

# ACR Aboriginal Programs Project Program Template

<b>Program Area:</b>	2.0	Workforce Development
<b>Sub Program:</b>	2.4	Programs Sponsored by Government and Non-Profit Agencies
<b>Template:</b>	2.4.10	Connecting to Colleges and Careers (CCC) Aboriginal Skills and Employment Partnership (ASEP) Program
<b>Sponsor(s):</b>		<i>Wood Buffalo Partners in Aboriginal Training</i>

## 1. Objective

To give students the necessary academic and employment skills to either proceed to further formal education or to procure and maintain long-term, competitive employment.

## 2. Description

CCC is an Aboriginal Skills Employment Partnership (ASEP)-funded, customized six-month program.

### *Course Descriptions*

- **Interpersonal Skills for Education and Employment I.** Students learn how to communicate appropriately as team members with their supervisor, co-workers, teachers and peers. They develop the skills to listen attentively, ask clear questions in a non-confrontational manner, and provide useful feedback. Team building exercises are used to demonstrate the basics of conflict management in a multicultural class or workplace setting and how to disagree in a positive manner. Students learn to negotiate with peers and those in authority to resolve arguments. Assertiveness training, anger management and self-esteem building are included. Information about support resources for students and their families is provided in conjunction with community agencies.
- **Goal Setting.** This course introduces students to the process of short- and long-term goal setting. Students learn the characteristics of a realistic plan and how to identify roadblocks to successful planning.
- **Academic Skill Development.** This course covers the writing, computer, math, and reading skills needed in the individual work placement. Individualized academic remediation with computer-assisted instruction and tutor support is available. Students develop independent study and research skills. This course teaches students how to manage their time, use SQ3R techniques, take various types of tests, control test anxiety, make notes and access library resources. Students also learn how to set priorities, do simple time studies analyses, and develop and use day plans or lists.
- **Problem Solving and Critical Thinking.** Students learn what it means to be a critical

thinker. They practice procedures for evaluating and handling problems at school and work. Topics include: knowing your attitudes, values and mental habits; how to recognize errors in thinking; how to evaluate ideas; and how to apply critical thinking. The skills and knowledge covered in this course build on those introduced in Goal Setting.

- **Interpersonal Skills for Education and Employment II.** This course helps students understand the impact of personal hygiene, work-appropriate clothing, demeanor, vocabulary choice, speech patterns, body language and manners in securing and retaining employment or succeeding in formal education. Students explore how employee behaviour impacts a business' success. They learn how to develop a networking plan, use available on-line and print resources effectively, prepare resumes, present themselves honestly and positively to employers, develop an interview plan, complete applications, and practice interview skills.
- **Employment Safety, Rights and Responsibilities.** Students examine the leading causes of workplace injury and generic procedures for accident reporting. They are given skills to better identify potential workplace hazards, develop healthy lifestyles, appreciate near-miss analysis in safety reporting, and value the importance of PPE (personal protective equipment) on the job. Learners have the opportunity to earn First Aid, CPR, WHMIS, CSTS and Class 5 driver's licence certification. They also learn the rights and legal responsibilities of the employee and employer in the Alberta marketplace. Material includes discussion of rates of pay, work hours, hiring and dismissal procedures, sexual harassment, discrimination, theft, misuse of business property, and liability.
- **Supported Work Placement.** Students participate in an equivalent two-month, part-time work placement, which is integrated with ongoing in-class training. The schedule and duties of this work placement are determined in consultation with the student, employer and instructional team. Input is requested from referral agencies. Students receive information about community employment-related resources.

### **3. Implementation**

Students wishing to enter this program must be 18, express an interest in participating in formal Trades and Technology education, be referred by Wood Buffalo Partners in Aboriginal Training, and have a minimum Grade 10 academic skill level.

### **4. Timeframe for Results**

The ASEP-CCC is a customized six-month, full-time credit program designed to give students the necessary skills to proceed to further formal education at Keyano College in targeted trades and technology careers: mine operations, preparation for mechanical and construction trades, and power engineering/process operations.

### **5. Measurable Criteria**

These include:

- Students complete courses graded on a pass or fail basis.
- Seven program courses require students to complete a variety of assignments, homework, quizzes, final exams, projects and presentations.

## 6. Budget

Cost of this program for the 2005/2006 academic year:

➤ Tuition (per term)	\$2,125.20
➤ Books and supplies	700.00
➤ Mandatory health and dental	252.00
➤ Personal protective clothing	250.00
➤ GED testing fee	125.00
➤ Standard First Aid	117.70
➤ CSTS certification	45.00
➤ DAT testing	45.00
➤ WHMIS	42.50

## 7. Partners and Sponsors

In the Wood Buffalo region, HRSD/AHRE funding was negotiated through an agreement (Aboriginal Skills and Employment Partnership) with the Athabasca Tribal Council/Métis Nation of Alberta. However, the administration of the funds for delivering programs was granted to a non-profit society formed for the purpose of managing the program, the Wood Buffalo Partners in Aboriginal Training.

Wood Buffalo Partners in Aboriginal Training have an elected board of directors who serve on a volunteer basis. The board hired a project manager and project liaison to manage the ongoing operations of the program, including working directly with employment coordinators/counsellors and with students.

## 8. Experience with the Program

The first cohort of students successfully completed the ASEP-CCC program in February 2005. The second cohort started in September 2005 and will complete the ASEP-CCC program in February 2006. As per agreement, four cohorts of 20 students each will be recruited for the ASEP- CCC program.

## 9. General Applicability

The ASEP-CCC program provides greater probability of securing a job and/or retaining long-term employment in the trades and industry sectors. The application of this program is transferable to any Aboriginal community in Alberta and across Canada.

## 10. Additional Information or Support

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