



# Foreword



*Greetings and warm regards,*

Education has always been a powerful catalyst for change, driving individuals towards a better and more fulfilling life. At Heritage Community College, we are dedicated to providing a supportive and enriching environment that fosters personal growth and jump-starts careers.

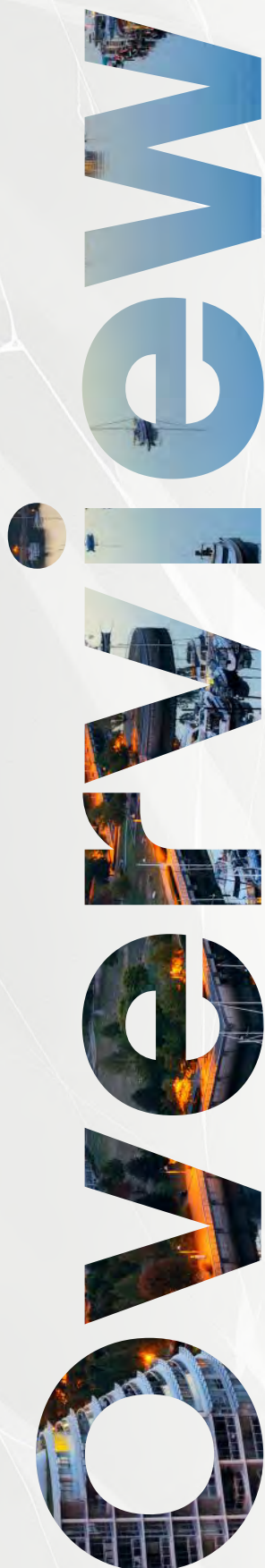
Our faculty and staff collaborate to instill confidence and competence in each student, preparing them to excel in their chosen fields. We are committed to student success, offering opportunities to develop leadership skills both professionally and personally. Our team works tirelessly to inspire, motivate, and encourage every student to achieve their full potential.

The health and safety of our students and staff remain our top priority. We are steadfast in our commitment to maintaining the highest quality of education and training.

Students can rely on the excellence that is the hallmark of HCC's mission.

I am immensely proud of the outstanding achievements we have accomplished together. As we continue to guide Heritage Community College, we remain dedicated to serving our community of students and employer stakeholders with unwavering excellence. Your future begins here.

**Jatinder Dhesi**  
Director



Foreword

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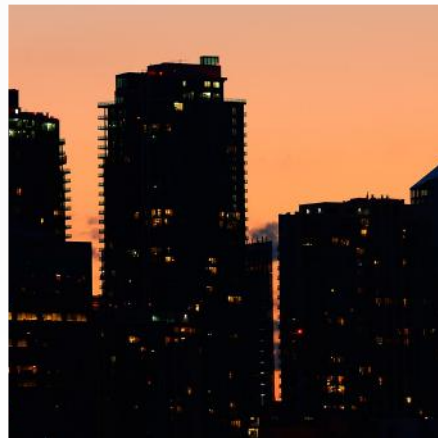
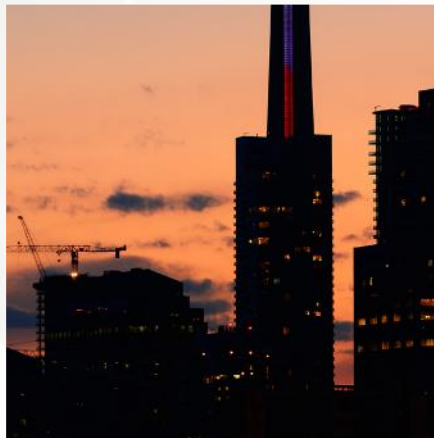
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Student Life

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Career Support





## About HCC

Since 2010, Heritage Community College (HCC) has been a cornerstone of higher education in Surrey, BC. Over the past decade, we have proudly supported the academic and professional growth of more than 5,000 students, offering flexible and accessible diploma programs tailored to meet the needs of modern learners.

Whether pursuing education full-time, part-time, or through distance learning, our students benefit from a dynamic curriculum that prepares them for the challenges of today's job market.

HCC's co-op programs give students the unique opportunity to gain practical, hands-on experience while completing their studies, ensuring a smooth transition from the classroom to the workplace.

We are dedicated to fostering an environment where students can thrive academically and personally, supported by a robust network of resources and professional guidance.

Our commitment to excellence, innovation, and community engagement has made us a trusted institution for students seeking to build meaningful careers and contribute to the broader society.

# Heritage Community College Designation



Since 2010, Heritage Community College (HCC) has been a cornerstone of higher education in Surrey, BC. Over the past decade, we have proudly supported the academic and professional growth of more than 5,000 students, offering flexible and accessible diploma programs tailored to meet the needs of modern learners.

Whether pursuing education full-time, part-time, or through distance learning, our students benefit from a dynamic curriculum that prepares them for the challenges of today's job market.

HCC's co-op programs give students the unique opportunity to gain practical, hands-on experience while completing their studies, ensuring a smooth transition from the classroom to the workplace.

