

## About the Program

Essential Skills for Aboriginal Futures Employment and Training Competency (ESAF ETC) is a twelve-week funded Essential Skills program for participants with an interest in targeting a career path and employability through Essential Skills training.

This 4-phase program will help participants develop a career and training plan. ETC will focus on educating and moving participants forward to a level of competency that equips them to successfully meet the entry requirements for further technical skills training or employment in the career of their choice.



## What are Essential Skills

Essential Skills are the skills needed for work, learning and life. They provide the foundation to learn a multitude of skills that enable our Aboriginal learners to evolve and adapt to changes within the workplace.

## The 9 Essential Skills

- Reading
- Document Use
- Numeracy
- Writing
- Oral Communication
- Working with Others
- Thinking
- Computer use
- Continuous Learning



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## ESSENTIAL SKILLS For ABORIGINAL FUTURES

## EMPLOYMENT AND TRAINING COMPETENCY PROGRAM ESAF ETC

## Essential Skills & Career Planning Program

March 4 – May 24, 2013

## Course Modules

### PERSONAL MANAGEMENT 1-WEEK

The program begins with personal management and accountability. Participants explore and apply practical skills for dealing with daily living situations such as: managing time, stress and change, work-life balance and self-awareness.

### CAREER PLANNING 1-week

Participants engage in activities designed to identify and establish an attainable career path. Career Exploration includes researching occupations, salaries and educational requirements along with completing formal and informal assessments designed to identify: current and transferable skills, interests, abilities, values and aptitudes.

### ESSENTIAL SKILLS ENHANCEMENT 9-weeks

Once the employment goal is established, skill gaps are identified and individual essential skill enhancement/learning plans are developed.

The individual learning plans are designed to increase skill levels in all of the 9 Essential Skills. Participants will also have the option to prepare for both the GED grade 12 equivalency test and the BC Drivers written Exam

### JOB CLUB 1-WEEK

Participants will explore the labour market; learn how to respond to job postings, develop their resume, cover letter and reference list, practice interview skills and learn how to make a positive first impression.

## The Instructional Methods

Instruction will be experiential using a blend of lecture, large group discussion, engaging group activities, and demonstrations. Learning activities include participant presentations, role-play and simulations all relevant to enhancing competency in workplace Essential Skills.

### Eligibility

- Aboriginal ancestry and able to work in Canada
  - Have a referral from an ACCESS Employment Counsellor
  - Willingness to learn about Essential Skills
  - Demonstrate reliability, punctuality, and have a commitment to employment and training.
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- Hours: 9:00 am to 3:30 pm
  - Daily: Monday to Friday



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## Contact Information

For more information about the Essential Skills for Aboriginal Futures program, please contact an Employment Counsellor at one of the following **ACCESS Employment Assistance Services Offices:**

### Employment Assistance Services

Suite 110-1607 E. Hastings Street  
Vancouver, BC V5L 1S7  
Tel: 604 251-7955 Fax: 604 251-7954

### Aboriginal Connections to Employment

390 Main Street  
Vancouver, BC V6A 2T1  
Tel: 604 687-7480 Fax: 604 687-7481

### ATEC Employment & Training

10757 – 138<sup>th</sup> Street  
Surrey, BC V3T 4K8  
Tel: 778-395-0385 Fax: 604-581-0944

### ESAF is located at:

735 Carnarvon Street  
New Westminster, BC V3M 1E6  
Tel: 604 521-5929 Fax: 604 521-5931