

Page 01 to/à Page 50

Withheld pursuant to/removed as

s.22

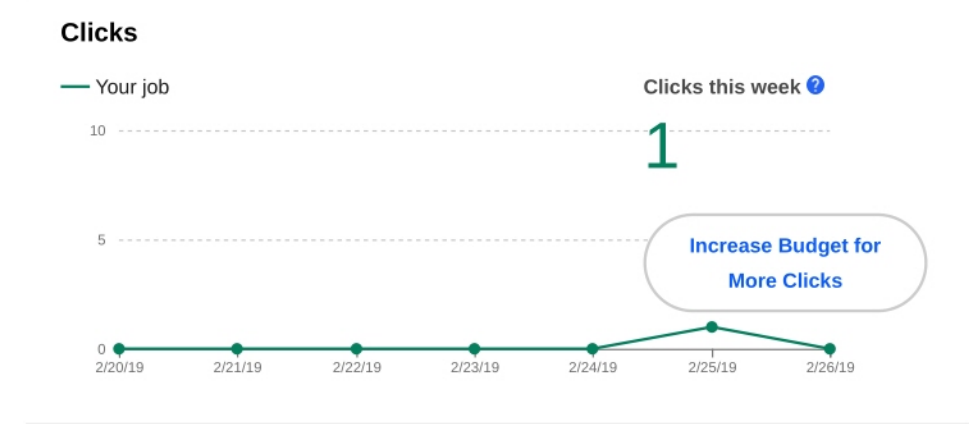
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Department Head

Create Career College – Burnaby, BC



Candidates

Awaiting Review

0

Total (excluding rejected)

9

0 Rejected

Job Description

Create Career College, Burnaby, BC (CCC) is seeking a dynamic individual to add to the success of our Health Care Training department as the Department Head or Executive.

CCC is one of the most competitive post-secondary and career training colleges in the Great Vancouver with the PTIB designation accredited by the provincial and federal authorities. It offers the most cutting-edge and career-oriented approach to learning under the guidance of dedicated educational professionals in their respective fields from all over the world. To cope with the expansion of our new Health Care Training (HCT) department, we are now looking for a department head for the Department who would be expected to have the following missions and qualifications.

What You Will Be Responsible For:

- Determine the strategic direction of the new Health Care Training department (HCT) at the college to ensure efficient and effective operations and to meet the overall departmental objectives
- Set departmental goals and provide guidance to the leadership team and staff to successfully achieve the goals
- To be in charge of the design and development of the teaching program together with the relevant course contents and materials for the HCT department, especially the new programs including the Health Care Assistant (HCA) and International Nursing
- To be involved in setting up the new department of the college
- Manage and control the expenses and budget for the department
- Serve as part of the leadership team and report on key operational activities related to how we improve the overall operations and administrations of the whole Department while delivering on key metrics
- Foster a positive team culture of accountability and ownership to facilitate continuous improvement and high performance to achieve annual objectives

Views: 279

Candidates: 9

Status: Closed – open

Created: 2-Jan

End date: 18-Jan

View public job page

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- Plan, administer and control the budget for new programs and/or syllabus
- Develop & maintain professional development plans for the department
- Ensure outsourced vendor service level agreements are adhered to
- Coordinate with Human Resources Department to facilitate employee relations activities and ensure a proactive and participatory, and engaged workplace environment exists
- Manage and control the departmental workforce, reporting, forecasting and operation optimization
- Monitor trends and outliers in quarterly program reports, assign projects and initiatives to ensure results are constantly improving and issues are addressed
- Promote quality achievement and top performers across the department; recognize and reinforce individual and team accomplishments
- Manage special projects and duties as assigned by the Director or the executive team

What You Will Need To Be Successful:

- 10+ years' experience in the medical/health education field, with 5+ years' experience in supervising other teaching staff in the relevant field
- Professional English proficiency in medical/health education is required
- Doctoral degree in a relevant field or equivalent working experience is a significant asset
- Expertise in teaching experience with a proven record of developing Department strategies which drive the developmental success of the department
- Advanced project management skills are assets
- Ability to maneuver and foster belief in departmental and/or organizational changes with agility, flexibility and resilience
- Ability to think critically as well as creatively with the foresight to review relevant data and consult the right departments when solving problems
- Ability to formulate, articulate and implement broad practical and strategic programs
- A proven leader who is committed to grow and develop high-performance teams
- Superior written, verbal and non-verbal communication skills as well as delivery execution

Job Types: Full-time, Permanent

Salary: \$50,000.00 to \$70,000.00 /year

Application Questions**You have requested that Indeed ask candidates the following questions:**

- How many years of medical/health education work experience do you have?
- What is the highest level of education you have completed?

Issued To:

**CREATE CAREER COLLEGE INC
650 - 4789 KINGSWAY
BURNABY, BC V5H 0A3**

2019**BURNABY REGULAR BUSINESS LICENCE****Licence Number: BUS17-01800****Issued: 2018 October 27****Expiry Date: 2019 December 31****Licence Fee Paid: \$430.00**

**DBA: CREATE CAREER COLLEGE
Description: Career college - 2 staff, 15 students
Location: 650 - 4789 KINGSWAY
BURNABY, BC V5H 0A3**

Classification: Private School***** THIS IS NOT AN INVOICE *****

The business as indicated above is permitted to conduct business as described by this licence provided the lawful requirements relating to business operation and business location are maintained. Any change of business location, change of business nature or transfer of licence must receive prior City approval. This licence must be displayed in a prominent place at the business location.

CHIEF LICENCE INSPECTOR

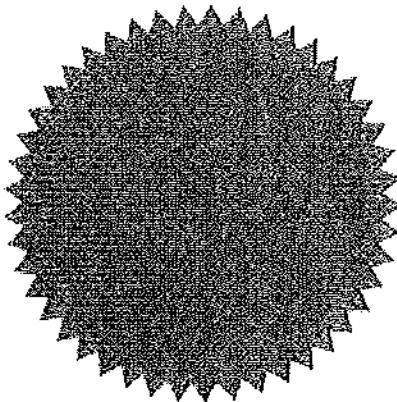


Number: BC0909119

CERTIFICATE OF INCORPORATION

BUSINESS CORPORATIONS ACT

I Hereby Certify that CREATE CAREER COLLEGE INC. was incorporated under the Business Corporations Act on April 28, 2011 at 06:13 AM Pacific Time.



Issued under my hand at Victoria, British Columbia

On April 28, 2011

RON TOWNSHEND
Registrar of Companies
Province of British Columbia
Canada



BC Registry
Services

Mailing Address:
PO BOX 9431 Stn Prov Govt.
Victoria BC V8W 9V3
www.corporateonline.gov.bc.ca

Location:
2nd Floor - 940 Blanshard St.
Victoria BC
250 356-8626

Incorporation Application

FORM 1
BUSINESS CORPORATIONS ACT
Section 10

CERTIFIED COPY
Of a Document filed with the Province of
British Columbia Registrar of Companies

RON TOWNSHEND
April 28, 2011

FILING DETAILS: *Incorporation Application for:*
CREATE CAREER COLLEGE INC.

Incorporation Number: **BC0909119**

Filed Date and Time: **April 28, 2011 06:13 AM Pacific Time**

Recognition Date and Time: **Incorporated on April 28, 2011 06:13 AM Pacific Time**

INCORPORATION APPLICATION

Name Reservation Number:
NR2302567

Name Reserved:
CREATE CAREER COLLEGE INC.

INCORPORATION EFFECTIVE DATE:

The incorporation is to take effect at the time that this application is filed with the Registrar.

INCORPORATOR INFORMATION

Last Name, First Name, Middle Name:
SHARMA, BANEETA

Mailing Address:
#205-7928-128 STREET
SURREY BC V3W 4E8
CANADA

Last Name, First Name, Middle Name:
SHARMA, GAGANDEEP

Mailing Address:
#205-7928-128 STREET
SURREY BC V3W 4E8
CANADA

COMPLETING PARTY

Last Name, First Name, Middle Name:
SHARMA, GAGANDEEP

Mailing Address:
#205-7928-128 STREET
SURREY BC V3W 4E8
CANADA

Completing Party Statement

I, GAGANDEEP SHARMA, the completing party, have examined the articles and the incorporation agreement applicable to the company that is to be incorporated by the filing of the Incorporation Application and confirm that:

- a) the Articles and the Incorporation Agreement both contain a signature line for each person identified as an incorporator in the Incorporation Application with the name of that person set out legibly under the signature lines,
- b) an original signature has been placed on each of those signature lines, and
- c) I have no reason to believe that the signature placed on a signature line is not the signature of the person whose name is set out under that signature line.

