

# APPLICATION FOR CERTIFICATE IN GLOBAL WORKFORCE SKILLS

## Admission Requirements

Applicants must:

- Be 18 years or older
- Have completed high school (minimum)
- Have a minimum of 2 years of full-time professional work experience (or educational equivalent)
- Meet our English language proficiency requirements
  - Academic IELTS 6.0
  - Duolingo 105
  - TOEFL iBT 79

Supporting documents:

- ✓ A copy of the certificate, diploma or degree from the highest level of studies you have completed OR an official transcript (with a translation if it is not in English)
- ✓ Official English language proficiency test score report
- ✓ Professional resume

Please note that this program has limited availability. Applications will be processed in the order that they are received and must include all required documents.

### PERSONAL INFORMATION

First Name  
Middle Name  
Last Name  
Preferred First Name *(optional)*  
Gender  
Date of Birth *(mm/dd/yyyy)*  
Primary Language  
Country of Citizenship

### CONTACT INFORMATION

Address  
City Province/State  
Country Zip/Postal Code  
Phone Email

### AGENT INFORMATION *(leave blank if you are not a recruitment agent)*

Agency Name  
RRU Agent Code  
Agent Name  
Agent Email

### OTHER INFORMATION

Do you identify yourself as Indigenous? If so, please indicate below (optional): \_\_\_\_\_ What is your immigration status in Canada?

### PROGRAM DATES AND FEES

The Certificate in **Global Workforce Skills** consists of 3 required modules. You can begin in any module.

Module	Duration	Tuition (CAD)	Dates
Intercultural Competence in the Workplace	14 weeks	\$5,200.00	September 11 – December 15, 2023 September 9 – December 13, 2024
Teamwork and Collaboration	14 weeks	\$5,200.00	January 8 – April 12, 2024
Service Orientation Skills	14 weeks	\$5,200.00	April 22 – July 26, 2024

Royal Roads University student fees apply to students in most GLLC programs. These fees help fund a range of services that support student learning and the student experience. A fee of XX will be added to each module. module is required to secure a seat in the program. After your payment for the tuition deposit has been confirmed, the GLLC will issue your Letter of Acceptance.

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### SELECT YOUR PROGRAM DATES

### EDUCATION HISTORY

Highest level of education completed (high school or post-secondary)

INSTITUTION NAME <i>(include country if not Canada)</i>	PROGRAM NAME (IF APPLICABLE)	COMPLETED <i>(yes/no)</i>

### EMPLOYMENT HISTORY

Provide an overview of your most recent employment history.

EMPLOYER	POSITION	DURATION

### ENGLISH PROFICIENCY

Indicate how you wish to demonstrate competency in English.

### REGISTRATION DECLARATION

I hereby declare that the information I have submitted in this registration form is true and correct to the best of my knowledge.

**Refund Policy:** For information on the refund policy please see [www.royalroads.ca/policies/professional-and-continuing-studies-refunds](http://www.royalroads.ca/policies/professional-and-continuing-studies-refunds)

I understand Royal Roads University collects, uses and discloses personal information for the purposes of admission, registration and other activities related to management of a British Columbia public post-secondary institution pursuant to the University Act (RSBC 1996), the Royal Roads University Act (RSBC 1996) and the Freedom of Information and Protection of Privacy Act (RSBC 1996). I have read and understand details of the use of this information ([www.royalroads.ca/about/personal-information-applicants-and-students](http://www.royalroads.ca/about/personal-information-applicants-and-students)).

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE (mm/dd/yyyy)