



# Indigenous Employment Training Program

Example proposal

SAMPLE

Example Proposal | Labour and Immigration

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SAMPLE

**\*This is an example of a potential proposal, project headings and content may vary dependent upon your particular project.**

## Executive Summary

The **Example Tribal Council's (ETC)** head office is located on the Blue Cree Nation reserve located near the town of **Make-Believe**, Alberta's Treaty 8 region. A sub-office is located in the city of Made-Up. ETC supports 4 Nations; Blue Cree Nation, Green First Nation, Red Cree Nation and Brown First Nation under an Indigenous Skills Employment and Training (ISET) Agreement funded by Service Canada. The Tribal Council and the Nations share resources (financial, technical and expertise) and collaborate on many activities at the nation's level.

Currently there are five frontline service sites, one for each sub-agreement holder and the small urban delivery services in the city of **Made-Up**. The current structure of sub-agreement holders and frontline delivery mechanism has allowed for the effective delivery of services. **ETC** has developed a high level of delivery standards. At present the First Nations and the Urban Office continue to meet the minimal level of service to assist job ready clients.

**ETC** is working diligently to build community and industry capacity. The partnerships and community resources will be a valuable component of the training to ensure that we have the supports in place for trainees. These supports will be provided to the clients to assist in their career path and achieve their work plan outcomes.

**The College** provides a range of customized non-credit pre-employment programming, skills development, safety-training and community interest courses. **The College** responds to community and industry demand for specific training through the provision of customized programming. The college will provide the instruction that will enable our clients to proceed into the health care field.

**ETC** is proposing to train 12 to 16 Indigenous unemployed, underemployed clients in basic Health Care Training. The 12-week training is designed to meet the unique and varied needs of our clients. This training will build on the participants' skills and abilities, help them clearly define their goals, and help choose a career path within the Health Care industry.

## Statement of Need

Our mandate has been short term interventions which will now be felt as clients are limited in options at this time. Input from the communities reiterates this concern. "A client center delivery approach will support better long term, sustainable employment results."

**ETC** and its communities continue to share concerns on the limited resources available for longer-term education and training. According to the Alberta Provincial Government, "Alberta Indigenous people living off-reserve has the fifth highest unemployment rate in Canada in 2018 - rate of 10%".

This evidence of increased unemployment amongst Indigenous people living off-reserve in Alberta substantiates the fact that there is a need for increased training and additional support for program development, in order to better align local First Nation communities with meaningful employment. This training can be an asset not only to the individuals but also to their families, communities and nation.

## Objective of the Project

ETC primary objective in delivering the Health Care Training is to establish labour market attachment for eligible members. Our secondary objective is to furnish applicants with the necessary skills, tools and experience to start a permanent full-time career in the health care field. It will also enable them to make sound realistic and achievable vocational decisions pertaining to their occupational choice.

The Health Care Training Project will target Indigenous unemployed clients living in **Made-up**, and surrounding area, and the 4 Nations; Blue Cree Nation, Green First Nation, Red Cree Nation and Brown First Nation. Participants will develop the knowledge and skills required to enter the workforce confidently and effectively.

The program will deal with preparing the student to meet the expectations of an entry level employee. This will give students options to health care careers and the pathways to get there. This program will give students opportunities to entry level positions available, not only in **Made-Up**, but at hospitals in Alberta.

Some options:

- Administrative Support 2 & 4
- Food Services Worker
- Laundry
- Environmental Services
- Health Care Aide
- General Maintenance

Students applying for this program should come fully committed to giving the effort required to succeed in their career choice. A Program Coordinator will provide participants with assistance and support to enhance their capacity to successfully complete the program. Alberta Health Services will coordinate with **ETC** and The College to place these clients with meaningful work experience and possible contacts for job placements.

Target Population	12 unemployed/marginally employed*/under-employed** Indigenous clients
Location	<b>Made-Up</b> , Alberta
Contract Purpose	Health Care Training
Start-up/Intake	November 18, 2019
Orientation	January 6, 2020
Start of Classes	January 7, 2020
End date of Classes	March 27, 2020
Work Practicum Partner	Alberta Health Services March 30 – April 17, 2020
Follow-up/Final Report	July 17, 2020

\*Marginally employed - Individuals are marginally employed when they are unable to obtain and maintain employment to sustain themselves and their families and have worked less than an average of 20 hours per week during the past 12 months (52 weeks).

