site delivery is ESKL 1100.

## **ESKL 1201 Creating a Skills for Success Portfolio**

### **3 weeks (16 hours)**

This course presents a three-step process to help learners identify, understand and articulate their Skills for Success through the development of a Skills for Success portfolio.

#### **Upon completion of the course, students will be able to:**

- ☐ Explain the importance, purpose and value of creating a Skills for Success portfolio;
- ☐ Apply a process to identify and evaluate Skills for Success levels;
- ☐ Analyze labour market information and resources to identify occupational Skills for Success requirements;
- ☐ Demonstrate how to prepare a Skills for Success portfolio.

**Pre-Requisite:** ESKL 1001 or ESKL 1000 Introduction to Skills for Success

**Note:** The course number for on-site delivery is ESKL 1200.



***“I am looking forward to this final course. I have been applying the information I have learned to all kinds of pieces of my job. Great course!”***

Quote taken from course feedback form

### **ESKL 1301      Bridging the Gap: Enhancing Skills for Success 6 weeks (30 hours)**

This course is designed to assist instructors with developing and delivering learning plans to build Skills for Success and includes:

- Needs analysis - Identify learner needs in relation to learner goals;
- Develop learning plans to build targeted skills;
- Select appropriate Skills for Success tools and resources to facilitate skill development; and
- Develop Skills for Success learning activities.

#### **Upon completion of the course, students will be able to:**

- ☐ Apply concepts taught to conduct a needs analysis using a Skills for Success approach to identify skill areas to target with learner(s);
- ☐ Develop group or individual learning plans;
- ☐ Integrate Skills for Success methodology/scaffolding into lesson planning;
- ☐ Identify and apply existing Skills for Success materials;
- ☐ Adapt existing Skills for Success materials;
- ☐ Develop Skills for Success activities.

**Pre-Requisites:** ESKL 1001 or ESKL 1000 Introduction to Skills for Success & ESKL 2301 or ESKL 2300 Skills for Success Methodology and Task Analysis

### **ESKL 2400      Skills for Success Work Experience Study 12 weeks (36 hours)**

ESKL 2400 is the final requirement for students wishing to complete the Skills for Success Practitioner (SFSP) CE Certificate Program.

Learners complete a minimum of 30 hours work experience to apply the concepts taught in the Skills for Success Practitioner program (volunteer or paid work).

Learners are coached by a Skills for Success Instructor during the work experience and supported to complete the final assignment. Successful completion is based on a grading rubric that outlines the requirements to receive a ‘Mastery’ grade.

**Pre-Requisites:** ESKL 1000 or 1001, 2300 or 2301, 1100 or 1104, 1200 or 1201, & 1300 or 1301

## COURSES AND FEES

### Online Fees for Scheduled Courses

Online course fees include access to our online learning platform, printable PDF files, webinars and discussion forums. Some materials and references are from online publications which are free and accessible to all.

| Workshop Name   | Weeks     | Hours      | Total Cost     |
|---|-----------|------------|----------------|
| ESKL 1001<br>Introduction to Skills for Success                             | 4         | 16         | \$453          |
| ESKL 2301<br>Skills for Success Methodology and Task Analysis               | 6         | 30         | \$657          |
| ESKL 1104<br>Skills for Success Assessments, Interpretation and Application | 4         | 20         | \$555          |
| ESKL 1201<br>Creating a Skills for Success Portfolio                        | 3         | 16         | \$453          |
| ESKL 1301<br>Bridging the Gap: Enhancing Skills for Success                 | 6         | 30         | \$657          |
| ESKL 2400<br>Skills for Success Work Experience Study                       | 12        | 36         | \$270          |
| <b>Totals</b>   | <b>35</b> | <b>148</b> | <b>\$3,045</b> |

For customized face-to-face (F2F) or hybrid course fees please request a quote by calling 604-777-6152 or by e-mailing: [essentialskills@douglascollege.ca](mailto:essentialskills@douglascollege.ca)

Timing for the delivery of customized training can be adjusted to meet customer needs.

