

Reviewing Indigenous Labour Market Program (ILMP) Standard Data File & Approved Intervention Definitions

October 9, 2019

Indigenous Labour Market Programs

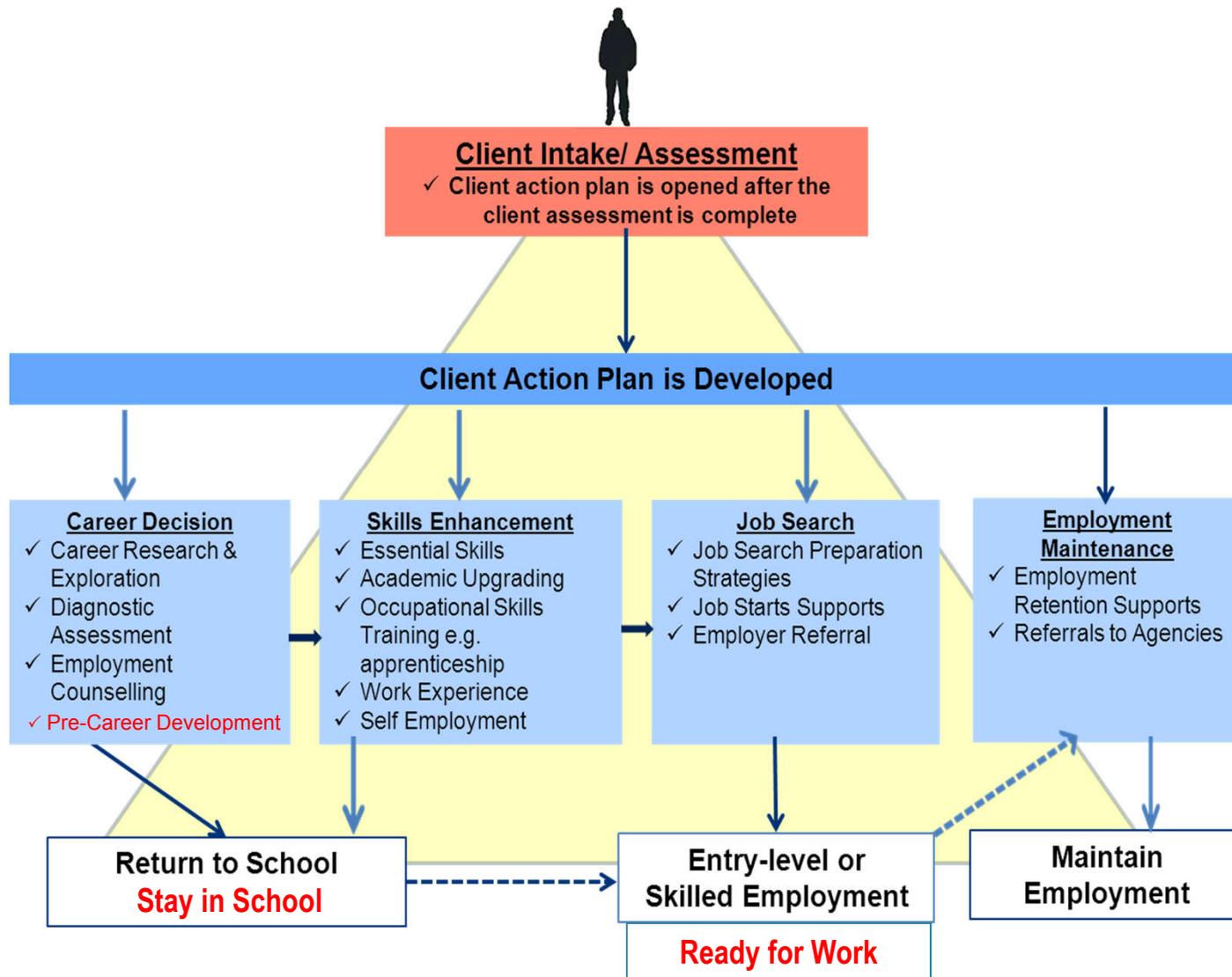
Data Cycle



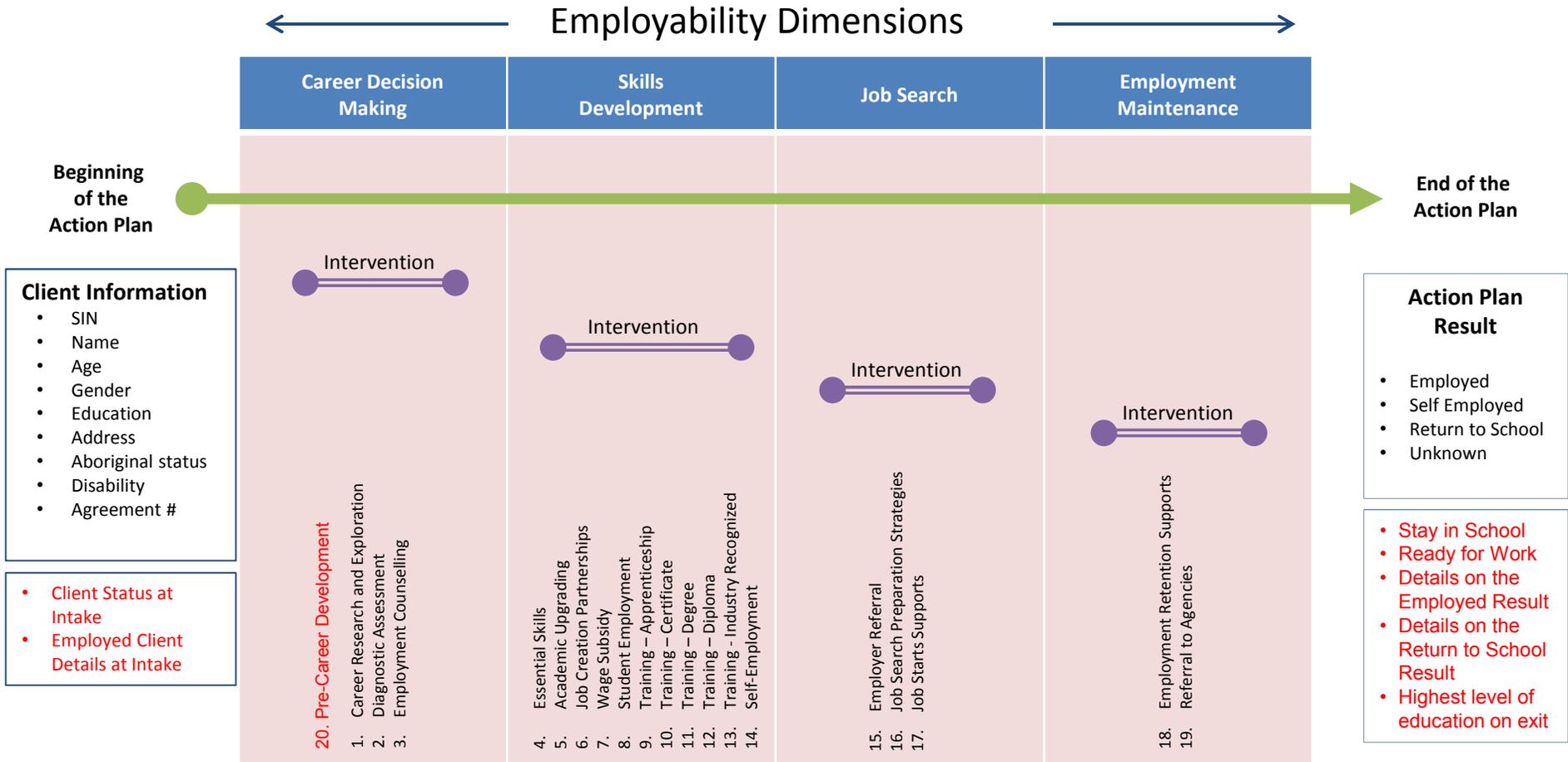
Data Elements

Participant Information at Intake	Progress on Participant Supports and Training	Participant Information Upon Completion
<ul style="list-style-type: none"> 1. Social Insurance Number 2. Last Name 3. Initials 4. First Name 5. Date of Birth 6. Gender 7. Aboriginal Group 8. Marital Status 9. Number of Dependent Children 10. Language Spoken 11. Disability 12. Address – Street 13. Address - City 14. Address - Province 15. Postal Code 16. Agreement Number 17. Client Status at Intake 18. Client Status at Intake - NOC 19. Employed Client Details at Intake 20. Highest Level of Education (intake) 21. Social Assistance Recipient 22. Employment Insurance Claimant 23. Barriers to employment Province of Education Telephone Number Responsibility Centre 	<ul style="list-style-type: none"> 24. Action Plan Start Date 25. Intervention Start Date 26. Intervention Code (+ one) 27. Intervention Related NOC (- one) 28. Intervention Outcome 29. Intervention End Date Intervention Duration Action Plan-Childcare Need Action Plan-Childcare Funding Intervention Cost 	<ul style="list-style-type: none"> 30. Action Plan Result Date 31. Action Plan Result 32. Details on the Employed Result - NOC 33. Details on the Return to School Result 34. Highest Level of Education (on exit)

Case Management



Client's Action Plan



Career Decision Making

20. Pre-Career Development: Developmental activity or activities engaged by a client that moves the client along towards being ready, willing and able to work. Activities under this intervention include, but are not limited to: language, life skills, cultural awareness etc.