\*\*Underemployed - Individuals are underemployed when they are employed at a job that does not fully use one's skills or abilities, OR employed only part-time when one is available for full-time work and therefore not utilized fully.

## Project partnerships

### Example Tribal Council

ETC will develop the program proposal. It will also provide participant intake, coordination and lead the interview and selection process for each individual. A Program Coordinator will manage the supports and supervise the participants in collaboration with HRD Coordinator.

### The College

The college is dedicated in providing students with access to high quality and diverse lifelong learning opportunities. This course will focus on giving a broad understanding of business, leadership, communications, workplace training, decision-making and technical topics in the Health Care Industry.

## **Alberta Labour and Immigration– Indigenous Employment Training Partnerships Program**

Through its Workforce Strategies Branch, Alberta Labour provides funding for Indigenous people to develop their skills, training for jobs for today and into the future. The ETC is excited to partner with the Government of Alberta in the Health Care Training Project. This partnership will assist participants to develop the necessary skills and knowledge to obtain and maintain employment. Alberta Labour will have a representative on the Selection Committee. Selection Committee will participate in the screening, assessment and selection of participants.

## **Alberta Health Services**

Alberta Health Services values the diversity of the people and communities they serve and is committed to attracting, engaging and developing a diverse and inclusive workforce. Through practicum placements AHS can provide insight into the Healthcare career options.

## **Steering Committee**

A steering committee will be developed and consist of representatives from ABC Tribal Council, The College, Alberta Labour and Immigration, Alberta Health Services and a representative from all Nations that have participants included in the program.

They will hold monthly meetings to review progress and successes, mitigate program challenges and help in achieving the success of the program.

## **Training Providers**

The College will provide the Instructors and materials to deliver a 12-week course to 12 - 16 students including cultural components as developed by the steering committee. The instructors will work closely with the ETC Project Coordinator to provide coordination and monitoring of student's progress and success. Instructors will be responsible to deliver the basic skills training, some technical training and cultural training to enhance the abilities of the participants to become an entry level health care professional.

ETC Project Coordinator will work collectively with the Placement Supervisor for the students work practicum.

## **Individual Profile**

The Participants best suited for the Health Care Training Program must meet the minimum eligibility requirements:

- Be at least 18 years of age, unemployed, marginally or assessed as underemployed.
- First Nation
- Grade 10 (passing grade – English 10)
- Valid Driver's License - preferred
- Be in good physical condition.
- Prepared to make a commitment to attend scheduled classes and complete all assignments as required. Abide by The College, Example Tribal Council governing attendance and conduct.
- Funding eligibility for the participants living allowance while in training.
- Ready, willing and able to participate in the program and be motivated to secure employment with employers.
- Criminal Record Check (and Vulnerable Sector Search dependent on position) per PPCA requirements.

## **Intake and Assessment**

The Health Care training was developed for Indigenous individuals who are unemployed, marginally or underemployed. Clients must be ready, willing and able to participate in the program and be motivated to secure employment. Emphasis is on training which will consist of gaining Occupational Skills and Essential Skills for each participant and a Work Experience component with Alberta Health Services.

The Health Care Training will recruit 12 - 16 Indigenous clients. Clients will be assessed from 4 Nations; Blue Cree Nation, Green First Nation, Red Cree Nation and Brown First Nation and Made-UP's surrounding areas. Clients interested in participating in the program will have a Service Needs Determination completed to determine eligibility, and to flag clients with possible barriers to employment. Client information will include education background, work history and previous skills and training.

The Service Plan will consist of the following core components:

- Steps the student will take to achieve their career and employment goals, with attached deadlines;
- Financial support that will be provided to the student to enable them to participate; and
- Timelines for follow-up.

It will also include participation of various course offerings of the Health Care training program which aligns with his or her goals. The Example Tribal Council's HRD Coordinator and Project Coordinator will hold one-on-one monthly meetings with each participant to review progress against the service plan, discuss challenges, and congratulate growth. Following orientation and development of service plans, students will commence their training.

