

Summary of In-Year Youth Modules 2014

Throughout the Western Region, 27 in-year initiatives were funded. The LBS programs that received in-year funding said they would serve a total of approximately 300 young adults.

We would like to have all 27 sites provide evaluative feedback and we would like to get feedback from at least 125 young adults, preferably at least 50% of the participating young adults at each site. We have developed two surveys – one for program staff to complete and one for program participants to complete. In addition, we are asking each site to complete the chart below. With so many different modules being developed and tested between January and March 2014, a summary of such modules will be a valuable resource. Sharing this information will help the funds that were invested go farther, save valuable time for practitioners and increase the quantity and quality of short-term modules we can offer to young adults and potentially to other clients as well. To give you an idea of the type of detail we’re looking for, we have started one of the entries.

The information that is being requested below

Program Contact Information	Description of In-year Youth Program	Duration of Program (hours/weeks)	Date when program will be done	# of Anticipated Clients	# of Clients who Completed	Milestones (if applicable)	Primary OALCF Competencies	Skills Gained from the Program
Allan Bingham Thames Valley District School Board – Gateway to Learning Program a.bingham@tvdsb.on.ca	Building and Testing an ARDUcopter In this module, participants will learn about: <ul style="list-style-type: none"> the Maker Movement actually building an ARDUcopter (a mini-helicopter or drone) from a kit the characteristics 	60-hour module		8		#54, #14, #57, #46, #55, #47, #7, #36, #60 Note: It is NOT anticipated that all milestones will be achieved by all clients, but each of the above	A, B, C, D, E, F	To be determined.

	<p>of a “maker” and how to build such characteristics within themselves</p> <ul style="list-style-type: none"> • terminology associated with the Maker Movement and flying a mini-helicopter • longitude and latitude and conversion • mapping out a route using GIS for the ARDUcomputer • flying an ARDUcopter and the uses of an ARDUcopter in real life 					<p>milestones could be worked into the curriculum at the discretion of the instructor.</p>		
<p>Allan Bingham Thames Valley District School Board – Gateway to Learning Program a.bingham@tvdsb.on.ca</p>	<p>Night school program in Ingersoll Night school program targeted at youth who are looking to obtain employment, or obtain access to better job opportunities. Learners would be</p>	<p>7 weeks 3 hours per week</p>	<p>End of March, however results can be determined after March break.</p>	<p>12</p>		<p>#11, #57</p>	<p>A, B, C, D, E, F</p>	<p>To be determined.</p>

	<p>identified with the help of Employment Services and Ontario Works. The night school class will cover a number of OALCF competencies including manage learning and engaging with others, specifically geared towards the Employment goal path. As part of the project Employment Service providers would be invited to present to the learners on future pathways through the Youth Employment Fund.</p>							
<p>Karen Morgan-Bowyer Waterloo Catholic District School Board – Core Essentials Karen.morgan@wcdsb.ca</p>	<p>Gear UP for Youth. A program for marginalized youth between 19 and 29 with low skills and limited work experience. This program aids learners</p>	<p>6 hours/week for 6 weeks</p>	<p>March 20, 2014</p>	<p>7</p>		<p>#14, #15, #42, #43, #57, #58, #59, #60 Note: It is NOT anticipated that all milestones</p>	<p>E, F</p>	<p>(Anticipated) Employability Skills, soft skills, working with others, communicating effectively, time management, wellness, self confidence</p>

	in the development of soft skills for employment through experiential and adventure based learning.					will be achieved by all clients, but each of the above milestones could be worked into the curriculum at the discretion of the instructor.		
Karen Morgan-Bowyer Waterloo Catholic District School Board – Core Essentials Karen.morgan@wcdsb.ca	Learning Boot Camp is a program for learners returning to the educational system for secondary school credits and ultimately employment. This program will offer strategies for managing learning as well as engaging with others	6 hours/week for 6 weeks	March 19, 2014	8		#4, #16, #42, #43, #57, #58, #59, #60 Note: It is NOT anticipated that all milestones will be achieved by all clients, but each of the above milestones could be worked into the curriculum at the	A, B, C, E, F	Anticipated) Time management, goal setting (short and long term), learning strategies, monitoring and evaluating own learning.