NOTICE OF ARTICLES

Name of Company:

CREATE CAREER COLLEGE INC.

REGISTERED OFFICE INFORMATION

Mailing Address:
#205-7928-128 STREET
SURREY BC V3W 4E8
CANADA

Delivery Address:
#205-7928-128 STREET
SURREY BC V3W 4E8
CANADA

RECORDS OFFICE INFORMATION

Mailing Address:
#205-7928-128 STREET
SURREY BC V3W 4E8
CANADA

Delivery Address:
#205-7928-128 STREET
SURREY BC V3W 4E8
CANADA

DIRECTOR INFORMATION

Name, First Name, Middle Name:
SRIARMA, BANEETA

Mailing Address:
#205-7928-128 STREET
SURREY BC V3W 4E8
CANADA

Delivery Address:
#205-7928-128 STREET
SURREY BC V3W 4E8
CANADA

Last Name, First Name, Middle Name:
SHARMA, GAGANDEEP

Mailing Address:
#205-7928-128 STREET
SURREY BC V3W 4E8
CANADA

Delivery Address:
#205-7928-128 STREET
SURREY BC V3W 4E8
CANADA

AUTHORIZED SHARE STRUCTURE

s.22

COMMON Shares

Without Par Value

Without Special Rights or
Restrictions attached



BC Registry
Services

Mailing Address:
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3
www.corporateonline.gov.bc.ca

Location:
2nd Floor - 940 Blanshard Street
Victoria BC
1 877 526-1526

CERTIFIED COPY
Of a Document filed with the Province of
British Columbia Registrar of Companies

Notice of Articles

BUSINESS CORPORATIONS ACT

CAROL PREST

This Notice of Articles was issued by the Registrar on: January 8, 2015 10:30 AM Pacific Time

Incorporation Number: BC0909119

Recognition Date and Time: Incorporated on April 28, 2011 06:13 AM Pacific Time

NOTICE OF ARTICLES

Name of Company:

CREATE CAREER COLLEGE INC.

REGISTERED OFFICE INFORMATION

Mailing Address:

SUITE 288, 1338 WEST BROADWAY
VANCOUVER BC V6H 1H2
CANADA

Delivery Address:

SUITE 288, 1338 WEST BROADWAY
VANCOUVER BC V6H 1H2
CANADA

RECORDS OFFICE INFORMATION

Mailing Address:

SUITE 288, 1338 WEST BROADWAY
VANCOUVER BC V6H 1H2
CANADA

Delivery Address:

SUITE 288, 1338 WEST BROADWAY
VANCOUVER BC V6H 1H2
CANADA

DIRECTOR INFORMATION

Last Name, First Name, Middle Name:

Zhao, Peng

Mailing Address:

s.22

Delivery Address:

s.22

AUTHORIZED SHARE STRUCTURE

s.22

COMMON Shares

Without Par Value

Without Special Rights or
Restrictions attached



Create Career College
#650-4789 Kingsway, Burnaby
BC, Canada V5H 0A3
DLI#: O19275297052
Tel: 778-379-0909

February, 2019

Company Information

Create Career College (the “CCC”) is one of the most competitive postsecondary and career training colleges which was established in 2011 in Vancouver, BC. Over the past years, we have been thriving into an international force in the field of education, and currently, introduce about ten programs in a variety of disciplines to serving hundreds of students from domestic students to the international students every year. Since the expansion of our college, we move from Vancouver to Burnaby to serve the increasing number of students.

As a designated and accredited institution of Private Training Institutions Branch (PTIB) and has earned the designation of British Columbia’s Education Quality Assurance (EQA) as well, CCC’s primary goals are not only guaranteeing all our programs and instructions meet the standard of quality, as the responsibility of the Designated Learning Institution (DLI) in Canada, but also fostering an outstanding learning environment for vocational training, advancing the community and sustainable society, and providing the excellent Canadian education to serve the people of the British Columbia, Canada and the world.

Each year CCC aims to increase the number and diversity of our course offerings in response to our students' interest and demand. By following the next five-year strategic plan which envisions a student-focused, inclusive learning community offering a scope of programs that respond to critical sectors of the Metro – Vancouver region, CCC will launch The Health Care Department to the public in this autumn.

By chasing the dream, the CCC, with the unremitting efforts of all staff, has completed the establishment and improvement of management structure and educational structure for the college in the past five academic years. The executive-levels composed the following: The CEO conducts college's strategies, the vision outlined for the college, workflow of other executive-level officers that including the Dean, the Special Education Assistant (SEA), and the Director of the Marketing Department. Each of them performs specialized functions.

The Dean is the representative person of the CEO and takes full responsibility for academic development, the implement of policies in all educational department, and the recruitment of the teaching staff. The SEA reports to the CEO directly, and answerable for all the support-line departments and other administrative matters, especially for the Department of Student service; moreover, the Director of the Marketing, authority by the CEO, is in charge of the business expanding and act as the spokesperson. All of them have worked along with the marketing department, to ensure the college has proliferated and on the right path.

CCC, as an energetic and expanding private college with its experienced manager, instructors, and associates, has been providing several educational programs and vocational training to students from more than six countries around the world, creating a multi-cultural environment and a wealth of experience.

Nowadays, CCC possess two support departments with educational departments including Hospitality & Tourism Department, Commerce Department, and ESL Department to introduce six main programs, such as Hospitality Management program, Travel & Tourism Management Program, Business & Hospitality Communication program, Accounting program, Flight Attendant Preparation Program, and English as Second Language (ESL) program. Most of these

programs offer students Practicum/Co-op opportunity after successfully finish the academic part of the study, assuring all the theoretical knowledge that students have learned can be practically applied to the real world working environment.

CCC now has at least five full-time employees with 11 part-time employees yearly.



Create Career College

Create Your Future Here

Create Career College
#650-4789 Kingsway, Burnaby
BC, Canada V5H 0A3
DLI#: O19275297052
Tel: 778-379-01909

January 2019

Job Description

Department Head of Health Care Training (HCT)
Create Career College
Burnaby, BC

Job Type: Full-Time, Permanent
Salary: \$50,000 - \$70,000 per Year
Language: English

Create Career College:

Create Career College (CCC) is one of the most competitive postsecondary and career training colleges in the Great Vancouver with the PTIB designation accredited by the provincial and federal authorities. It offers the most cutting-edge and career-oriented approach to learning under the guidance of dedicated educational professionals in their respective fields from all over the world.

Job Overview:

The Department Head (hereinafter referred to as the Head) of Health Care Training (HCT) emerges from the faculty to assume a leadership role in the new department. The Head serves as mentor to faculty colleagues and as collaborator with other college administrative officers, interprets college policy, advocates for her department from a perspective of the best overall interests of the College, leads department in important processes that shape the curriculum and have an impact on the learning of students, and effectively articulates department and college missions to internal and external constituencies.

The ideal candidate has a demonstrated ability to work in a post-secondary environment, especially has a leading and teaching experiences in medical/health area, can balance both strategic planning and tactical responsibilities. we are now looking for a department head for the Department who would be expected to have the following missions and qualifications.

Job Requirements:

- 10+ years' experience in the medical/health education field, with 5+ years' experience in supervising other teaching staff in the relevant field;
- Professional English proficiency in medical/health education is required;
- Doctoral degree in a relevant field or equivalent working experience is a significant asset;
- Expertise in teaching experience with a proven record of developing Department strategies which drive the developmental success of the department;
- Advanced project management skills are assets;
- Ability to maneuver and foster belief in departmental and/or organizational changes with agility, flexibility and resilience;
- Excellent written and verbal communication skills in English and other languages will be the asset.

