TRANSITIONAL VOCATIONAL PROGRAM (TVP)
SCHOOL OF EDUCATION

UPDATED FEBRUARY 2019

THE PROGRAM
The Transitional Vocational Program (TVP) is a 10-month, credit, certificate program that runs September to June at Red Deer College. We offer employment readiness, social skills development and work experience to young adults with developmental disabilities. The program is a match for students who are motivated to work and increase their level of independence and is a transition from school to work. Most TVP students have recently left high school where they required some assistance with academic achievement for grades K-12. Funding is available for eligible students.

Prospective students for this program:
• Have previous work experience (through school or employment).
• Are motivated to become competitively employed.
• Are capable of using public transit.
• Are independent in the workplace for up to 5 hours/day.
• Are in a supportive living environment.

Students in our program come from Red Deer as well as many other Alberta communities. Those from the Red Deer area often live at home while in the program. Students from outside of the city often move to Red Deer and live in approved housing (supported room and board).

The program schedule is divided into two distinct learning experiences. From September to April students have up to three days of non-paid work experience and two days of classes each week. During May and June, students have increased hours of work experience with the goal of transitioning to paid Employment.

The TVP experience includes:
• Classroom instruction focused on employment and life skills
• Small group discussion, videos, guest speakers, educational field trips
• Work experience within various Red Deer businesses.
• Regular contact and support from instructors

WORK EXPERIENCE PLACEMENTS
TVP students participate in approximately three different work experience placements over the course of the year. Student interests and abilities are taken into account when placements are considered. Direct supervision is provided by the staff of the businesses while TVP instructors check in regularly to assist as needed and provide guidance and support. The goal for students is acquisition of paid employment by the end of the program.

The following occupations represent typical categories of work experiences for our students:

• Food Service
• Retail
• Trades Helpers
• Service/Housekeeping Industry
• Custodial/Maintenance
• Warehouse/Stock Work
**CLASSES**

Classes are held Thursday and Friday on the RDC campus. Class size is small and the focus of courses is on the development of employment and independent-living skills to increase each student’s opportunity for success. Classroom instruction and work experience are enhanced through presentations and community visits.

In addition to attending classes, instructors encourage students to participate in college activities, such as the Library and Campus Recreation activities and events.

**PROGRAM SCHEDULE**

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<th>FALL TERM (September to December)</th>
<th>WINTER TERM (January to April)</th>
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<tbody>
<tr>
<td><strong>SELF AWARENESS</strong> (TVOC 010)</td>
<td><strong>INTERPERSONAL SKILLS</strong> (TVOC 014)</td>
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<tr>
<td>- Self-Management</td>
<td>- Goal Setting &amp; Decision Making</td>
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<td>- Self-Exploration</td>
<td>- Relationships</td>
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<tr>
<td>- Personal Safety</td>
<td>- Communication</td>
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<td>- Stress Management</td>
<td>- Assertiveness</td>
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<tr>
<td>- Stress Management</td>
<td>- Conflict &amp; Anger Management</td>
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<td><strong>VOCATIONAL PREPARATION</strong> (TVOC 011)</td>
<td><strong>SKILLS FOR EMPLOYMENT</strong> (TVOC 015)</td>
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<tr>
<td>- Positive Work Attitudes</td>
<td>- Employment Standards</td>
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<td>- Workplace Expectations</td>
<td>- Safety &amp; First Aid</td>
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<tr>
<td>- Workplace Relationships</td>
<td>- Job Search Strategies</td>
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<td>- Careers Exploration</td>
<td>- Workplace Ethics</td>
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<tr>
<td><strong>RECREATION &amp; COMMUNITY LIVING</strong> (TVOC 012)</td>
<td><strong>SKILLS FOR INDEPENDENCE</strong> (TVOC 016)</td>
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<tr>
<td>- Healthy Lifestyles</td>
<td>- Financial Management</td>
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<td>- Recreation &amp; Leisure</td>
<td>- Consumer Awareness</td>
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<td>- Citizenship</td>
<td>- Living on Your Own</td>
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<td><strong>JOB SKILLS TRAINING I</strong> (TVOC 013)</td>
<td><strong>JOB SKILLS TRAINING II</strong> (TVOC 017)</td>
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<tr>
<td>- Part-time Work Experience</td>
<td>- Part-time Work Experience</td>
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<td><strong>SPRING TERM (May to June)</strong></td>
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<td><strong>BLOCK PRACTICUM</strong> (TVOC 018)</td>
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<td>- Full-time Work Experience/Transition to employment</td>
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APPLICATION PROCESS

GET INFORMATION:

- Contact the RDC School of Education at (403) 342-3334 or education@rdc.ab.ca
- Attend an information session (call for dates and times)
- See RDC School of Education: www.rdc.ab.ca/education

HOW TO APPLY:

- Request an Application Package from the School of Education (email or phone)
- Complete and Submit the Application Package (online or printed), including:
  - RDC Application for Admission Form and Application Fee
  - TVP Applicant Profile Form, including the following documents (email preferred):
    - 2 Reference Letters (Teacher/Counselor; Employer/Work Experience Coordinator, Other)
    - Copy of most recent Psychological Assessment, including scores
    - Other information as appropriate (work experience reports, relevant school reports, etc.)
    - Unofficial school transcript

SEND COMPLETED REGISTRATION PACKAGES TO:
School of Education
Red Deer College
100 College Blvd, Box 5005
Red Deer AB T4N 5H5

Apply early, as space is limited.
Completed applications will be reviewed on December 15th, February 15th and April 15th. Late applications will be considered, space permitting. Once applications have been reviewed, successful applicants will be contacted for an interview. Information regarding community supports and funding will be provided at the interview.