						discretion of the instructor.		
Rosanna Stumpo-Bal Fanshawe College Powerful Pathways for Youth	The project will be creating education pathways to provide options leading to employment opportunities. Each applicant will be able to access a pathway for a strong foundation of core skills training and leverage work experience opportunities with supports from the community to effectively integrate into the sustainable employment.	25 hrs/week for 6 weeks	Mar 31/14	25		#54, #33, #17, #56, #25, #40, as well as the Employment Culminating Task	A, B, C, D, E, F	Participants will access essential employability skills training coupled with core skills training in the customer service /relations and hospitality sectors. Problem solving, cross-cultural competence with cultural sensitivity training, positive cultural working relationships, emotional intelligence training, one-on-one mentorship, work experience and job placement support(s) will also support our vulnerable youth in this pilot project.
Christine Hendrie LBS Supervisor St. Charles Adult & Continuing Education Centres hendriec@hwcdsb.ca	HOME HELPER PROGRAM <ul style="list-style-type: none"> Preparation to enhance employability skills for a viable workplace setting as a Home Helper 	27 hrs per week/11 weeks	31/03/14	10		#'s: 1, 28, 29, 60, 54, 55	A, B,D, F	Curriculum delivery will prepare a Home Helper to acquire skills to explore safe work practices, customer service, home management skills, time management, understand about being a brokered worker, assessing risks, knowing worker rights, develop problem solving strategies and using technology for scheduling, reporting and

	<ul style="list-style-type: none"> Curriculum delivery would include certification in First Aid/CPR, Safe Food Handling and WHMIS 							invoicing.
<p>Mary Anne Sullivan, Preparatory Programs, School of Career and Academic Access, Conestoga College, Stratford Campus msullivan@conestogac.on.ca (link to program that supported computer training)</p>	<p>Youth Employment Stratford – YES! In this program, participants will learn about:</p> <ul style="list-style-type: none"> Employment-focused upgrading (workplace math, reading, using documents and forms) Business writing (resume, cover letter, emails) Soft skills, e.g. time management, conflict resolution, stress management, working with others, etc. Computer Skills upgrading and electronic job search 	114-hour module	March 13, 2014	8		#54, #14, #57, #46, #55, #47, #7, #36, #60 Note: It is NOT anticipated that all milestones will be achieved by all clients, but each of the above milestones could be worked into the curriculum at the discretion of the instructor.	A, B, C, D, E, F	To be determined.

	<ul style="list-style-type: none"> • Employment Readiness, Career Exploration, and Job Search assistance 							
<p>Yvonne Thompson/Carol Sproat Adult Learning Programs of Perth adultlearning@town.stmarys.on.ca</p>	<p>Computer Skills for the Job Search and More (as part of the YES! (Youth Employment Stratford) course offered by Conestoga College, Stratford campus) In this course, participants will learn about:</p> <ul style="list-style-type: none"> • Fill in the Gaps in Basic Computer Skills eg. file management, saving a file to a flash drive, sending attachments, etc. • Word and Excel • Internet Job Search sites eg. JobBank • Using Social 	36 hours		Number of learners is included in YES!		#55 and 56	D	To be determined.

	<p>Media for the Job Search eg. LinkedIn, Facebook, Twitter etc.</p> <ul style="list-style-type: none"> • Using Tech Tools for Learning eg. Dropbox, Blogs etc. • Employer Expectations on the use of Digital Technology in the Workplace • Powerpoint and Prezi – using presentation software for resume building 							
District School Board of Niagara- LBS program Shirley.henley@dsbn.org	Employment Prep Program in partnership with Transition to Employment, an ODSP Employment Services school board program. It is targeted to adults with special needs.	10 weeks- 1 day per week 48 hours	March 26, 2014	6-8		8, 57, 60 Not all are expected to be achieved by all learners	A, E, F	Improve employability through self-awareness of soft skills, learning styles, self-management and problem-solving WHMIS