*“I initially took the Essential Skills courses as a request from my department, and really did not fully understand what I was getting into. Now with my new year of teaching about to start in September, I am amazed as to how I can integrate what I have learned!”*

Quote taken from course feedback form

***“I liked the whole package: well prepared, presented and delivered. Clarity and room for discussion. What I learned was the importance of continuing with more education on ES - a fantastic tool!”***

Quote taken from  
course feedback  
form

## ENTRANCE & GRADUATION

All Skills for Success Practitioner Certificate (SFSP) courses are open to the general public.

### Entrance Recommendations:

- Background in education, workplace training, HR, employment services and or career counselling, or:
- Hold a post-secondary diploma or degree in a related field, or:
- Have one-year experience of paid or voluntary work providing direct service to learners/clients in a human service field, and;
- Good oral and written knowledge of the English language.

### Graduation Requirements:

In order to qualify for graduation of the Skills for Success Practitioner (SFSP) Certificate Program applicants will be required to:

- Have a paid or volunteer opportunity that facilitates completion of the applied knowledge component requiring 30 hours work experience;
- Successful completion of all 6 ESKL courses within a **3-year** time frame.

## How to Apply for the SFSP Graduation

The final course of the program, the Skills for Success Work Experience Study includes information about Douglas College [graduation processes](#). All students must apply in order to graduate and receive their certificate.

Certificates will be processed and distributed at graduation or sent via mail by the Registrar's Office.

***“I liked the solid grounding in practical experience backed by knowledge of theoretical framework.”***

Quote taken from course feedback form

## GENERAL INFORMATION

### Course Cancellations

Early registration is recommended for all courses as class sizes are limited. Classes may be cancelled if there is insufficient enrolment.

### Refund policy:

Refunds are issued at 100% less a \$15 administration fee ONLY if the withdrawal is at least 10 working days (2 weeks) prior to the course start date.

Please request refunds via telephone (604-527-5472) or in person through Continuing Education Registration.

Full refunds will be issued if the College cancels a course.

### Course Exemptions / PLAR

If you have taken equivalent courses you may apply for an exemption. Courses must be equivalent in terms of learning outcomes. Requests must be submitted to the program coordinator with a course syllabus.

If you have related experience, you may apply for Prior Learning Assessment and Recognition (PLAR) for up to 50% of Skills for Success Practitioner CE Certificate courses. Through the PLAR process you have the opportunity to receive credit for what you already know and can do. We will assess your skills and knowledge against the learning outcomes of the specific SFSP course(s) you wish to challenge using the PLAR process. Please email [essentialskills@douglascollege.ca](mailto:essentialskills@douglascollege.ca) for more information.

### SFSP Program Transferability

CARP, the Canadian Association of Rehabilitation Professionals, has approved Introduction to Skills for Success course for continuing education towards the CARP designation.

### Graduation

Douglas College invites students completing certificate programs to attend the Douglas College graduation ceremonies which take place in February and June of each year. Check the Douglas College website for application dates and deadlines.



## FAQs (Frequently Asked Questions)

Q: What if I want to take only one course – can I do this?

A: Yes, as long as you have the pre-requisite for that course you will be allowed to register in any SFSP course you desire.

Q: Do I have to follow any specific order when taking the SFSP courses?

A: You may take the courses in any order as long as you have the required pre-requisite for the course you are taking.

Q: How do I register for a course?

A: You can register in-person, over the telephone or online at <http://www.douglascollege.ca>.

Q: Can I get a tax receipt for my tuition?

A: Yes, you will access your T2202A tax receipt online at the Douglas College website using your student number (available after February of the following year).

Q: How do I get my Douglas College student number?

A: This will be noted on the receipt mailed out to you after you register in a course.

Q: What documentation will I need to provide to apply for a course exemption?

A: Preferably a transcript from an educational institution, however a letter may be accepted at the discretion of the program coordinator. This is done at the time you register in another SFSP program course.

Q: Will I receive a course completion certificate for completing each separate SFSP program course?

A: Yes, this will be issued by the Training Group Department of Douglas College.

Q: Who do I contact if I have more questions about the SFSP Certificate Program?

A: Contact us at [essentialskills@douglascollege.ca](mailto:essentialskills@douglascollege.ca) or call (604) 777-6152.