# Our Programs Are Govt. Approved



## **Designated by the Private Training Institutions Branch (PTIB):**

Heritage Community College programs are proudly designated by the Private Training Institutions Branch (PTIB). This designation confirms our compliance with provincial standards for educational quality and operational integrity, ensuring our programs meet the highest standards.



## **BC Education Quality Assurance (EQA):**

We are honored to hold the Education Quality Assurance (EQA) designation from the Province of British Columbia. This certification signifies our commitment to providing top-tier education and maintaining the highest standards of quality assurance in our academic programs.



## **National Association of Career Colleges (NACC):**

Heritage Community College is an accredited member of the National Association of Career Colleges (NACC). This affiliation underscores our dedication to excellence in career training, providing our students with recognized and respected credentials.



## **StudentAid BC: (Only Available for Students In Canada):**

Our programs are approved for StudentAid BC, enabling eligible students to receive financial assistance for their education. This certification ensures that our students have access to the resources they need to achieve their academic and career goals.





# Vision & Mission

## Vision

Heritage Community College strives to create the best lifelong learners in the world. At Heritage Community College our purpose is the discovery, communication, and preservation of knowledge. We are committed to creativity, innovation, and excellence. We value integrity, quality, and teamwork in everything we do. We inspire critical thinking, personal growth, and a passion for learning. We serve the social, cultural, and economic needs of our community and our society.

## Mission



**Inspiring Excellence:** HCC is dedicated to inspiring students to achieve the highest standards of intellectual and personal development through a stimulating and comprehensive program.



**Caring Environment:** Within a caring, respectful, multicultural environment, HCC fosters a love for learning, encouraging students to take appropriate risks and embrace challenges.



**Resilience and Adaptability:** Our school community focuses on developing students who are resilient and adaptable, ready to tackle future educational and life challenges.



**Equipped for Success:** We ensure students are equipped with the knowledge, skills, and disposition needed for continued education and personal fulfillment.



**Social Responsibility:** HCC is committed to nurturing interdependent and socially responsible adults who contribute positively to society.

# Accounting & Payroll Administrator Diploma Program(DAP)



## **NOC Code: 14200 (Accounting and related clerks)**

The accounting and Payroll Administration program gives the students hands-on Accounting Training that employers demand. The program will teach you to excel in computerized accounting programs such as Sage 50, Simply Accounting and other industry-standard software. Students will also learn the accounting fundamentals they need to understand the bookkeeping process fully



### **Admission Requirement**

- Grade 12/GED or equivalent
- Mature Student status (19 yrs. or older)
- International students require IELTS at least 5.5 band
- or Canadian Language Benchmark Test level 6 or college's ESC program



### **Course Information**

- Program Type: Full-time Diploma
- Work Experience: 140 Hours
- Classroom: 620 Hours
- Program Length: 9 Months
- Delivery Method: In-Class/Online Delivery
- Campus: Surrey, BC, Canada

## **Learning Outcome**

The Accounting & Payroll Administrator program prepares graduates for positions in accounting and payroll departments, or as chief administrators for small businesses. Students will have an understanding of administrative procedures, fundamentals of accounting and corporate finance, bookkeeping and payroll procedures. This program prepares students to challenge the Canadian Payroll Association certification to attain your Payroll Compliance Practitioner certification Student.





# Digital Marketing Management Diploma Program(DMM)



## NOC 11202

### (Professional occupations in advertising, marketing and public relations)

This Digital Marketing Management program gives students hands-on Digital Marketing Management training that employers demand. The program will teach advertising, marketing, and business managers to plan, organize, direct, control, and evaluate the activities of establishments and departments involved in commercial, industrial, and e-business advertising, marketing, and public relations.



### Admission Requirement

- Grade 12/GED or equivalent
- Mature Student status (19 yrs. or older)
- A score of 23 on the Wonderlic test.
- International students require IELTS at least 5.5 band
- or Canadian Language Benchmark Test level 6
- or college's ESC program.

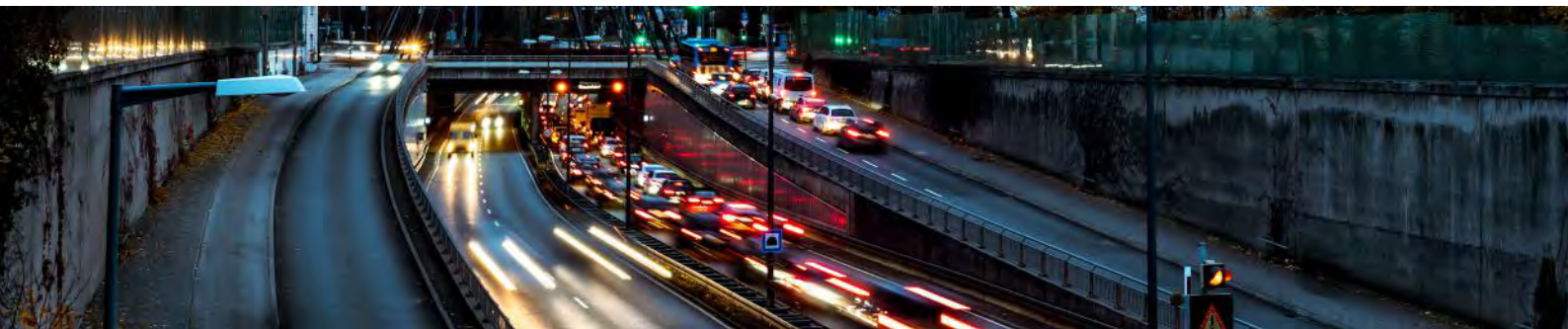


### Course Information

- Program Type: Full-time Diploma
- Work Experience: 160 Hours
- Classroom: 840 Hours
- Program Length: 12 Months
- Delivery Method: In-Class/Online Delivery
- Campus: Surrey, BC, Canada