Job duties include, but are not limited to:

- Determine the strategic direction of the new Health Care Training department (HCT) at the college to ensure efficient and effective operations and to meet the overall departmental objectives;
- Set departmental goals and provide guidance to the leadership team and staff to successfully achieve the goals;
- To be in charge of the design and development of the teaching program together with the relevant course contents and materials for the HCT department, especially the new programs including the Health Care Assistant (HCA) and International Nursing;
- To be involved in setting up the new department of the college;
- Manage, implement and review the department expenses budget, including the administrative and marketing budget for new programs and/or syllabus;
- Participating in the recruitment, employment and orientation of new department; including demonstrating a commitment to the affirmative action goals of the College;
- Foster a positive team culture of accountability and ownership to facilitate continuous improvement and high performance to achieve annual objectives;
- Develop and refresh new programs in order to attract new students and markets;
- Develop & maintain professional development plans for the department;
- Ensure outsourced vendor service level agreements are adhered to;
- Coordinate with Human Resources Department to facilitate employee relations activities and ensure a proactive and participatory, and engaged workplace environment exists;
- Maintain all staff files including all recommendations regarding administration actions and teaching evaluations. Ensure the evaluation system of the new department is in place and the evaluation process is followed and monitored;

- Monitor trends and outliers in quarterly program reports, assign projects and initiatives to ensure results are constantly improving and issues are addressed;
- Promote quality achievement and top performers across the department; recognize and reinforce individual and team accomplishments;
- Manage special projects and duties as assigned by the Director or the executive team.



Create Career College

Create Your Future Here

650-4789 Kingsway, Burnaby, BC V5H 0A3 Tel: 778-379-0909 www.createcareercollege.com info@createcareercollege.com

Sophie M. Miao
Director & CEO
Create Career College
#650-4789 Kingsway
Burnaby, BC
Canada V5H 0A3
Tel: 778-379-0909 | Fax: 778-379-0910
Email: SophieM@CreateCareerCollege.com

February 28, 2019

Subject: Recommendation Letter
for Candidate s.22

Dear BC PNP Officer / Advisor,

My name is Sophie Miao, and I have been acting as the Director and Chief Executive Officer at Create Career College (CCC) and I am writing you on behalf of our college. It's our great pleasure to provide this letter of recommendation for the candidate s.22

Starting in 2011, as a private vocational training college, CCC has been a designated and accredited institution of Private Training Institutions Branch (PTIB) and has earned the designation of British Columbia's Education Quality Assurance (EQA) as well. CCC's primary goals are not only guaranteeing all our programs and instructions meet the standard of quality, but also fostering an outstanding learning environment for vocational training, advancing the community and sustainable society, and providing the excellent Canadian education to serve the people for British Columbia and Canada, as well as the worldwide range.

Currently, CCC primarily provides and promotes several main programs, from Hospitality, Tourism to the Business, Accounting, as well the English programs as to the domestic students and international students as well. CCC has consistently increased the number and diversity of our course and program offerings in response to the educational marketing interest and demand.

Since early last year, based on our comprehensive analysis and research on the Canadian market particularly the BC labour market, CCC has been initiating to launch the new Health Care Training Department (HCT) Department and set up new programs to the public for the coming development phase to following the next five-year strategic plan. In particular, the new program of Health Care Assistant (HCA) pertaining to the HCT department has been in the process of the registration with the regulator since last year. We have invested over \$200,000 CAD to the new department's physical and intangible establishment, which includes the expensive clinical instruments, the classroom renovation to fit the professional facilities and the course /program portfolios.

Meanwhile, CCC has been searching for the professionals and experts in this educational and training field in the pursuit of forming a effective teaching and management department and the team.

In particular, since late last year, we have been desperately looking for an experienced department head or executive for the HCT department who would be fully capable of leading the vulnerable "newborn" department for growing healthily and steadily, as we have realized that CCC currently does not have a fit person who could be installed to lead this brand new department, given this special field needs a person who has medical/health training expertise as well as outstanding experience for course delivering and management.

Our hiring efforts for this position in the local market have been going through the internal and acquaintance's referrals first as we always believe that the good candidates should have their credibilities established in place when appearing before us. We have ever considered to hunt for good persons from the exact industry and sector directly in the local market.

Nonetheless, the local efforts had resulted in barriers, disappointments and failures, ultimately, regardless of the multiple rounds of interviews and assessments with those local applicants.

Eventually, a promising and outstanding candidate, s.22
s.22

s.22

s.22

As such, we have officially provided s.22 in this foregoing regard recently as soon as we finished our local efforts with a negative conclusion consequently.

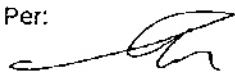
In closing, we would like to restate our firm intention for hiring s.22 at the HCT of CCC. We are totally confident that s.22 in this new role. It is our expectation to welcome s.22 from this fall to lead the new department.

We appreciate your great attention and efforts to assess this application and further facilitate to realize the employment we provide to the applicant this time. If you have any question, please feel free to contact us.

Sincerely,

Create Career College

Per:



Sophie M. Miao

[Reset Form](#)

Please visit our website to ensure that you are using the current version of this form:
www.WelcomeBC.ca/PNP

The personal information on this form is collected by the Province of British Columbia (the "Province") for the purposes of administering, and assessing applications under, the British Columbia Provincial Nominee Program (the "BC PNP"), as authorized by section 8 of the Provincial Immigration Programs Act and under the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information, you may contact an Information Officer of the BC PNP by telephone: (604) 775-2227, email: PNPinfo@gov.bc.ca or in person at Suite 450 – 605 Robson Street, Vancouver BC.

• All fields are required unless otherwise noted. Complete all sections to the best of your ability. Handwritten forms will not be accepted.

1. Prospective Employee Information				
EMPLOYEE'S FAMILY NAME(S)		EMPLOYEE'S GIVEN NAME(S)		
s.22				
2. Company / Organization Information ("Employer"):				
LEGAL NAME OF COMPANY / ORGANIZATION		OPERATING NAME (IF DIFFERENT FROM LEGAL NAME)		
Create Career College Inc.		Create Career College		
MAILING ADDRESS	CITY/TOWN	PROVINCE/STATE	COUNTRY	POSTAL CODE
650-4789 Kingsway	Burnaby	BC	Canada	V5H 0A3
BUSINESS ADDRESS (IF DIFFERENT FROM ABOVE)	CITY/TOWN	PROVINCE/STATE	COUNTRY	POSTAL CODE
EMPLOYER CONTACT FAMILY NAME(S)	EMPLOYER CONTACT GIVEN NAME(S)	TITLE	EMPLOYER CONTACT PHONE NUMBER	
Miao	Sophie	CEO	(778) 379-0909	
EMPLOYER CONTACT EMAIL	COMPANY WEBSITE	NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES		
sophiem@createcareercollege.com	createcareercollege.com	8		
YEAR COMPANY ESTABLISHED IN B.C.	IDENTIFY THE COMPANY'S ECONOMIC SECTOR			
2011	Education			
COMPANY LEGAL STRUCTURE: <input checked="" type="checkbox"/> INCORPORATED IN B.C. <input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP <input type="checkbox"/> EXTRA-PROVINCIALY REGISTERED IN B.C. (INCLUDES FEDERALLY INCORPORATED COMPANIES)				
INCORPORATION / REGISTRATION NUMBER:		OTHER, PLEASE SPECIFY:		
BC0909119				
3. Job Offer Information				
JOB TITLE	HOURLY WAGE	ANNUAL WAGE	HOURS WORKED PER WEEK	
Department Head of Health Care Training	\$ 41.35	\$ 64,506	30	
WORK LOCATION 1 ADDRESS WHERE THE EMPLOYEE WILL BE WORKING	CITY/TOWN	POSTAL CODE	PHONE NUMBER	
650-4789 Kingsway	Burnaby	V5H 0A3	7783790909	
WORK LOCATION 2 ADDRESS WHERE THE EMPLOYEE WILL BE WORKING (IF APPLICABLE)	CITY/TOWN	POSTAL CODE	PHONE NUMBER	
BC PNP Tech Pilot - Complete this section if the offered position is an eligible tech occupation:				
IS THE JOB OFFER INDETERMINATE (PERMANENT)?		IF NO, DESCRIBE WHY THE POSITION YOU ARE OFFERING IS NOT AN INDETERMINATE POSITION:		
<input type="checkbox"/> Yes <input type="checkbox"/> No				
IF NO, INDICATE THE EMPLOYMENT END DATE (DD-MMM-YYYY)				



