



#101-102, 9486-120 St, Surrey, BC V3V 4B9
604-603-ACE1(2231)
info@acecollegecanada.com

Employment Preparation and Assistance
Name of Policy

December 20, 2019
Implementation Date

Senior Education Administrator
Positions(s) Responsible

December 20, 2019
Date of Last Revision

ACE Community College (ACC) has created this outline to establish the requirements for providing employment preparation and assistance to current students. This policy applies to all students enrolled at the College.

Employment Services

1. The College is committed to providing its current students free career services in order to enable them to fully prepare for employment.
2. The aim of these services is to assist the College's current students and alumni with finding suitable employment that will utilize the skills they have learned during their College Course or Program.
3. Alumni are permitted to use these services for up to two (2) years after graduation from their College Course or Program.

Career Services Provided by The College

The following services will be provided to current College current students.

- ❖ One-on-one coaching sessions which include resume writing, networking, interview skills, labour market research and career search options.
- ❖ Access to a website which contains useful tips and answers basic questions regarding employment searches.
- ❖ Provision of internet databases to assist with employment search.