### Learning Outcome

Throughout this program, students will be exposed to best practices within the following industries: advertising, marketing, public relations and e-business managers plan, organize, direct, control and evaluate the activities of establishments and departments involved in commercial, industrial and e-business advertising, marketing and public relations.



# Human Resource Administration Diploma Program(HRA)



## NOC 11200

### Human resources professionals

This Human Resources Administration program provides hands on Human Resources Training that employers demand. The Human Resources Administration program teaches students to develop, implement, and evaluate human resources and labour relations policies, programs, and procedures. Students will also learn to advise employers and employees on various human resources matters.



### Admission Requirement

- Grade 12/GED or equivalent
- Mature Student status (19 yrs. or older)
- A score of 23 on the Wonderlic test.
- International students require IELTS at least 5.5 band
- or Canadian Language Benchmark Test level 6
- or college's ESC program.



### Course Information

- Program Type: Diploma
- Work Experience: 160 Hours
- Classroom: 800 Hours
- Program Length: 11 Months
- Delivery Method: In-Class/Online Delivery
- Campus: Surrey, BC, Canada

### Learning Outcome

The Human Resources Administration diploma prepares graduates for careers in the private and public sectors or self employment. Students learn to develop HR strategies, advise on policies, mediate labor disputes, manage staffing, compensation, training, and employee programs, and maintain HR records. They also oversee staff training and recommend improvements to employee benefits and safety practices





# Office Administration Diploma Program(OA)



## NOC 13100 Administrative officers

As professional offices become more complex, it becomes critical for offices to employ specialists in Office Administration. Graduates of this Office Administration program will be highly organized and well trained in various administrative processes. This Office Administration expertise is crucial for success in today's workplace.



### Admission Requirement

- Grade 12/GED or equivalent
- International students, for language proficiency, require
- IELTS at least 5.5 band or
- Canadian Language Benchmark Test level 6
- or college's ESC Program.



### Course Information

- Program Type: Diploma
- Classroom: 500 Hours
- Program Length: 7 Months
- Delivery Method: In-Class/Online Delivery
- Campus: Surrey, BC, Canada

## Learning Outcome

The Office Administration Diploma program prepares graduates for positions working in professional offices. Students will have an understanding of office technology, customer service administrative practices, accounting, communications and ethics. They will be able to be employed by commercial and industrial establishments, government departments, or consulting businesses.





# Marketing Administration Diploma Program(MAD)



## NOC 11202

### Professional occupations in advertising, marketing and public relations

This Marketing Administration program offers hands-on Marketing Administration training that employers demand. The Marketing Administration program will teach students how to plan, organize, direct, and evaluate marketing activities across various industries. Students will gain expertise in commercial, industrial, and e-business marketing, preparing them for roles in marketing, advertising, and public relations.



### Admission Requirement

- Grade 12/GED or equivalent
- International students, for language proficiency, require
- IELTS at least 5.5 band or
- Canadian Language Benchmark Test level 6
- or college's ESC Program.



### Course Information

- Program Type: Diploma
- Work Experience: 140 Hours
- Classroom: 600 Hours
- Program Length: 9.5 Months
- Delivery Method: In-Class/Online Delivery
- Campus: Surrey, BC, Canada

## Learning Outcome

The Marketing Administration Diploma program prepares graduates for positions working in marketing and/or communications departments or as marketing manager for small businesses. Throughout this program, students will be exposed to best practices within the following industries: advertising, marketing, public relations, and e-business managers plan, organize, direct, control, and evaluate advertising, marketing and public relations.



# Diploma in International Business Program(DIB)

**00012****(Senior managers - financial, communications and other business services)**

This program will equip the students with the business knowledge, communication skills, ethical and legal know-how, and critical thinking skills that they need to adapt and thrive in a changing global environment. Through this program, students will be able to learn all the basics of business and gain specialized expertise in areas such as international trade law, finance, sales, and marketing.



## Admission Requirement

- Grade 12/GED or equivalent
- International students require IELTS at least 5.5 band
- or Canadian Language Benchmark Test level 6
- or college's ESC program.



## Course Information

- Program Type: Diploma
- Work Experience: 240 Hours
- Classroom: 1200 Hours
- Program Length: 18 Months
- Delivery Method: In-Class/Online Delivery
- Campus: Surrey, BC, Canada

## Learning Outcome

Work in alignment with legal standards and professional protocols in international business. Collaborate to develop business plans, applying leadership skills to plan, direct, and control organizational activities. Account for economic, social, political, and cultural factors affecting operations, while using research and IT skills to analyze data and support management.