- interest in working in the health care field
- physical and intellectual aptitude for training both inside and outside the classroom
- overcoming barriers identified in the intake assessment
- attend training and obtain employment

## Work Experience Placements

AHS and the local hospital will provide work experience opportunities within various departments. This program will provide 12 clients with a foundation for a profession in the health care field.

The primary goal of the Health Care Program is to assist students with sustaining full-time employment and self-sufficiency. Individuals will be encouraged to conduct job searches to increase confidence, although supports will be available to meet individual needs.

Once individuals secure employment, on-going contact with the participants and the employer will be helpful in maintaining stable employment. During the period of transition, the Project Coordinator will monitor and support participants, while encouraging them to build new skills, gain confidence and independence, and take responsibility for their professional and personal growth.

## Project Activities

The Health Careers Training Program is a 12-week plus a 3-week job practicum that will provide insight to students for entry level Health Care employment.

Students will also spend time inside the classroom with a local elder and/or knowledge keeper to learn about the local culture and environment from an Indigenous perspective. Identity is an important element in relation to learning through experience and students will have the opportunity to explore their deep cultural ties to the land and their communities.

Students will receive safety ticket training, if required. Students will also focus on job specific fundamentals including health, safety, and environmental training and awareness. Students will gain valuable life and employability skills associated with securing entry-level employment.

### Timeline of Activities

Date	Program
November 18 - 29, 2019	Student Intake
December 9 - 13, 2019	Student Interviews
December 16 - 18, 2019	Student Selections

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January 6, 2020	Orientation
January 7- March 27, 2020	HealthCare Training
March 30 – April 17, 2020	Work Practicum
July 17, 2020	Final report within 90 days

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## Outcomes

The Program Coordinator will provide on-site support and assistance to students, ensure continuity between instructors, liaise with Health Care industry and provide follow up services after training is complete. This will help the student develop an increased motivation to stay employed within the Health Care field.

This program is designed to provide students with information and to develop the skills needed to obtain and maintain employment. It is expected that 75 – 80% of the participants will complete the program and obtain employment or return to school within the 90-day follow-up period. Strong Project Coordinator and Instructor support will be offered to all individuals to guide them in a direction that will lead to a career of their choosing.

All graduates of the program will have the necessary training, and experience to be employable. They will also gain insight into their strengths and abilities so that they will have the confidence and independence to obtain and maintain employment on a long-term basis.

It is also critical that feedback in the form of an evaluation will be completed by all students in order to gather input and perspectives on how well the program was delivered and whether or not we met project objectives..

## Reporting Requirements

- Once a placement has been secured, on-going job maintenance support will be provided.
- At 90 days further calls will be made to monitor progress and to confirm continued employment.
- Accurate records of client activity on files and completion of reports will be maintained as required contractually by Alberta Labour.
- Once the client has completed the program, the program project feedback form will be completed.
- Upon end date of the Intake, after participants have been accepted, aggregated data will be provided to Alberta Labour and Immigration's on the demographics of participants. The Program Coordinator will submit to the Indigenous Partnerships Coordinator all participant project feedback forms and complete a final report summarizing activities, successes and year to date totals including outcomes of participants for the project.



## Appendix A – Financial Requirements (In-kind and funded)

Program Expense	Example Tribal Council	Alberta Health Services	The College	Requested Contribution Alberta Labour and Immigration	Four First Nations	Total Project Cost
Classroom rental – 4 months	In-kind (\$4,000)					\$4,000
Project Coordinator (2500X4 months)				\$10,000		\$10,000
Training (as per schedule)				\$52,000		\$52,000
Elder counselling 12 one-to-one session				\$1,200		\$1,600
Open and Close ceremony				\$400		
PPE (12 x \$500)					\$6,000	\$6,000
Work Experience		In-kind (\$5,000)				\$5,000
Participant allowance (4 months @ \$1,000 per month x 12)	ISETS \$48,000					\$48,000
Graduation	\$1,200		\$1,200		\$6,000	\$8,400
Sub Totals	\$53,200	\$5,000	\$1,200	\$63,600	\$12,000	
Administration fee (5%)				\$3,150		\$3,150
Total partner contributions both in-kind and financial	\$53,200	\$5,000	\$1,200	\$66,750	\$12,000	\$138,150

Amounts do not reflect actual costs, they are for example purposes only.