Is this a new position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Is this position covered under a Collective Bargaining Agreement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes, which union? <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Number of employees currently working in this occupation: <div style="border: 1px solid black; width: 40px; text-align: center;">0</div>		Number of current vacancies in this occupation: <div style="border: 1px solid black; width: 40px; text-align: center;">1</div>			
Number of employees, in the same occupation and at this location, whose employment was terminated due to lack of work in the last 12 months: <div style="border: 1px solid black; width: 40px; text-align: center;">0</div>		Number of employees temporarily laid off in this occupation, company-wide, in the last 12 months: <div style="border: 1px solid black; width: 40px; text-align: center;">0</div>			
Are there any language requirements other than English or French for the position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
If yes, describe why the language is required for the position: 					
Has the company been refused a Labour Market Impact Assessment for this position, or similar positions, from Service Canada in the last year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
If yes, explain the reason(s) why Service Canada refused the Labour Market Impact Assessment: 					
Does the employee meet the necessary B.C. certification, licensing or registration required for the job? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A					
If yes, describe what certification, licensing or registration they require and provide this evidence at the time of application: If no, describe how this requirement will shortly be met: 					
4. Recruitment Summary:					
Has active recruitment taken place in Canada for this position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Total number of applicants for this position: <div style="border: 1px solid black; width: 40px; text-align: center;">12</div>		How many days did you formally recruit to fill this position? <div style="border: 1px solid black; width: 40px; text-align: center;">17</div>	
Describe the recruitment activities (type, location and duration of advertisements, interviews, etc.) that led to this job offer, including how you first came to know about this applicant. For an applicant already working for you, or for an applicant who was promoted to this position from within your business, please describe the recruitment activities that led to the initial hiring, including how you first came to know about this applicant: -- See the Attached page.					
As the employer, the onus is on you to demonstrate that the job offer is bona fide. Provide details regarding why you offered the position to this applicant. If you have offered the applicant a supervisory or management position, provide details regarding what experience the applicant previously obtained that convinced you that the applicant was qualified for the supervisory or management position: -- See the Attached page.					
Explain why the recruitment effort was unsuccessful in hiring a Canadian worker: -- See the Attached page.					



Eligible employers applying to the BC PNP must be financially sound and have a history of good workplace and business practices, including compliance with all applicable laws and regulations. These include, but are not limited to, the following employment, labour, immigration, health, and safety laws and regulations:

Employment Standards Act of BC

Wage Statements

Payment of Overtime

Entitlement to Statutory Holidays

Statutory Holiday Pay

Entitlement to Vacation

Vacation Pay

No Excessive Hours of Work

Canada Labour Code

Entitlement to Vacation

Payment of Wages

Deductions from Wages

Hours of Work

Entitlement to Statutory Holidays

Other Important laws and regulations:

Workers Compensation Act of British Columbia

Immigration and Refugee Protection Act

Human Rights Code of British Columbia

Canadian Human Rights Act

EMPLOYER'S DECLARATION:

I declare that I have the legal authority to sign this form on behalf of the Employer and the consent of the company to support this BC PNP application, including any and all requirements of hiring a foreign worker.

I declare that the information I have given in this application is truthful, complete and correct.

I understand that any misrepresentations, false statements and/or concealment of information, including any inconsistencies between my registration and my application, may result in the Province of British Columbia declining this application or, if applicable, cancelling the applicant's nomination.

I understand that in relation to my application to the BC PNP, the Province of British Columbia may collect personal information about me, both from me and from third parties, and may also use and disclose such personal information, for the purposes outlined in section 8 of the *Provincial Immigration Programs Act*, including for administering the BC PNP and assessing the related BC PNP application(s), or as otherwise authorized under any other applicable legislation.

Effective on the date I submit this form, I provide my authorization and consent as follows:

1. In addition to the purposes listed above, the Province may also use and disclose, both inside and outside of Canada, personal information about me that it has collected in relation to this BC PNP application for the purposes of:
 - a. ensuring compliance with applicable laws (other than the *Immigration and Refugee Protection Act* (Canada); and
 - b. cooperating with other provinces for the purpose of evaluating the BC PNP and permitting other provinces to evaluate applications to that province's PNP, verifying information provided by me in an application to that province's PNP, and administering the PNP of that province.
2. The Province may collect personal information about me from third parties for the purposes listed in section 1 above.
3. This authorization and consent will not expire.

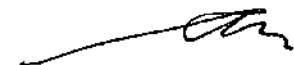
I am aware of and in compliance with the legislation and regulations pertaining to the Employer operating in B.C.

I understand that this application may be refused if the BC PNP is not satisfied that the Employer is in compliance with the applicable legislation and regulations.

I have read and understood the British Columbia Provincial Nominee Program Skills Immigration and Express Entry BC Program Guide and all statements contained above. I have asked for and obtained explanations on any points that were not clear to me.

I understand that if I am found by the Director of Provincial Immigration Programs to have made a misrepresentation in this form, the BC PNP may refuse to accept future applications from applicants that the Employer is supporting for a period of up to 2 years, as per section 5(b) of the *Provincial Immigration Programs Regulation*.

EMPLOYER AUTHORIZED SIGNING OFFICER'S INFORMATION:

FAMILY NAME(S) <i>Miao</i>	GIVEN NAME(S) <i>Sophie</i>	TITLE <i>CEO</i>
Handwritten Signature of Employer Authorized Signing Officer 		Date Signed (DD MMM YYYY) <i>28-Feb-2019</i>

Attachment of Job Offer Form
- Separate Sheet

4. Recruitment Summary

Describe the recruitment activities (type, location and duration of advertisements, interviews, ect.) that led to this job offer, including how you first came to know about this applicant. For an applicant already working for you, or for an applicant who was promoted to this position from within your business, please describe the recruitment activities that led to the initial hiring, including how you first came to know about this applicant:

Answer:

We had started the hiring campaign for the position since early December 2018. Given the barriers that occurred in the local efforts, we started to search in a broad scope including the overseas candidates. Nevertheless, we had officially posted the recruitment ads on local hiring avenues including the Indeed.ca since January 1 with NINE job applications received therein. To date, we also received THREE referrals include the proposed candidate s.22

s.22

Having reviewed the received files, we selected several resumes that are of interest to us and seem qualified and conducted some interviews including telephone and in-person approaches.

As the employer, the onus is on you to demonstrate that the job offer is bona fide. Provide details regarding why you offered the position to this applicant. If you have offered the applicant as supervisory or management position, provide details regarding what experience the applicant perviously obtained that convinced you that the applicant was qualified for the supervisory or management position.

Answer:

s.22

Explain why the recruitment effort was unsuccessful in hiring a Canadian worker:

Answer:

The School's is desperately looking for a qualified candidate that falls in the requirement of over 10 years' experience in the medical/health education field, with 5+ years' experience in supervising other teaching staff in the same field, in the pursuit of establishing and developing a modern and effectively running educational department to meet the demand of recruiting and training the local and international students in the field.

However, the results from the local efforts have been very limited and disappointing as we only received very few applications and most of which were simply non-qualified even looking at their documents, not to speaking any further interviews that those applicants had either demonstrated very negative impression or showed no confidence at all for the position if granted the opportunity.





Create Career College

Create Your Future Here

650-4789 Kingsway, Burnaby, BC V5H 0A Tel: 778-379-0909 www.createcareercollege.com info@createcareercollege.com

Sophie M Miao
Director & CEO
Create Career College
#650-4789 Kingsway
Burnaby, BC
Canada V5H 0A3
Tel: 778-379-0909 | Fax: 778-379-0910
Email: SophieM@CreateCareerCollege.com

s.22

February 26, 2019

Re: Job Offer for Candidate s.22
by Create Career College

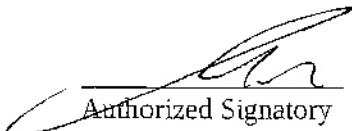
Dear s.22

This letter is to confirm the offer of employment we have provided to you for a full-time and indeterminate position with Create Career College (Hereinafter refer as the "CCC") as the Department Head of Health Care Training, per the "Conditional Job Offer" and the conditions that the parties agreed upon and signed on previously.

Please be advised that this final decision and offer made to you have been based on a fulsome assessment of all the candidates including the local applicants, and we hence congratulate you on the great opportunity and offer that you are being given based on your outstanding background, qualifications and experience we look forward to this time.

As such, we look forward to welcoming you to join us in Create Career College from September 1, 2019 and wish you a successful and rewarding career with us.