# Hospitality Management Diploma Program(HMD)



**60031 (Accommodation service managers)**

**65200 (Food and beverage servers)**

The Hospitality Management Diploma program provides essential training for a variety of roles in accommodation, travel, tourism, and related hospitality services. Students will learn industry best practices and build experience in hotel management through theoretical and practical learning



## Admission Requirement

- Grade 12/GED or equivalent
- Age- 19 years or older
- International students require IELTS at least 5.5 band
- Minimum 50% in English 12 or 67% in Communications 12.
- Minimum 50% in post-secondary level English or Communications coursework.



## Course Information

- Program Type: Diploma
- Work Experience: 100 Hours
- Classroom: 680 Hours
- Program Length: 9.5 Months
- Delivery Method: In-Class/Online Delivery/Combined
- Campus: Surrey, BC, Canada

## Learning Outcome

The Hospitality Management Diploma prepares graduates for supervisory or management roles in hotels, restaurants, and resorts. Students learn about hotel structure, food and beverage operations, accounting, front office management, housekeeping, sales, and hospitality technology. They also gain skills in recruitment, leadership, workplace laws, and security practices, equipping them for various operational and leadership responsibilities in the hospitality industry.





# Addictions Community Support Worker Diploma Program(ACSW)



## NOC Code 42201 (Social and Community Service Workers)

This Addictions Community Support Worker diploma program at Heritage Community College focuses on preparing you to be an effective social services practitioner. You will acquire the knowledge, skills, and values needed to provide support to individuals, families, groups, and communities in need. Those seeking assistance from a variety of available programs and services will benefit from the expertise of an Addictions Community Support Worker.



### Admission Requirement

- High school diploma or mature student status (19+ years).
- Successful completion of the college's admissions test.
- A criminal record check and immunization report are required.
- Complete the "Student Declaration – Addictions Community Support Worker Program" form.
- Minimum English proficiency: IELTS 5.5, CLB level 6, or college entrance language test for international students

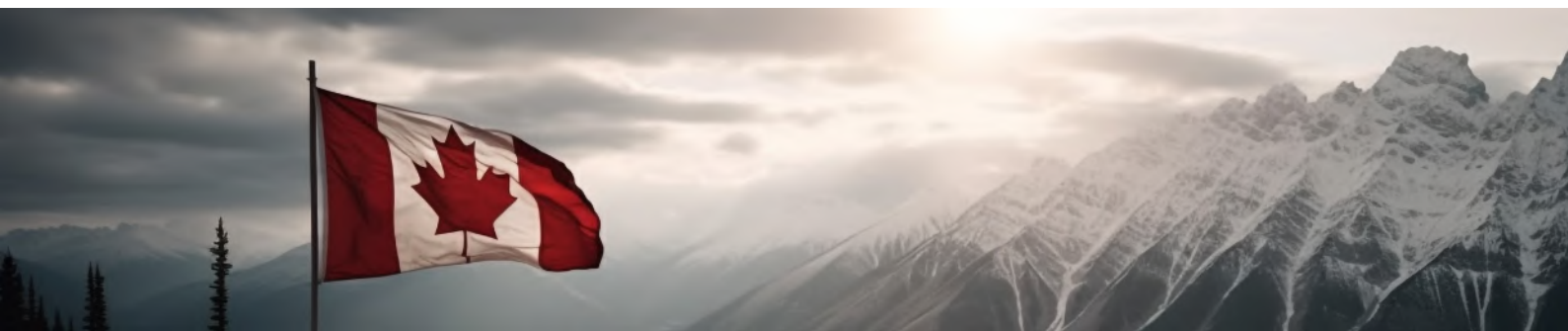


### Course Information

- Program Type: Diploma
- Classroom: 800 Hours
- Work Experience: 100 Hours
- Program Length: 11.5 Months
- Delivery Method: In-Class/Online Delivery/Combined
- Campus: Surrey, BC, Canada

### Learning Outcome

Graduates of the Addiction Community Support Worker Diploma will understand addiction and recovery, apply prevention and intervention strategies, create tailored support plans, and address high-risk populations with cultural competence. They will promote well-being, collaborate in teams, and uphold ethical standards.



# Medical Office Assistant Diploma Program(MOA)



## NOC Code 42201 (Social and Community Service Workers)

This program equips students with the administrative and clinical skills needed for a Medical Office Assistant role. It covers medical terminology, office procedures, record-keeping, appointment scheduling, billing, insurance claims, and safety practices. Students also develop communication, Microsoft Office, accounting, multitasking, organization, confidentiality, and teamwork skills essential for the profession.



### Admission Requirement

- High school diploma or equivalent, or mature student status (19 years or older).
- Immunization report, International students, for language proficiency, require IELTS at least 5.5 band or Canadian Language Benchmark Test level 6 or the college's ESC program.



