

This program is funded by the Government of Canada and the Province of British Columbia.

Intercultural Ability in Disability Employment Program (I-AIDE)



Start date: July 11th, 2022

Office Administrator Certificate

Program will provide 12 eligible participants with Office Administrators Certification, addressing skills shortages in the industry. 22 weeks of customized occupational skills training.



LEARNING COMPONENTS

- Essential and Soft Skills Training
- Workplace Safety and Short Occupational Training
- Digital Literacy Training
- Office Administration
- QuickBooks
- Unpaid work experience



WHO CAN REGISTER?

- Must have a SIN (Canadian Citizen, Permanent Resident, Protected Person with authorisation to work)
- Person with Diverse Abilities (receiving PWD benefits or self-disclosed)
- Resident of British Columbia
- Unemployed, Precariously Employed (casual, seasonal or part-time)
- Not a full-time student



BENEFITS

- Financial Support
- PPE provided
- Emergency First Aid
- WHMIS
- Food Safe
- Employment Support
- Counselling Support
- Childcare Support
- Transportation

Contact Anu at 604-596-7722 ext. 205 anu.mehta@pics.bc.ca
 Cherry 604-596-7722 ext.610 charanjit.bains@pics.bc.ca
 for more information.