Sincerely,
Create Career College
Per:



Authorized Signatory



Create Career College

Create Your Future Here

650-4789 Kingsway, Burnaby, BC V5H 0A3 Tel: 778-379-0909 www.createcareercollege.com info@createcareercollege.com

Sophie M Miao
Director & CEO
Create Career College
#650-4789 Kingsway
Burnaby, BC
Canada V5H 0A3
Tel: 778-379-0909 | Fax: 778-379-0910
Email: SophieM@CreateCareerCollege.com

January 20, 2019

s.22

Re: Conditional Job Offer for Candidate s.22
by Create Career College

Dear s.22

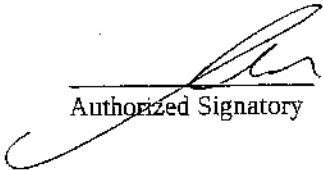
Thanks for your job application with Create Career College (CCC) for the position of Department Head of Health Care Training here recently.

Having reviewed your background and qualifications required by this job position, we are now pleased to provide you with a conditional offer for the foregoing employment opportunity herein with the discussed and agreed specifics.

As per the parties' negotiation recently, please be advised that this job offer would be subject to a formal acceptance in written from you with respect to the attached Schedules that lay out the duties and specifics of the employment offered to you, as well as our school's final decision with respect to our hiring team's conclusion of the local candidates who are being given higher priorities to be assessed for this position.

We shall keep you posted whenever we are able to issue you a final and confirmed offer in the coming weeks and we appreciate your patience in this regard.

Sincerely,
Create Career College
Per:


Authorized Signatory

Candidate's Acknowledgment and Acceptance

I, **s.22** hereby acknowledge that I have read, understood and accepted this foregoing "Conditional Offer" and the terms and conditions contained therein, as well as the following attached "Schedule(s)", and hereawith agree to be bound by the terms and conditions of employment as outlined therein.

s.22

Job Applicant / Candidate

s.22

s.22

Signature



Date

Schedule A - Terms and Conditions of Employment

The following outlines the terms and conditions of employment with *Create Career College*. The CCC reserves the right to change these terms and conditions as necessary, with due notice.

1. **Title of the position:** Department Head of Health Care Training

2. **Initial Reporting Relationship:**
Sophie M Miao – Director & CEO;
or Dean

3. **Status:**
This position is a Full-time, permanent and Indeterminate.

4. **Start Date and Probation:**

4.1 On the **01- September- 2019** or an earlier date the employee is allowed to legally work in Canada.

4.2 The first 90 days of employment shall constitute a probationary period during which period the CCC

may, in its absolute discretion, terminate your employment, for any reason without notice or cause.

5. Work Hours and Overtime Hours:

5.1 The Department Head's office hour in CCC is Monday to Friday from **10:00 to 16:30** with one hour lunch break. The Department Heads are expected to work a minimum of **30 hours** per week.

5.2 Payment of overtime, for overtime eligible positions, will be paid for all hours worked in excess of 30 hours within one week.

6. Salary and Payroll Schedule:

6.1 The salary of the Department Head is **CAD \$64,560 per annum**.

The College may review and re-calculate the Employee's wage at the beginning of each calendar year, taking into consideration, among other factors, funding available to the College to employ the Employee, cost of living, length of service, and performance.

6.2 The salary will be paid to you on a **bi-weekly basis**, less required deductions, through direct deposit or by cheque.

7. Travel:

As the Department Head, you will be expected to travel up to 5% of the time. The necessary travel expenses are paid by CCC.

8. Vacation:

You will be entitled to two (2) weeks of vacation annually. Any further increase is subject to policy. Vacation is to be taken at such time as is determined by or acceptable to the Company.

9. Benefits:

You shall be entitled to participate in all benefit plans of Create Career College as may be made available to employees of the Company from time to time for which you are eligible. You will receive complete details of all benefits plans as part of your new employee orientation, and enrollment will take place immediately.

10. Policies and Standards:

Create Career College has established a variety of policies and standards that ensure a safe, enjoyable working environment. During the period of your employment with us, you agree to be bound by these policies and standards, and any future policies and standards that are reasonably introduced by the CCC. It is agreed that the introduction and administration of these policies is within the sole discretion of CCC and that these policies do not form a part of this Agreement. It is agreed that if CCC introduces, amends or deletes employment-related policies as conditions warrant that such introduction, deletion or amendment does not constitute a breach of this Agreement.

11. Changes to Duties and/or Compensation:

If your duties or compensation should change during the course of your employment with Create Career College, the validity of our agreement will not be affected. In addition, if one or more of the provisions in our agreement are deemed void by law, then the remaining provisions will continue in full force and effect.

12. Resignation:

Should you wish to resign your employment with Create Career College, you will be required to provide four (4) weeks' written notice to enable us transition your work.

13. Termination:

13.1 During your probationary period, CCC may terminate your employment with or without cause;

13.2 After the end of your probationary period, CCC may terminate your employment with cause at any time by providing you with the minimum notice, or pay in lieu of such notice, and any severance pay required by the Employment Standards Act, 2000 and no more.

13.3 After the end of your probationary period, CCC may terminate your employment at any time for cause.

13.4 In the event a temporary layoff is ever required, it may be implemented in accordance with the requirements of the Employment Standards Act, 2000.

15. Legal Advice:

If you are uncertain about the contents of this offer, we suggest that it may be advisable to seek independent legal advice prior to signing.

**Schedule B
- Job Description and main Job Duties**

1. Job Description:

While employed by the CCC, the Department Head of Health Care Training is expected to lead the development and enhancement of departmental clinical, educational, and research activities, in accordance with the visions and plans of the CCC and its outside partners of students co-op practice program.

The Department Head should emerge from the staff to assume a leadership role in the new department. The Department Head serves as mentor to department colleagues and as collaborator with other college administrative officers, interprets college policy, advocates for her department from a perspective of the best overall interests of the College, leads department in important processes that shape the curriculum and have an impact on the learning of students, and effectively articulates department and college