### Course Information

- Program Type: Diploma
- Classroom: 600 Hours
- Work Experience: 100 Hours
- Program Length: 8 Months/35 Weeks
- Delivery Method: In-Class/Online Delivery/Combined
- Campus: Surrey, BC, Canada

## Learning Outcome

Upon completion, students will gain skills in Microsoft Office, bookkeeping, business transactions, and communication. They will learn about key body systems, medical billing, EMR systems, and clinical basics, including scheduling, pharmacology, and medical instruments.



# Social Services Support Diploma Program(SSSW)



## NOC Code 42201 (Social and Community Service Workers)

This Social Services Support diploma program prepares you to be an effective social services practitioner. Gain the knowledge, skills, and values needed to provide Social Services Support to individuals, families, groups, and communities. This program is ideal for those pursuing a career in community social services.



### Admission Requirement

- High school diploma or equivalent, or mature student status (19 years or older).
- Successful completion of the college's admissions test.
- Criminal record check, Immunization report.
- Complete the 'Student Declaration – Addictions Community Support Worker Program' form.
- International students, for language proficiency, require IELTS at least 5.5 band or Canadian Language Benchmark Test level 6 or the college's entrance language test.



### Course Information

- Program Type: Diploma
- Classroom: 620 Hours
- Work Experience: 100 Hours
- Program Length: 9 Months
- Delivery Method: In-Class/Online Delivery/Combined
- Campus: Surrey, BC, Canada

## Learning Outcome

The Social Services Worker Diploma prepares graduates for roles in social service agencies or self-employment. Students learn about social services, at-risk behaviors, mental illness, addiction, intervention strategies, and the client-counselor relationship, with a focus on cultural diversity and Canadian healthcare resources.





# Network Support Administrator Diploma Program(NSA)



## N22220 (Computer Network and Web Technicians)

## 22221 (User Support Technicians)

HCC's Network Support Administrator Diploma equips students with essential skills in network infrastructure, administration, and support. The program offers hands-on training in network security, routing, switching, and operating systems. Graduates gain practical expertise in diagnosing and resolving network issues, preparing them for success in the dynamic field of network administration.



### Admission Requirement

- Grade 12/GED or equivalent
- International students, for language proficiency, require IELTS at least 5.5 band or Canadian Language Benchmark Test level 6 or the college's ESC Program.



### Course Information

- Program Type: Diploma
- Work Experience: 80 Hours
- Classroom: 240 Hours
- Computer-Based Training: 540 Hours
- Program Length: 11 Months
- Delivery Method: In-Class/Online Delivery/Combined
- Campus: Surrey, BC, Canada

### Learning Outcome

The Network Support Administrator Diploma prepares graduates for roles in computer and network administration, with training in communication, support, and popular operating systems like Microsoft Windows 10 and Windows Servers. Graduates can work in commercial, industrial, government, or technology sectors.



# Network Support Technician Diploma Program(NST)



## 22220 (Computer Network and Web Technicians)

## 22221 (User Support Technicians)

The Network Support Technician Diploma at HCC equips students with key IT skills, covering A+ Computer Technology, Windows Server 2016, Networking+, Linux, and Cisco Networks. With 60 hours of training in each area, students gain comprehensive knowledge of operating systems and network infrastructures. The program also emphasizes career strategies, preparing graduates for successful IT careers.



### Admission Requirement

- Grade 12/GED or equivalent
- International students, for language proficiency, require IELTS at least 5.5 band or Canadian Language Benchmark Test level 6 or the college's ESC Program.



### Course Information

- Program Type: Full-time Diploma
- Classroom: 165 Hours
- Computer-Based Training: 315 Hours
- Program Length: 6 Months
- Delivery Method: In-Class/Online Delivery
- Campus: Surrey, BC, Canada

### Learning Outcome

The Network Support Technician Diploma program prepares graduates for positions working in computer and network-related administration. Graduates will have an understanding of communication and support training; students receive training on popular operating systems including Microsoft Windows 10 and Microsoft Windows Servers. They will be able to be employed by commercial and industrial establishments, government departments, and technology firms or consulting businesses.





# Healthcare Assistant Diploma Program(HCA)



## 33102 – Nurse Aides, Orderlies & Patient Service Associates

Heritage Community College's Health Care Assistant program trains students to provide high-quality care, including personal care, mobility assistance, and medication delivery. Students learn to support client health, safety, and independence while working with an interdisciplinary team. The program equips graduates with the skills to excel as compassionate Health Care Assistants in various settings.



### Admission Requirement

- B.C. secondary school graduation or equivalent, or mature student status 19 years of age
- Criminal record check (by the Criminal Records Review Act)
- Evidence of English Language Competency.