	Learners will prepare their resumes. They will be working with the staff from Transition to Employment to actively seek work once the program is completed.							
District School Board of Niagara- LBS program Shirley.henley@dshn.org	Employment Prep for Deaf adults They will be learning to book interpreters, write memos, problem solve and use technology for employment purposes.	8 weeks	April 1, 2014	4		57,55 (not determined for sure yet)	A,B, C,D,E,	Improve employability through self-awareness of soft skills, learning styles, self-management and problem-solving Apply for jobs
Centre for Employment and Learning - Avon Maitland District School Board Kelly Harrison – kellharr@fc.amdsb.ca 519-524-2515 x 206 Heather Robinet – heatrobi@fc.amdsb.ca 519-482-1700 x 206	Self-Exploration Course will: <ul style="list-style-type: none"> Engage young adults in self-reflection activities around values, influences, role models, positive relationships, communication and working with others. Build employability skills 	24 hours (12 hours/week for two weeks)	Feb 24 to March 6	8-12	TBD	#3, #16, #54/#55, #57, #60 <i>Note: It is NOT anticipated that all milestones will be achieved by all clients, but any of the above milestones could be worked into the curriculum at the discretion of the course practitioner.</i> #3, #16, #45/#46,	A, B, D, E, F	-ability to set, monitor and adjust goals -increased self-direction/self-motivation -increased confidence/self-esteem -improved Essential Skills, including digital technology -Improved interaction with others -Increased digital technology skills -ability to set, monitor and evaluate goals -increased self awareness -improved numeracy skills, reading skills to locate and interpret information

	<ul style="list-style-type: none"> Facilitate exploration/setting of life and career goals Focus on group discussion and using digital technology <p>Skilled Trades Sampler Course will:</p> <ul style="list-style-type: none"> Explore dominant trades in Huron County through completion of classroom and onsite learning activities Promote interaction with existing tradespeople through informal and formal presentations Facilitate tours of local workplaces offering apprenticeships Prepare young adults to make 	15 hours (3 hours per day for one week)	March 17-21	6-10	TBD	#54/#55, #57, #60 <i>Note: It is NOT anticipated that all milestones will be achieved by all clients, but any of the above milestones could be worked into the curriculum at the discretion of the course practitioner.</i>	A, B, C, D, E, F	-improved communication skills (oral and written)
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	<p>informed decisions about/prepare for an apprenticeship</p> <ul style="list-style-type: none"> • Introduce young adults to opportunities offered through apprenticeships through presentations by EO-ES, Next Step organizations 							
<p>Sue Reinhart Manager, LBS Niagara College sreinhart@niagaracollege.ca</p>	<p>Workplace Mathematics course focusing on math basics related to entry-level employment. Based on the Essential Skills profiles (numeracy) for such sectors as hospitality, retail, food services.</p>	<p>24 hours (2 hrs/wk for 12 wks)</p>	<p>March 26, 2014</p>	<p>7</p>		<p>Possible choice of #38, #39, #41, #42, #43, #47 as appropriate.</p>	<p>Primarily C with A, E, and F also incorporated.</p>	<p>Improved numeracy</p>
<p>Lori Bruner Brant Skills Centre</p>	<p>Skills At Work Point of Sale (POS) System – Retail</p> <ul style="list-style-type: none"> • Customer Service – Effective communication and dealing with customer 	<p>18 hours</p>				<p>#14, #16, #54, #37, #38, #18, #22 Note: All milestones may not be used and the</p>	<p>A, B, C, D</p>	

	<p>difficulties</p> <ul style="list-style-type: none"> Hands-on practice using a retail POS system applicable to retail stores including convenience, clothing and grocery stores. Hands on practice includes: using the menu interface for purchases, refunds, returns and exchanges; and using in-counter scanners/scales 					instructor may change them depending on the program and learner needs.		
Lori Bruner Brant Skills Centre	<p>Skills At Work Point of Sale (POS) System – Food Service</p> <ul style="list-style-type: none"> Customer Service – Effective communication and dealing with customer difficulties Hands-on practice using a digital dining POS system applicable to 	21 hours				#8, #10, #16, #14, #37, #38, #54, #60	A, B, C, D, F	

	<p>table service, bar/nightclub, and quick service (counter service and drive thru) restaurants.</p> <p>Hands on practice includes using the menu interface for placing and modifying an order; printing, splitting, & tendering a check; and so much more</p> <ul style="list-style-type: none"> • Smart Serve training (optional) 							
Lori Bruner Brant Skills Centre	<p>Skills For the Trades Math for Cooks and Bakers</p> <ul style="list-style-type: none"> • Use measurements; conversions • Manage time effectively • Shop for food and kitchen supplies – calculate costs and stretch food dollars 	16 hours				#8, #11, #28, #37, #45, #49, #32, #42, #47	C is the primary with some A and B	<ul style="list-style-type: none"> • Follow recipes & instructions • Understand measurement and use measuring tools/utensils effectively • Budgeting/money management