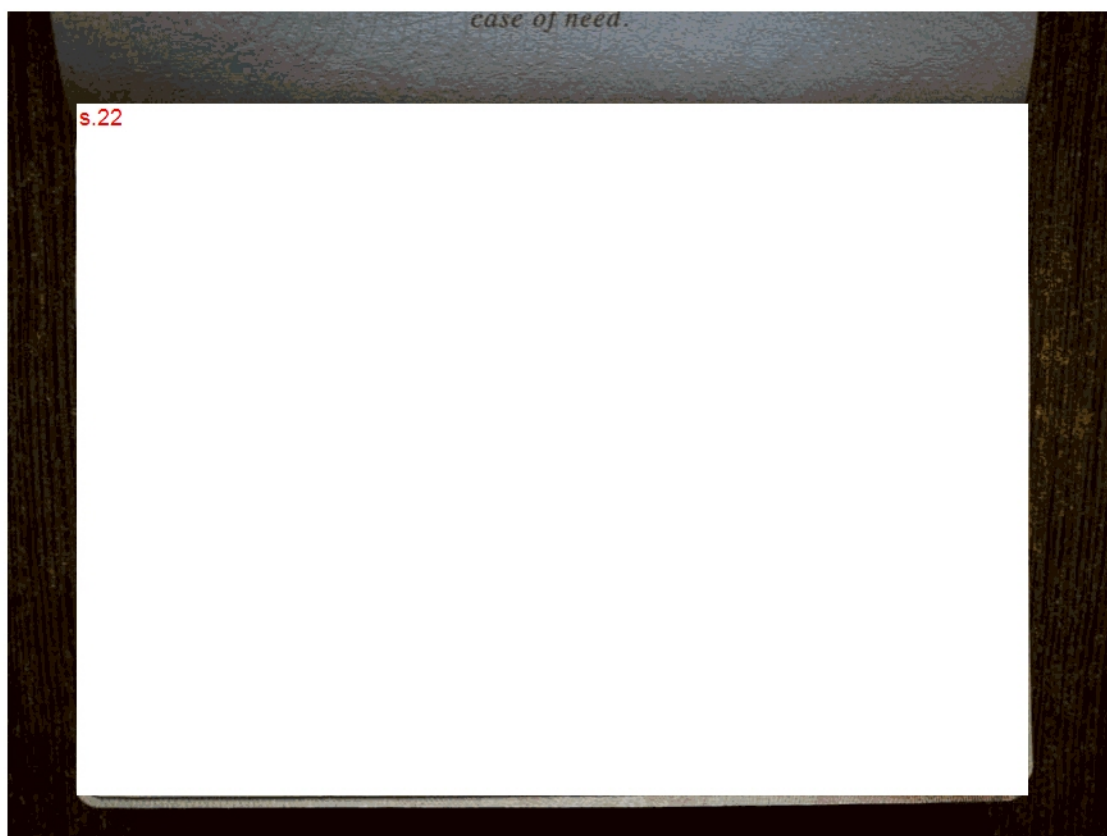
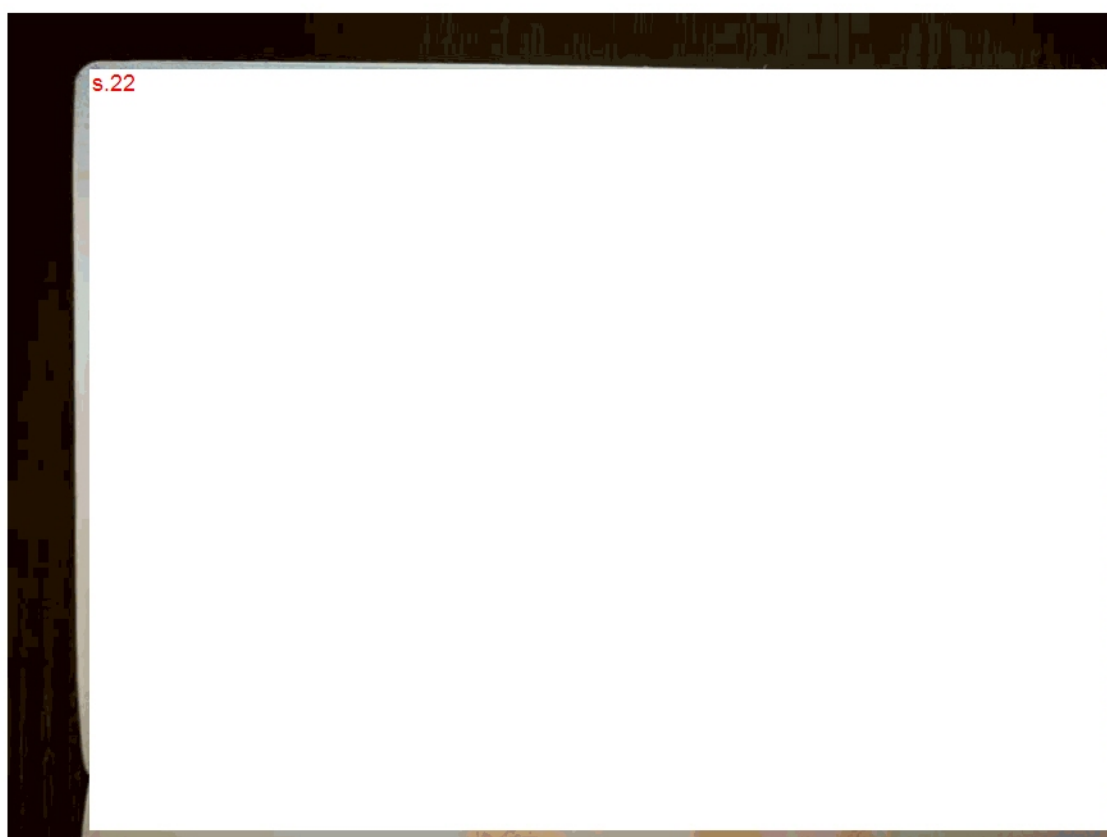
missions to internal and external constituencies. All of this is accomplished through effective communication.

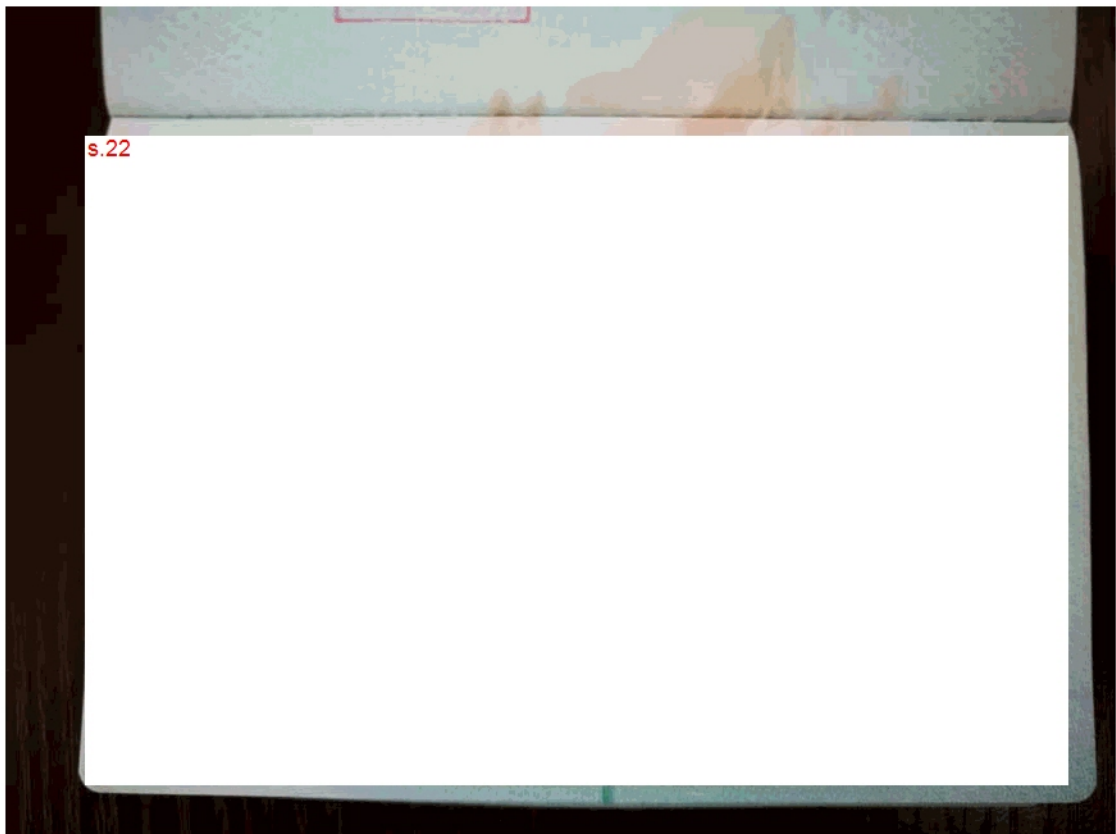
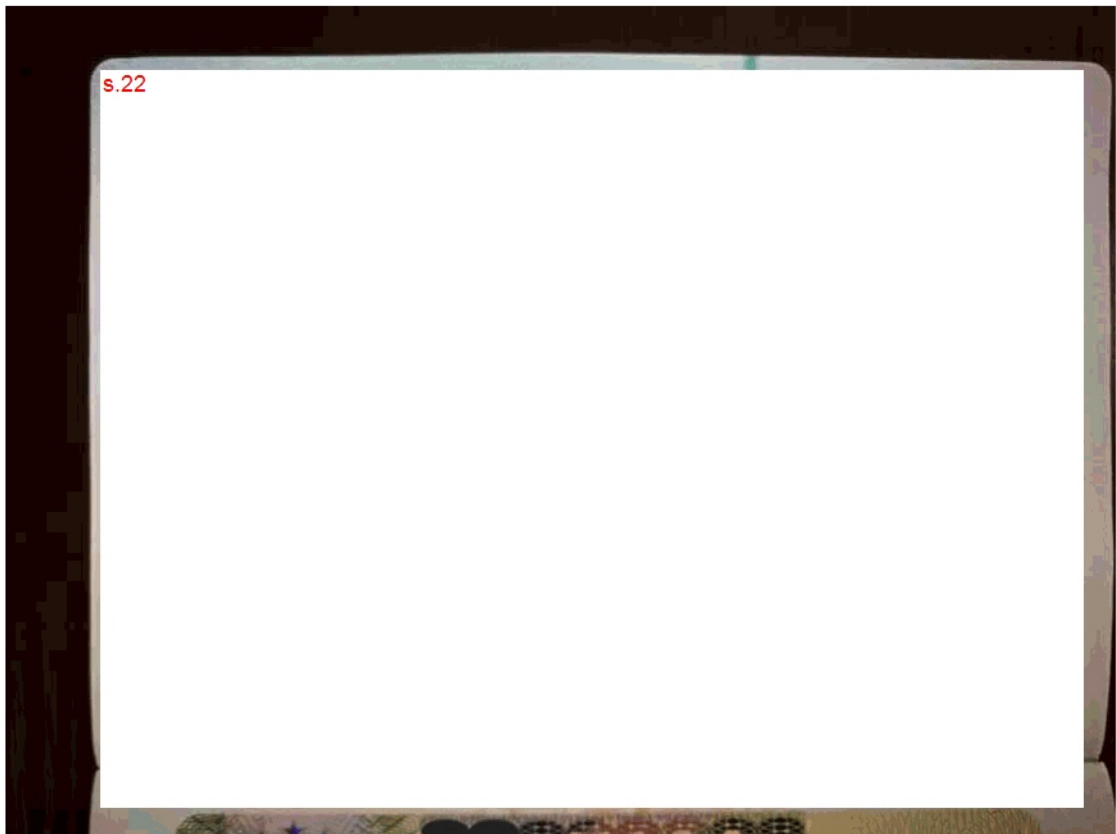
2. Duties and Responsibilities