### English as First Language Speakers:

- Evidence of one of the following: Proof of completion of Grade 10 English; or
- College courses determined to be equivalent to completion of Grade 10 English (or higher) by post-secondary institutions. Applicants must produce transcripts as evidence of completion. A minimum of a C grade is acceptable.
- Accuplacer: Grade 10 level or higher Cut Scores\*: Reading Comprehension 60, Sentences Skill 55, Writeplacer 4 (Candidates from English countries)





# Healthcare Assistant Diploma Program

## English as Second Language Speakers - Language Proficiency Requirement (LPR)

- \*\*Either of the following assessments must have been completed within the last two years or last year:
- Evidence of one of the following test scores: 1. The Test of English as a Foreign Language (TOEFL): The test must be within the last two years, IBT only — Overall score of 76 with no score lower than 20 in Speaking and Listening and no score lower than 18 in Reading and Writing
- International English Language Testing System (IELTS): Academic or General — test must be within the last two years: Overall score of 6 with a minimum of 6 in Speaking and Listening and no score lower than 5.5 in Reading and Writing
- Canadian Language Benchmark Placement Test (CLB PT): The test must be within the last year: Listening 7, Speaking 7, Reading 6 and Writing 6 – Note: a CLB Report Card from a LINC Program may also be accepted.
- Canadian English Language Proficiency Index Program (CELPPIP General or CELPIP Online): Test in the last two years Listening 7, Speaking 7, Reading 6 and Writing 6. Note: this is a computer-delivered test that must be completed in-person at a recognized testing center.
- Canadian Academic English Language Assessment (CAEL or CAEL Online): Test in the last two years. Overall Score of 60, with no section less than 50

## Pre-Practice Experience Requirements:

- A clear criminal record check (Criminal Record Review Program)
- Immunizations as per Practice Education Guidelines:
  1. Provide proof of a negative reaction to a TB skin test or a chest x-ray with a note from a physician stating that you are not contagious.
  2. A note from a physician stating that you are mentally and physically able to perform duties normally associated with your chosen field.

# RED SEAL PROGRAMS



## Auto body mechanic Exam Preparation Course

The Red Seal Automotive Service Technician Exam Preparation Course is an online program designed to prepare automotive technicians for the Red Seal certification exam. This course covers the National Occupational Analysis (NOA) for automotive service technicians, focusing on key mechanical and electrical systems, diagnostic skills, safety standards, and exam strategies. Through interactive modules and practical assignments, students gain the skills and knowledge needed to meet Canadian industry standards and succeed on the Red Seal exam.



### Career Occupation

Skilled Trade: Auto body mechanic



### Completion Requirements

A minimum grade of 70% is required to graduate from the program.



### Admission Requirement

- Minimum age of 19 years High School Diploma or equivalent
- IELTS minimum score of 5.5 (for International Students)
- Academic transcripts submitted in English
- Minimum 3-5 years of experience in the trade



### Program Duration

- **Total Duration:** 350 instructional hours, delivered over 18 weeks.
- **Homework Hours:** Estimated between 50–75 hours for assignments, projects, and practice exams.
- **Method of delivery:** Distance & combined



### Delivery Method(s)

- Online Learning: Delivered through live virtual classes, interactive online modules, and self-paced study materials.

# RED SEAL PROGRAMS



## Red Seal Chef Exam Preparation Course

The Red Seal Chef Exam Preparation Course is an online program tailored to prepare culinary professionals for the Red Seal certification exam. This course offers comprehensive coverage of the National Occupational Analysis (NOA) for chefs, focusing on key culinary techniques, kitchen management, food safety, and exam strategies. Through interactive modules and practical assignments, students will gain the skills and confidence required to meet Canadian culinary standards.



### Career Occupation

Skilled Trade: Chef (Cooking)



### Completion Requirements

A minimum grade of 70% is required for successful course completion.



### Admission Requirement

- Minimum age of 19 years High School Diploma or equivalent
- IELTS minimum score of 5.5 (for International Students)
- Academic transcripts submitted in English
- Minimum 3-5 years of experience in the trade



### Program Duration

- **Total Duration:** 350 instructional hours, delivered over 18 weeks.
- **Homework Hours:** Estimated between 50–75 hours for assignments, projects, and practice exams.
- **Method of delivery:** Distance & combined



### Delivery Method(s)

- Online Learning: A combination of live virtual classes, interactive online modules, and self-paced study materials.



# RED SEAL PROGRAMS



## Red Seal Construction Electrician Exam Preparation Course

This online program prepares aspiring construction electricians for the Red Seal certification exam. It covers the National Occupational Analysis (NOA) for electricians, focusing on critical trade knowledge, practical skills, safety protocols, and exam strategies. Students will gain a thorough understanding of Canadian electrical standards and industry practices, building the competence and confidence needed for the Red Seal exam.



### Career Occupation

Skilled Trade: Construction Electrician



### Completion Requirements

A minimum grade of 70% is required for successful course completion.



### Admission Requirement

- Minimum age of 19 years High School Diploma or equivalent
- IELTS minimum score of 5.5 (for International Students)
- Academic transcripts submitted in English
- Minimum 3-5 years of experience in the trade



### Program Duration

- **Total Duration:** 350 instructional hours, delivered over 18 weeks.
- **Homework Hours:** Estimated between 50–75 hours for assignments, projects, and practice exams.
- **Method of delivery:** Distance & combined



### Delivery Method(s)

- Online Learning: A blend of live virtual classes, interactive modules, and self-paced study materials.

# RED SEAL PROGRAMS



## Plumber Red Seal Exam Preparation Course

The Plumber Red Seal Exam Preparation Course is an online program tailored to equip plumbers with the knowledge and skills necessary to pass the Red Seal certification exam. The course offers comprehensive coverage of the National Occupational Analysis (NOA) for plumbers and emphasizes trade-specific knowledge, practical problem-solving, and exam strategies. Participants will gain a solid understanding of Canadian plumbing standards and develop confidence to meet industry expectations.



