

**VICE PRESIDENT'S ACADEMIC COUNCIL (VPAC)**  
**EXCERPT FROM PLANNING MEETING NOTES**  
**Friday, September 17, 2010 9.30 am**  
**New Westminster Boardroom**

**Present:** Thor Borgford, Robert Buller, Catherine Carlson, Jan Carrie, Kathy Denton (Chair), Joy Page, Meg Stainsby, Gary Tennant, Silvia Wilson, Tom Whalley, Anne Gapper (recorder)

**Guests:** Piotr Kisiel, Rob Linschoten, Paul O'Connor, Janice Rempel, Pam Tetarenko, 5 Chinese VPs

**Regrets:** Ted James

1. **Rationale and Full Program Proposal the Essential Skills Practitioner Certificate Program**

Pam Tetarenko and Janice Rempel attended the meeting to speak to this topic. Pam explained that The Training Group (TTG) had been offering workshops in Essential Skills since 2005 and students had indicated they would like to receive a Certificate of Completion. They generally work with adults who are already working and want to achieve a career goal, e.g., workplace trainers. This program has been developed to be complementary to the Career Practitioner Program and CFCS are supportive of the program.

It was suggested that:

- The entrance and completion requirements should be broadened to include all volunteers.
- A paragraph to explain what Essential Skills are would be helpful.

VPAC were supportive of the program moving forward. Kathy Denton will contact Pam with regard to the suggestions above and also with regard to process.