



# DeNovo Program



**The DeNovo Program is for individuals looking to start "anew" and get back to work quickly**

## **PROGRAM CONTENT**

Microsoft Computer Training  
Workplace Productivity  
Targeted Skills Training  
Employment Development  
Career Planning and Labour  
Market Information  
Strategies for Success  
**and 2 weeks of on the job  
Work Experience**

The term DeNovo is loosely based on the Latin term for "anew". We are pleased to offer our DeNovo program for individuals looking to start "anew" and get back to work quickly.

This program is fully funded by the Ministry of Post Secondary Education and Future Skills.

It is a 25-hour per week for 12-week program and is offered in Langley, Prince George, Kelowna and Kamloops. If you are interested, let us know.

For qualified applicants, travel and living expenses may be available. Not sure, just ask.

**Canadian Vocational Training Centre**

**1-888-348-2207**

**Langley | Prince George | Kelowna | Kamloops**



Funding provided by the Government of Canada through the Canada-British Columbia Workforce Development Agreement.

[www.vocationaltrainingcentre.com](http://www.vocationaltrainingcentre.com)



# DeNovo Program

<b>Program Description</b>	The <i>DeNovo</i> Program provides participants with the essential skills needed for today's workplace. The program is designed to teach the nine essential skills as defined by Service Canada and viewed from the employer's point of view. It includes a three week skills training component based on the individual specific employment needs of the client.
<b>Certifications</b>	<i>DeNovo</i> Certificate (CVTC), STOC certifications (based on need).
<b>Learning Objectives</b>	By the end of the program the participant should be able to work in any type of business operation including retail, hospitality, skilled and unskilled labour, semi-professional, junior management, and office environs based on previous experience and/or employment history.
<b>Eligibility Criteria</b>	Living in British Columbia, not in a simultaneous Government funded program, unemployed or precariously employed, multi-barriered (i.e. housing instability, mental health challenges, lack of employment skills, limited literacy, older worker, person with disabilities, etc)
<b>Program Hours</b>	Classes are scheduled for a mandatory five hours per day, five days a week from 9:00 – 2:30 daily, with additional lab time after class. Beginning in January 2024, classes will be scheduled from Tuesday – Friday, from 9:00 – 3:30 daily with additional lab time Mondays.
<b>Supports</b>	Dependent upon need, supports could include attendance support, living support, re-location assistance, wage subsidies, scholarships, completion rewards, travel or other supports needed to complete the program. As this is an employment program many of the supports are based on an individual's need, once the participant is employed or furthering their education.
<b>Evaluation</b>	Participants will be evaluated through participation, attendance, and attitude throughout the program as well as securing employment upon completion of the program.
<b>Practicum</b>	As part of the <i>DeNovo</i> Program participants may be required to complete a two week work experience. The total program length is up to 12 weeks dependent upon the training needed.

Program Outline					
Course#	Course Name	Hours	Course#	Course Name	Hours
JS-121	Strategies for Success	25	OS-302	Essential Skills	25
CS-107	MS Word Core	50	JS-136	Job Club	50
DN-100	Focused Skills Training	75	WE	Work Experience	80
CS-118	MS Outlook	25			
				<b>Total Hours</b>	330
				<b>Course Duration - Weeks</b>	12

Note: The order in which you take your courses may NOT be the same as listed above.

## Educate, Empower, Employ

**Educating** individuals using up-to-date curriculum, **Empowering** them to take control of their future and become **Employed** in a career of their choice



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Please note that the vocational curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the centre reserves the right to modify the curriculum as needed. October 2023