

Immigration Administrative Assistant

Diploma

Program Objective

The Immigration Administrative Assistant diploma program is designed to prepare students for a wide range of opportunities within the immigration consultancy field. Throughout the duration of the program, students learn both the theoretical and practical aspects of the sector.

Students will learn to assist licensed lawyers or immigration consultants in a variety of practice areas, such as permanent residency applications for family sponsorship, business and worker classes, provincial nominees, as well as temporary visa applications for visitors, foreign workers, and foreign students. Students will also learn how to assist with Canadian citizenship applications.

Student will learn about office procedures with a focus on case/file management, time and financial management, and client communication and record-keeping in compliance with professional standards.

Career Opportunities

Graduates of the program may pursue a position in an immigration practice or related agency.

Program Notes

Tuition fees include all course materials. Financial assistance may be available for those who qualify.

Graduation requirements: Students must maintain a 75% program average to obtain a diploma.

Method of Delivery

Combination of:

- Integrated Learning™ System training facilitated by Academy of Learning Career College learning coaches
- Instructor-led training

Admission Requirements

Grade 12 or equivalent or Mature Student status. Courses are open to any applicant who possesses a good command of the English language and is able to follow instructions. Applicants whose first language is not English must provide proof of English proficiency.

An admissions interview will be administered to determine whether the applicant has the required interest, motivation, and entry-level skills to undertake the program.

Full-time students must attend the required hours per week as per the course schedule and may do so at times convenient to them.

Duties and Responsibilities

Under a licensed practitioner's direction, immigration administrative assistants are responsible for office procedures with a focus on case and file management, time and financial management, client communication and record-keeping in compliance with professional standards.

Personal Attributes Required

To be successful in an Immigration Administrative Assistant career, individuals must possess the following:

- Excellent communication (reading, writing, verbal)
- Strong people and interpersonal skills
- Strong decision-making and problem-solving skills
- Self-motivated and professional
- Detail-oriented
- High degree of independence
- Strong analytical skills
- Ability to resolve issues through research, analysis and interpretation

Competencies upon Completion

Core Courses

- **Keyboarding**
Minimum 25 words per minute (WPM)
- **Office Skills**
Personal Computer Fundamentals and basic level of proficiency in Microsoft Outlook
- **Word Processing and Spreadsheets**
Intermediate level of proficiency in Microsoft Word and basic level of proficiency in Microsoft Excel
- **Business Skills**
Grammar Essentials for Business Writing and Business Correspondence
- **Employability Skills**
Thought Patterns for a Successful Career and Job Search and Resume Writing
- **Immigration and Legal Skills**
Canadian Immigration Law and Policy, Business and Skilled Worker Classes, Family Unification, Temporary Entry/Labour Market Impact Assessment, Legal Research, Refugee Protection, Ethics and Professional Responsibility, and Legal Office Procedures