### Career Occupation

Skilled Trade: Plumbing



### Completion Requirements

A minimum grade of 70% is required for successful course completion.



### Admission Requirement

- Minimum age of 19 years High School Diploma or equivalent
- IELTS minimum score of 5.5 (for International Students)
- Academic transcripts submitted in English
- Minimum 3-5 years of experience in the trade



### Program Duration

- **Total Duration:** 350 instructional hours, delivered over 18 weeks.
- **Homework Hours:** Estimated between 50–75 hours for assignments, projects, and practice exams.
- **Method of delivery:** Distance & combined



### Delivery Method(s)

- **Online Learning:** The course is delivered through a combination of live virtual classes, interactive online modules, and self-paced study materials.

# RED SEAL PROGRAMS



## Red Seal Carpenter Exam Preparation Course

The Red Seal Carpenter Exam Preparation Course is an online program designed to prepare aspiring carpenters for the Red Seal certification exam. This course covers the National Occupational Analysis (NOA) for carpentry, focusing on essential skills, construction techniques, safety standards, and exam strategies. Through interactive modules and practical assignments, students will gain the knowledge and confidence required to meet Canadian carpentry standards and succeed on the Red Seal exam.



### Career Occupation

Skilled Trade: Carpenter



### Completion Requirements

A minimum grade of 70% is required to graduate from the program.



### Admission Requirement

- Minimum age of 19 years High School Diploma or equivalent
- IELTS minimum score of 5.5 (for International Students)
- Academic transcripts submitted in English
- Minimum 3-5 years of experience in the trade



### Program Duration

- **Total Duration:** 350 instructional hours, delivered over 18 weeks.
- **Homework Hours:** Estimated between 50–75 hours for assignments, projects, and practice exams.
- **Method of delivery:** Distance & combined



### Delivery Method(s)

- **Online Learning:** A combination of live virtual classes, interactive online modules, and self-paced study materials.



# Student Life

## Virtual Community Engagement

At Heritage Community College, distance learning doesn't mean learning alone. Our virtual community engagement initiatives connect students through interactive online forums, live webinars, and group projects. You'll have the opportunity to network with peers, participate in virtual study groups, and join special interest clubs, all from the comfort of your home.



## Dedicated Student Support Services

We believe that student support is crucial for success. Our dedicated online support team is available 24/7 to assist with academic advising, technical issues, and career counseling. Whether you need help with coursework or guidance on your career path, our support services are just a click away.



## Flexible Learning Schedule

Balance your studies with your personal and professional life with our flexible learning schedules. Our distance learning programs are designed to fit around your commitments, offering asynchronous coursework that allows you to learn at your own pace. Attend live sessions or review recorded lectures whenever it suits you best.



## Global Networking Opportunities

Join a diverse community of learners from around the world. Our distance learning programs attract students from various countries and backgrounds, providing you with a global perspective. Participate in international projects, discussions, and events, and expand your professional network on a global scale.





## Career Support

### One-on-One Career Coaching Sessions



At Heritage Community College, we offer personalized career coaching sessions to our distance learning students. These one-on-one meetings provide tailored advice and guidance, helping you to identify your career goals and create a strategic plan to achieve them, whether you're looking to continue your studies in Canada or start your career in your home country.



### Resume and Cover Letter Assistance by Industry Leaders

Our students benefit from expert support in crafting professional resumes and cover letters. Industry leaders provide insights and feedback to ensure your application materials stand out to potential employers or academic institutions. This service is designed to give you a competitive edge in the job market or academic applications.



### Access to Extensive Career Resources

Our students benefit from expert support in crafting professional resumes and cover letters. Industry leaders provide insights and feedback to ensure your application materials stand out to potential employers or academic institutions. This service is designed to give you a competitive edge in the job market or academic applications.



### Alumni Network and Mentorship Programs

Our extensive alumni network offers valuable opportunities for mentorship and professional growth. Distance learning students can connect with successful graduates who provide guidance, share experiences, and offer insights into various career paths, helping you navigate your professional journey with confidence.



### Tailored Academic Pathways

For students looking to continue their studies in Canada, we offer tailored academic pathways that align with their career aspirations. Our advisors work closely with students to identify suitable programs and institutions, assisting with applications and providing support throughout the transition process.



# Admission & Selection Process



## Admission Requirements

- 1 Complete the online application form, providing personal information, contact details, and academic history.
- 2 Submit transcripts from the most recent school attended, including report cards and standardized test scores.
- 3 Include letters of recommendation from two teachers or educators who can attest to the student's character and academic abilities.
- 4 Pay the non-refundable application fee, which can be done online through the school's website.



## Selection Process



### Academic Evaluation

All applicants undergo a thorough academic evaluation. This includes a review of their transcripts, GPA, standardized test scores, and any advanced coursework or honors classes taken.



### Standardized Testing

Applicants are required to take a standardized test, which may include assessments in math, language arts, and critical thinking. Test scores are used to assess academic readiness.