	<ul style="list-style-type: none"> Understand the technical language used 							
Lori Bruner Brant Skills Centre	<p>Skills For the Trades Math for the Construction Trades</p> <ul style="list-style-type: none"> Calculate costs Calculate angles, perimeter, area, and volume Calculate conversions Measure – find total measurements by adding, subtracting, multiplying, and dividing fractions 	16 hours				#31, #41, #45, #46, #47, #32, #42, #43	C is the primary with some A and B	Use measuring tapes, calipers, or other measuring tools to measure and cut materials.
Mira Clarke Action Read action1@on.aibn.com	<p>Employment Track Express Youth Program</p> <p>Action Read is providing a free computer training program called Employment Track Express (ETE) for individuals with employment goals.</p>	60 hours	March 28, 2014	5 clients		#54, #55, #56	A, B, C, D, E, F	

	The ETE program is a unique 60 hour course, which focuses on building basic computer skills while integrating skills assessment, job preparation and job search abilities.							
Mira Clarke Action Read action1@on.aibn.com	Cash Register Training Course Youth Program This course covers: <ul style="list-style-type: none"> • using a cash register • cash handling • customer service • conflict resolution • time management 	18 hours	First session – Feb. 6, 2014	8 clients		#15, #37, #42, #60	A, B, C, D, E, F	By the end of this course, participants will have: <ul style="list-style-type: none"> • the ability to operate a cash register and a barcode scanner • the customer service skills required to work in a business environment • the numeracy skills required to handle cash • the ability to communicate clearly to customers and co-workers • the document use skills related to using a cash register
Fanshawe College – Simcoe Campus Wanda Jacobs – Wjacobs@fanshawec.ca	Pilot project - Work with an additional 8 learners who are youth under the age of 30 and have an employment goal path. Referrals will come from Community Career and Employment Services. Will work with Literacy Link to	16 weeks program – 7 hrs/week	March 27, 2014	8		55 and 59	Manage Learning (E) and Use Digital Technology (D) Note: – all competencies will be addressed in some capacity	To be determined

	<p>create a marketing template to affectively outline the outcomes of the program and how it connects with employment. This marketing template will be used by Employment Services Employment Consultants. Students will complete an essential skills assessment and a learner plan will be created. All of the OALCF competencies will be addressed in this project. Delivery method will be in a facilitator led workshop format. The materials and the way in which the materials are presented will be in a way that is best suited and most applicable to the youth learner. Will include 7 of the OALCF level 2 indicators. Students</p>						<p>but the learner plans focused on these two milestone activities due to the short duration of the pilot.</p>	
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	will attend only those areas in need of development based on their learner/service plan. The project will be delivered at The Employment Centre location one day per week for 16 weeks. All equipment will be provided by Community Career and Employment Services. We have the organizational capacity to continue to work with the learners after the end date of the project until they achieve their desired outcome.							
Mark Benoit St. Clair College, Thames Campus ACE Program mbenoit@stclaircollege.ca	ACE Program Participants take grade 12 equivalent courses in preparation for Employment, Post-Secondary or Apprenticeship goal paths. Learners choose a maximum of 2 courses from the	Each course requires two- 3 hour classes per week for 15 weeks.	April 26/14	26		7, 26, 35, 47, 56, 59, 60 Not all learners will complete each of these milestones. Milestones completed depends of	A, B, C, D, E, F	To be determined

	<p>following courses offered:</p> <p>Technical Math Biology Chemistry Communications Physics Computers Self-Management</p>					the courses taken by the learner.		
<p>Ardina Fidler Literacy Coordinator Fort Erie Native Cultural Centre Inc. A.fidler@fenfc.org</p>	<p>Pre-Employment Training Course This pre-employment program assists LBS young adults to explore themselves, their strengths, and aspects of the job search, including soft skills such as:</p> <ul style="list-style-type: none"> • Handling change • Dealing with anger and stress • Conflict resolution • Problem solving • Decision making • Time management • Goal setting • Listening skills • Job maintenance • Team building 	<p>8 weeks, 3 days a week, 8 hour days</p>	<p>March 28th, 2014</p>	<p>16</p>	<p>16 (with 12 being dedicated to the program)</p>	<p>#15 #16 B1.1 Milestone 15 Communicate Ideas and Information Task Group B1: Interact with others B1.2 Milestone 16 Communicate Ideas and Information Task Group B1: Interact with others</p>	<p>B</p>	<p>Self-management and self-direction; knowledge of the job search process; Human rights awareness</p>