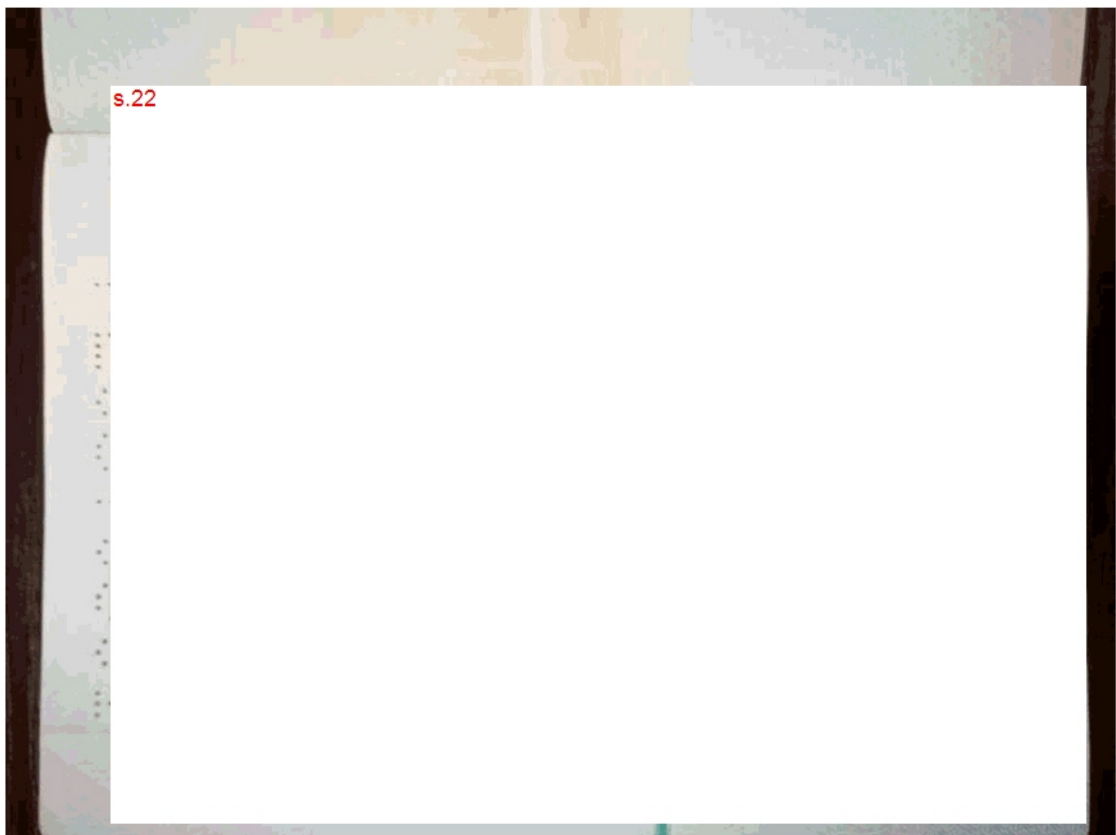
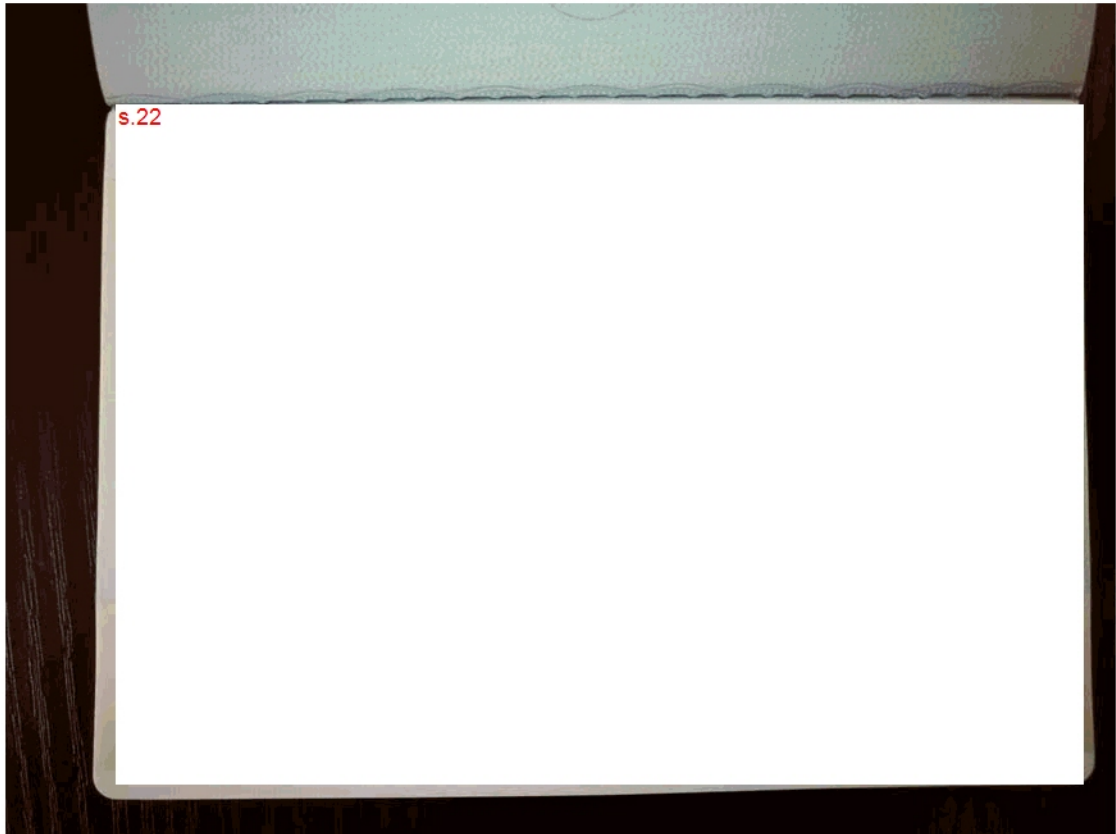
The responsibilities and duties of the Head include those described below.

- Determine the strategic direction of the new Health Care Training department (HCT) at the college to ensure efficient and effective operations and to meet the overall departmental objectives;
- Set departmental goals and provide guidance to the leadership team and staff to successfully achieve the goals;
- To be in charge of the design and development of the teaching program together with the relevant course contents and materials for the HCT department, especially the new programs including the Health Care Assistant (HCA) and International Nursing;
- To be involved in setting up the new department of the college;
- Manage and control the expenses and budget for the department;
- Serve as part of the leadership team and report on key operational activities related to how we improve the overall operations and administrations of the whole Department while delivering on key metrics;
- Foster a positive team culture of accountability and ownership to facilitate continuous improvement and high performance to achieve annual objectives;
- Plan, administer and control the budget for new programs and/or syllabus;
- Develop & maintain professional development plans for the department;
- Ensure outsourced vendor service level agreements are adhered to;
- Coordinate with Human Resources Department to facilitate employee relations activities and ensure a proactive and participatory, and engaged workplace environment exists;
- Manage and control the departmental workforce, reporting, forecasting and operation optimization;
- Monitor trends and outliers in quarterly program reports, assign projects and initiatives to ensure results are constantly improving and issues are addressed;
- Promote quality achievement and top performers across the department; recognize and reinforce individual and team accomplishments;
- Manage special projects and duties as assigned by the Director or the executive team.

