



## CURRICULUM GUIDELINES

**A.** Division: Educational Services      Date:  
**B.** Department / Student Development      New Course            Revision        
Program Area  
If Revision, Section(s)  
Revised  
Date Last Revised:

**C:** LWTP 100      **D:** Light Warehouse Training Program      **E:** 0  
Intake and Assessment

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Subject & Course No.	Descriptive Title	Semester Credits
<b>F:</b> Calendar Description:	This course is designed to assist adults with an employment barrier in taking the necessary preparatory steps to enter the full-time LWT program.	

<b>N:</b>	<p>Content:</p> <ol style="list-style-type: none"> <li>1. Meeting eligibility criteria <ul style="list-style-type: none"> <li>-interview with instructor</li> <li>-reading program publicity</li> <li>-demonstrating stability</li> <li>-demonstrating motivation</li> <li>-identifying goals</li> <li>-demonstrating basic literacy and math skills</li> </ul> </li> <li>2. Decision making and implementing the decision <ul style="list-style-type: none"> <li>-making decision to participate in the LWT program</li> <li>-contacting the instructor, funding agencies, or medical practitioner</li> </ul> </li> <li>3. Securing funding <ul style="list-style-type: none"> <li>- identifying funding source</li> <li>- applying for the best source of funding</li> <li>- confirming funding and notifying appropriate persons</li> </ul> </li> <li>4. Making applications <ul style="list-style-type: none"> <li>-identifying forms which need to be completed (intake, funding, registration, etc.)</li> <li>-completing forms and submitting them</li> <li>-provide copies of transcripts and assessments</li> <li>-procedures to ensure that all steps are completed</li> </ul> </li> <li>5. Following Through <ul style="list-style-type: none"> <li>-communicating with appropriate people as procedures are completed</li> <li>-determining appropriate steps around transportation plans, and childcare arrangements1 Interview to assess ability to undertake a period of study.</li> </ul> </li> </ol>
<b>O:</b>	<p>Methods of Instruction</p> <p>Interview/discussion/one on one instruction</p>
<b>P:</b>	<p>Textbooks and Materials to be Purchased by Students</p> <p>N/A</p>
<b>Q:</b>	<p>Means of Assessment</p> <p>A student will have completed the course when he/she has participated at the required level in course activities designed to meet the course objectives</p>
<b>R:</b>	<p>Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>N/A</p>

Course Designer(s)