	<ul style="list-style-type: none"> Leadership skills 							
<p>Dave Forbes Georgian College 22 Centennial Road Orangeville L9W 1P8</p>	<p>ACE Self-Management/Self-Direction course</p> <p>The Self-Management/Self-Direction course provides participants with an opportunity to learn and use strategies that can be applied to their future studies, employment, and personal life. The course will focus on areas such as self-reflection, critical thinking, goal setting, financial management, study skills, organizational skills, problem solving, and career/employment exploration.</p>	55 hours over 12 weeks	March 31st	10-15		#28, #58	B, E	Participants will become self-directed learners who are capable of achieving the best possible results in school, work and their personal life.
<p>Carol Risidore The Literacy Group carol@theliteracygroup.com</p>	<p>Adding to my Skills- Numeracy Kitchener -19-29</p>	24 hours	First session- Jan 22 – March 17/14	8 clients		#2,8#37	C	<ul style="list-style-type: none"> Using calculators for adding/subtracting/multiply/dividing – sales taxes etc. Budgeting for daily living, scheduling

Carol Risidore carol@theliteracygroup.com	EmployAbility Success- Essential Skills at Work , Kitchener OW workers <ul style="list-style-type: none"> • Reading at work • Document use at work • Math at work Participants job shadow 4 employees Also fit youth profile	24	Jan 27- March 31	8		#8,#2,#37	A,C	<ul style="list-style-type: none"> • Learn how essential Skills can be transferred to the workplace • Review existing skills & learn new ones • Reading work documents • Document use & math
Carol Risidore carol@theliteracygroup.com	Essential Skills for Life, Work, Community some 20-29 yr olds in this group	24	Jan 27 – March31	8		#8 #27, #37	A, BC	<ul style="list-style-type: none"> • Learn how to read grocery flyers, compare prices • Measure ingredients for recipe • Understanding symbols on products –safety, • use a calculator • prepare a simple budget • fill out a job application • understand Essential Skills & meanings
Helen McLeod Hamilton Literacy Council	Workplace Essential Skills Co-op Training Program.	8-week program (3 full days/wk)	March 31					The Workplace Essential Skills Co-op Training Program is an eight week (three full days per week) program designed to develop workplace essential skills including

								workplace procedures, oral communication, thinking skills, problem-solving, decision-making, use of memory, time management and working with others. This is a co-op placement program being offered by the Hamilton Literacy Council, Mission Services and Ontario Works. In addition to the essential skill sessions, the participants are given an opportunity to practice their skills in a real work environment in the Mission Services' warehouse as "Warehouse Product Handlers"; as well as develop skills in the areas of job search - writing resumes and cover letters, and handling interviews. In addition, the participants leave with practical work experience, and a reference!
Adult Learning Centres: Grey Bruce Georgian Saugeen Shores Adult Learning Centre Maria Bertrand, Co-ordinator 519-389-2302	Develop on-line workshops about appropriate use of technology in the workplace. Working collaboratively with St. Mary's Public Library.	15 hours	March 31, 2014	12	12	#54 and #55	A,B,C,D,E,F	<ul style="list-style-type: none"> • Understanding of workplace technology etiquette • Ability to research social identity •
Adult Learning Centres: Grey Bruce Georgian Walkerton Adult Learning Centre	Revise a four week Employment Track Express for youth focused program.	60 hours	March 31, 2014	13	6	#54 and #55	A,B,C,D,E,F	<ul style="list-style-type: none"> • Working together • Understand basic computer skills • Research employment

Maria Bertrand, Co-ordinator 519-881-3858								<ul style="list-style-type: none"> • Write cover letter • Develop resume •
Adult Learning Centres: Grey Bruce Georgian Owen Sound Adult Learning Centre Roger Hannon, Co-ordinator 519-376-6623	Revised Getting Ahead for youth	60 hours	March 31, 2014	10	9	#57 and #58	A,B,C,D,E,F	<ul style="list-style-type: none"> • Navigate community and knowledge of supports • Understand resources • Understanding of hidden rules • Future plan