The College may amend the job description from time to time, upon reasonable notice to the Employee.









USE OF A REPRESENTATIVE FORM - EMPLOYER

Return this completed form to the Applicant so that they can upload it to BCPNP Online:

1. Sign in to [BCPNP Online](#)
2. Click 'My Representative'
3. Follow on screen instructions

The personal information on this form is collected by the Province of British Columbia (the "Province") for the purposes of administering, and assessing applications under, the British Columbia Provincial Nominee Program (the "BC PNP"), as authorized by section 8 of the Provincial Immigration Programs Act and under the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information, you may contact an Information Officer of the BC PNP by telephone: (604) 775-2227, email: PNPInfo@gov.bc.ca or in person at Suite 450 - 605 Robson Street, Vancouver BC.

1. Applicant Information:

FAMILY NAME(S) s.22 GIVEN NAME(S) DATE OF BIRTH (DD-MM-YYYY)

B.C. Employer Information (only for Skills Immigration applications):

LEGAL NAME OF COMPANY / ORGANIZATION Create Career College Inc. EMPLOYER SIGNING AUTHORITY - FAMILY NAME(S) Miao EMPLOYER SIGNING AUTHORITY - GIVEN NAME(S) Sophie

2. Appointment of a Representative:

- As the signing authority for the above-named employer (the "Employer"), I appoint the following individual to serve as the Employer's representative in relation to the above-named applicant's BC PNP application (the "Representative").
- I authorize the Representative to act on the Employer's behalf and agree that the Province may take instructions from the Representative in relation to the applicable BC PNP application.
- I acknowledge that the Province may be collecting personal information about the applicant and others from, and may also disclose such personal information to, my Representative (including via any email address provided below) for the purpose of assessing the applicable BC PNP application with the BCPNP or for any other purpose outlined in section 8 of the *Provincial Immigration Programs Act* or authorized by the *Freedom of Information and Protection of Privacy Act*.
- I understand that if a person named as an **unpaid representative** is found by the Province to have charged fees for, or otherwise benefited from, acting as a Representative, the Province will revoke such individual's eligibility to serve as a representative and may decline/cancel the applicable application/approval to the BC PNP.

REPRESENTATIVE'S FAMILY NAME(S) Wang REPRESENTATIVE'S GIVEN NAME(S) Thomas Bao Xin NAME OF FIRM OR ORGANIZATION (IF APPLICABLE) Thomas Wang & Associates

PRIMARY PHONE NUMBER 604-558-1813 SECONDARY PHONE NUMBER 778-322-7909 EMAIL ADDRESS thomas.b.wang@gmail.com

REPRESENTATIVE'S MAILING ADDRESS 1015-1030 West Georgia Street CITY/TOWN Vancouver PROVINCE/STATE BC COUNTRY Canada POSTAL/ZIP CODE V6E 2Y3

Your Representative: (choose one)

Is **unpaid** and is a:

- ☐ Family member or friend
- ☐ Member of a non-governmental or religious organization
- ☐ Member of the Immigration Consultants of Canada Regulatory Council or a Canadian, provincial or territorial law society

Is **paid** and is a:

☒ Member of the Immigration Consultants of Canada Regulatory Council

Membership ID Number

R508957

☐ Member of a Canadian, provincial or territorial law society

Membership ID Number

Province

3. Representative Declaration:

- I declare that the information in section 2 is truthful, complete and correct.
- I agree to represent the Employer and to act on their behalf with the BC PNP.
- I understand that, under section 8 of the *Provincial Immigration Programs Act*, the Province may disclose my personal information for the purposes outlined in that section, including to Immigration, Refugees and Citizenship Canada respecting a possible contravention of the *Immigration and Refugee Protection Act* (Canada).

SIGNATURE OF REPRESENTATIVE

DATE SIGNED (DD-MM-YYYY)

28-Feb-2019

4. Employer Declaration:

- I declare that (1) I have the legal authority to sign this form on behalf of the Employer, (2) I have fully and truthfully answered all the questions on this form and (3) I have read a **s.22** ns on this form.

SIGNATURE OF

DATE SIGNED (DD-MM-YYYY)

28-Feb-2019



USE OF A REPRESENTATIVE FORM - APPLICANT

Upload your completed form to BCPNP Online:

1. Sign in to BCPNP Online
2. Click 'My Representative'
3. Follow on screen instructions

The personal information on this form is collected by the Province of British Columbia (the "Province") for the purposes of administering, and assessing applications under, the British Columbia Provincial Nominee Program (the "BC PNP"), as authorized by section 8 of the Provincial Immigration Programs Act and under the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information, you may contact an Information Officer of the BC PNP by telephone: (604) 775-2227, email: PNPInfo@gov.bc.ca or in person at Suite 450 - 605 Robson Street, Vancouver BC.

1. Applicant/Registrant Information:			
FAMILY NAME(S)		GIVEN NAME(S)	
s.22		DATE OF BIRTH (DD-MM-YYYY)	
B.C. Employer Information (only for Skills Immigration applications):			
LEGAL NAME OF COMPANY/ORGANIZATION		EMPLOYER SIGNING AUTHORITY - FAMILY NAME(S)	
Create Career College		Miao	
		EMPLOYER SIGNING AUTHORITY - GIVEN NAME(S)	
		Sophie	
2. Appointment of a Representative:			
<ul style="list-style-type: none">I appoint the following individual to serve as my representative for my registration/application with the BC PNP (my "Representative").I acknowledge that the Province will be collecting personal information about me and (if applicable) my dependents from, and may also disclose such personal information to, my registration/application with the BC PNP.I acknowledge that the Province will be collecting personal information about me and (if applicable) my dependents from, and may also disclose such personal information to, my Representative (including via any email address provided below) for the purpose of assessing my registration/application with the BC PNP or for any other purpose outlined in section 8 of the Provincial Immigration Programs Act or authorized by the Freedom of Information and Protection of Privacy Act.I understand that if a person named as my unpaid representative is found by the Province to have charged fees for, or otherwise benefited from, acting as my Representative, the Province will revoke such person's eligibility to serve as my Representative and may decline/cancel my application/approval to the BC PNP.			
REPRESENTATIVE'S FAMILY NAME(S)		REPRESENTATIVE'S GIVEN NAME(S)	
Wang		Thomas Bao Xin	
		NAME OF FIRM OR ORGANIZATION (IF APPLICABLE)	
		Thomas Wang & Associates	
PRIMARY PHONE NUMBER		SECONDARY PHONE NUMBER	
604-558-1813		778-322-7909	
EMAIL ADDRESS		thomas.b.wang@gmail.com	
REPRESENTATIVE'S MAILING ADDRESS		CITY/TOWN	
1015-1030 West Georgia Street		Vancouver	
		PROVINCE/STATE	
		BC	
		COUNTRY	
		Canada	
		POSTAL/ZIP CODE	
		V6E 2Y3	
Your Representative: (choose one)			
Is unpaid and is a:			
<input type="checkbox"/> Family member or friend			
<input type="checkbox"/> Member of a non-governmental or religious organization			
<input type="checkbox"/> Member of the Immigration Consultants of Canada Regulatory Council or a Canadian, provincial or territorial law society			
Is paid and is a:			
<input checked="" type="checkbox"/> Member of the Immigration Consultants of Canada Regulatory Council			
Membership ID Number		R508957	
<input type="checkbox"/> Member of a Canadian, provincial or territorial law society			
Membership ID Number			
Province			
3. Representative Declaration:			
<ul style="list-style-type: none">I declare that the information in section 2 is truthful, complete and correct.I agree to represent the registrant/applicant and to act on their behalf in relation to their registration/application with the BC PNP.I understand that, under section 8 of the Provincial Immigration Programs Act, the Province may disclose my personal information for the purposes outlined in that section, including to Immigration, Refugees and Citizenship Canada respecting a possible contravention of the Immigration and Refugee Protection Act (Canada).			
SIGNATURE OF REPRESENTATIVE		DATE SIGNED (DD-MM-YYYY)	
		27-Feb-2019	
4. Registrant/Applicant Declaration			
<ul style="list-style-type: none">I declare that (1) I have fully and truthfully answered all the questions on this form and (2) I have read and understood all the statements, declarations, authorizations on this form.			
SIGNATURE OF REGISTRANT/APPLICANT		DATE SIGNED (DD-MM-YYYY)	
s.22		s.22	