### Interview

The admissions committee conducts a final review of all application materials, considering academic performance, test scores, interview results, and the essay. Admissions decisions are made based on this holistic evaluation.





# HERITAGE COMMUNITY COLLEGE

Unit 110, 8166 128th Street, Surrey, BC, Canada V3W 1R1 | Call: +1 (604)593-5400 | Email: info@hccbc.com



BC Care Aide & Community Health Worker Registry



Student Aid BC

## HCC Student Number (If Applicable):

### PERSONAL INFORMATION – Please Print

Last Name (Family Name)		First Name		Middle Name
Address				
City	Province/State	Country		Postal Code
Telephone	Fax	E-mail Address		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Birth (Year / Month / Date)		Country of Birth		Citizenship
Name of Emergency Contact		Relationship to Applicant	Telephone	E-mail Address

What program do you want to study?

- |   |  |
|---|--|
| <input type="checkbox"/> Accounting and Payroll Administrator Diploma | <input type="checkbox"/> Marketing Administration Diploma          |
| <input type="checkbox"/> Addictions Community Support Worker Diploma  | <input type="checkbox"/> Medical Office Assistant Diploma          |
| <input type="checkbox"/> Digital Marketing Management Diploma         | <input type="checkbox"/> Network Support Administrator Diploma     |
| <input type="checkbox"/> Hospitality Management Diploma               | <input type="checkbox"/> Network Support Technician Diploma        |
| <input type="checkbox"/> Human Resource Administration Diploma        | <input type="checkbox"/> Office Administration Diploma             |
| <input type="checkbox"/> International Business Diploma               | <input type="checkbox"/> Social Services Support Worker Diploma    |
|   | <input type="checkbox"/> Health care Assistant Diploma (On-Campus) |

### EDUCATION INFORMATION

Secondary/High School Education You must submit original transcripts (along with an official English translation if the document is in a language other than English) for all institutions attended.

Name of most recent secondary school attended		Country	From Month/Year: <input type="text"/> To Month/Year: <input type="text"/>
Grade/Year Completed Grade: <input type="text"/> Year: <input type="text"/>	Currently attending <input type="checkbox"/> Yes <input type="checkbox"/> No	Language of Instruction	B.C. Provincial Education Number (PEN) if applicable <input type="text"/>

### Post Secondary Education

Name of University, College or Technical School		Country	Credential Awarded? No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes: Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/>
From Month/Year	To Month/Year	Currently Attending Yes <input type="checkbox"/> No <input type="checkbox"/>	Program: <input type="text"/> Major: <input type="text"/>

English Language Proficiency: (not required for ESL applicants)

Name of Test Taken: <input type="text"/>	Date Written: (Month, Year) <input type="text"/>
Score: <input type="text"/>	
<input type="checkbox"/> TOEFL <input type="checkbox"/> LPI <input type="checkbox"/> IELTS <input type="checkbox"/> Other: <input type="text"/>	



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BC Care Aide &  
Community Health  
Worker Registry



StudentAidBC

## EDUCATIONAL ADVISING SERVICE OR AGENCY (if applicable)

Name of Agency		Name of Contact Person Or Educational Counselor	
Mailing Address (Street)			
City	Province/State	Country	Postal Code
Telephone	Fax	E-mail	
Send confirmation of admission to: <input type="checkbox"/> Agency <input type="checkbox"/> Student			
<b>APPLICATION FEE PAYMENT:</b>			
<b>Bank Transfer:</b> You may make arrangements with your bank to transfer funds directly to HCC's bank account. You are responsible for any associated costs. HCC's bank is: RBC			
Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	American Express <input type="checkbox"/>	Cheque/Money Order payable to HCC enclosed <input type="checkbox"/>
Bank Transfer* <input type="checkbox"/>			
Name on Credit Card	<input type="checkbox"/> I agree to allow Heritage Community College to debit my credit card for my application fee. (Your credit card will not be processed if this box is not checked.)		Amount Payable to HCC \$
Credit Card Account #: <b>DO NOT SUBMIT BY E-MAIL (Fax, Mail or Phone Only)</b> Credit card information will be destroyed once the payment is processed		Security Code (on back of credit card and is required for processing payment):	Expiry Date: Month Year

**FREEDOM OF INFORMATION** -The information contained on this form and other documents and materials used to support the admission and registration process is collected for the purpose of making admission and registration decisions, for informing students of registration matters, for communicating additional information about college-wide activities and for enabling other HCC departments to contact applicants and students.

**DECLARATION (Application will be returned if not signed below)** - I certify that the information provided is true, correct, and complete. Any misrepresentation or false information may lead to cancellation of my admission. I consent to Heritage Community College verifying my details with relevant institutions. I agree to follow all HCC policies and pay required fees as outlined by the Board of Directors. Information provided is collected per the College and Institute Act and will be used for admission and academic purposes. For inquiries, contact the Admissions Office at Heritage Community College, 8166-128th Street, #109, Surrey, BC, V3W 1R1. Tel: 604-593-5400

**Applicant's Signature:**

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**Application Date:**

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