

Workplace TASK Program at the University of the Fraser Valley (UFV)

Profile of TASK (Training in Attitudes, Skills and Knowledge)



Overview:

The Workplace Training in Attitudes, Skills, and Knowledge (TASK) program at UFV is a tailored educational opportunity designed for adults transitioning from school to work. The program focuses on equipping students with the practical skills and confidence needed for workplace success, while providing a supportive environment for growth and learning.

Key Features of the TASK Program:

1. Hands-On Learning

- The program emphasizes practical, experiential learning opportunities.
- Students participate in community-based work experiences.
- Training is designed to match local labor market needs and student interests.
- Earn certificates in Food Safety, WHMIS, customer service, and first aid.

2. Personalized Support

- Students receive one-on-one and group-based guidance from instructors experienced in supporting individuals with disabilities.
- Developed for students with disabilities in mind – covers personal awareness and individual goal setting.
- Students receive help with resume building and interview practice.

3. Essential Skills Development

- Focus on workplace readiness, including communication, time management, teamwork, and problem-solving.
- Training in workplace safety and proper conduct.
- Opportunities to explore career options and identify personal preferences.

4. Collaborative Environment

- Students learn alongside peers in a structured yet encouraging setting.
- Partnerships with local employers provide real-world experience and potential employment opportunities.

Program Length and Structure:

- Typically runs for 8 months (2 semesters), beginning in September, 4 days per week.
- Includes classroom instruction and practical workplace training.

Eligibility Requirements:

- Designed for adults with disabilities who:
 - Are ready to transition to employment.
 - Benefit from structured, practical training.
 - Are motivated to build their workplace skills.
 - Have transportation to school and work experience.

How to Apply:

- Please refer to “*Becoming a TASK Student Checklist*” - attached

Why Choose the TASK Program?

- **Inclusive:** TASK empowers students to reach their potential in a welcoming environment.
- **Practical:** The skills learned are directly applicable to entry-level jobs.
- **Focused on Success:** TASK fosters independence and confidence in young adults as they enter the workforce.

This program offers an excellent steppingstone for students with disabilities, helping them unlock their potential and step confidently into the world of work.

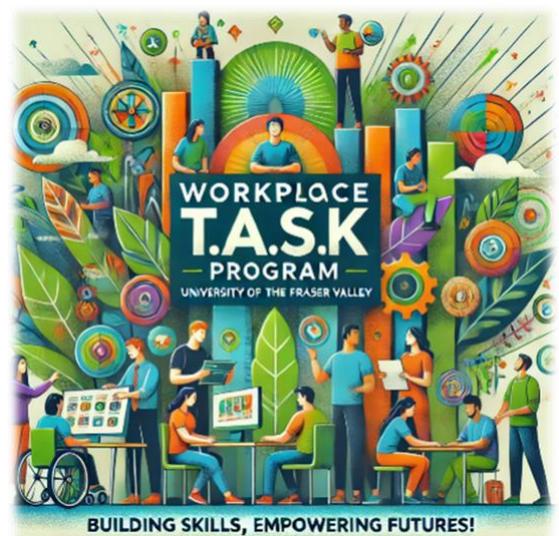
Contact Information:

For more details or to arrange a visit, reach out to the TASK program coordinators:

- **Website:** www.ufv.ca/programs/workplace-task
- **Email:** task@ufv.ca
- **Phone:** 1-888-504-7441 (ext. 2626) or [604-702-2626](tel:604-702-2626)

Additional Resources:

- ***Becoming a TASK Student – Checklist*** (attachment)
- ***“All You Need to Know about TASK”*** (video)
- ***SD33 Career-Life Transitions Website***



Becoming a TASK Student - Checklist

EXPLORE

Check out the [TASK website](#)

APPLY

- [Apply for Admission](#) as a New Domestic Applicant.
- No fee for applying as a UFV student at this point.
- This is not considered being “registered” for TASK, this just means you have been accepted as a UFV student
- **MUST** be done to be considered for the program so very important step!

INTAKE FORM

- Fill out the Workplace [TASK INTAKE FORM](#) and send in as soon as possible
- Complete the form as fully as possible with help from family or caregivers as required but the responses should be from the student perspective.
- If there are questions the student feels uncomfortable answering or is unable to answer, feel free to leave them blank and they can be discussed at the interview.
- Submitting a resume would be helpful as well but not required.

REFERENCES

- Two [References](#) are required
- It can be people like a previous employer, supervisor, teacher, coach.
- We prefer not to use relatives unless necessary.
- Send the form or link to your reference person and they can send directly back to us using the instructions on the form.

DISABILITY DOCUMENTATION

- It is helpful for us to have documentation of disability to understand learning styles.
- Examples of documentation might include an IEP (Individual Education Plan), Psycho-Educational reports, Specialist reports, doctor assessments, etc.

FUNDING

- Funding to cover cost of tuition, books and supplies may be covered through the Adult Upgrading Grant (AUG) if you qualify.
- We will discuss this in more detail at the Intake Interview.
- The new grant form gets released in April/May, so this step does not need to be done until after you have been accepted into the program.
- To find out if you [qualify for funding](#)

□ **WHAT TO SUBMIT**

- Completed Intake Form (read and sign the Consent to Share Info, Consent to Share Pictures and Student Agreement at the end)
- Resume (if have one done already, not required)
- Disability Documentation, (IEP or Assessments)
- 2 References (send to each reference and they will submit on your behalf)

□ **HOW TO SEND – 3 Options**

- By email: task@ufv.ca
- In person: UFV Chilliwack Campus Bldg. A, Office 1409 – UUP Department
- Mail: Workplace TASK Program
Upgrading and University Preparation Department
University of the Fraser Valley
45190 Caen Ave.
Chilliwack, BC V2R 0N3

□ **INTERVIEW**

- An intake interview/conversation will be booked with the instructor after we have received all the paperwork including having applied to be a UFV student.
- Students will be contacted with dates and times available. These meetings start in March.
- We will describe the program in more detail and learn about student goals.

□ **QUESTIONS**

- Prepare a list of questions if any about the program and bring them to the interview.

□ **ACCEPTANCE**

- Acceptance into the program is based on suitability and then, if needed, by application date.
- If accepted into the program, there will an email sent from the TASK department with information on how to register for TASK courses in the FALL semester.

****UFV Upgrading and University Prep department reserves the right to cancel courses or programs with low enrolment.
If this program is cancelled, you will receive notification by phone and a full refund.**

For more information email us at task@ufv.ca

Or check out www.ufv.ca/task