



Capital College

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Program Outline: Early Childhood Assistant Program (ECA)

Brief Program Description The program provides knowledge and skills in various early childhood philosophies, guiding behaviour and health, safety and nutrition.

The program content meets the requirements of the Early Childhood Educator Registry to work as an ECE assistant.

Students have the option to enrol in one of the three courses contained in the program.

This program has been approved by the registrar of the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education, Skills & Training.

Career Occupation NOC 4214 - Early childhood educators and assistants

Early Childhood Assistant

Credential Certificate

Admission Requirements Grade 12 or minimum 18 years old (parent signature required for minors); Grade 12 English or TOEFL 500 or computer 173 or IBT61 or IELTS (6.0) or Tracktest (CEFR) (level B1 or B2) or 70% score on the Canadian Adult Achievement Test (CAAT) - Level C or has successfully completed the Capital College LEC program;

Work Experience /Observation Requirements: Three letters written in English of references testifying to the suitability of the applicant for work in the early childhood field; Written and/or oral interview; Physician's health declaration; A valid Canadian criminal record check clearance;

Admission Procedure: Student Enrollment contract, Diplomas and transcripts in English (if applicable), written and/or oral interview, Photocopy of personal ID, Student Handbook Acknowledgement.

Program duration: 5 weeks

Does the program include work experience / if so length?	No. Depending on course of choice, there may be an observation assignment.
Program level Objectives / learning outcomes	At the end of this program graduates will have developed the necessary knowledge and understanding of various practices within the early childhood field to work as an assistant with early childhood level knowledge, infant and toddler level, and/or special needs level. See Course outlines for specific learning objectives.
Method(s) of Evaluation	Evaluation is linked to each learning outcomes contained in the courses. The methods of evaluation are found in the course outlines for the program. All grades for course work including the final grade will be given in percentages. The official transcript will reflect percentage and corresponding letter grade. A successful pass in a course is 65%.
The requirements that a student must meet to complete the program.	Complete each required course; pass (65%) in all the courses.
Delivery Method(s)	On-line synchronous instruction
Required course materials	See course outlines. Students maybe able to purchase text books from the college or any other source. Student should ensure they have the correct edition.

Course Delivery Outline:

Course name	Number of hours	
Health, Safety & Nutrition	30	
Child Development 1	40	Observation requirement
Guiding Behaviour	45	