1. Career Research and Exploration: An activity or activities engaged in by the client at the direction of the counsellor intended to provide the client with background information and data on career opportunities, employment prospects, qualifications, requirements and benefits for different jobs and/or local and regional employers and employment opportunities in order to assist the client make informed career decisions. This can be done individually or through group sessions.

This intervention could include teaching a client how to find labour market information, the programs and services clients are eligible for, conducting self-discovery exercises to identify the values and interests of the client, taking non-diagnostic tests (ex: choices program), etc.

2. Diagnostic Assessment: Client is to take a specific test to assist in the determination of a career choice, such as: language, literacy, workplace essential skills (e.g. TOWES), Myers Briggs personality test, learning disability assessments, etc.

3. Employment Counselling: Providing the client, within the context of an Action Plan, with the advice and support of a designated employment counsellor to assist the client to arrive at a suitable career choice. Note: Employment Counselling will not have a direct cost associated with it as it is paid through employee wages/salaries.

Skills Development

4. Skills Development- Essential Skills: A program of instruction designed to enhance one or more Essential Skills to a level required by the specific job or occupation that the client is seeking. Essential Skills provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. HRSDC has identified nine essential skills and has established essential skill levels required for each NOC occupation.

5. Skills Development – Academic Upgrading: A program of instruction designed to enable the client to obtain high school credits or academic qualifications required to pursue further post-secondary instruction or training. Could be referred to as adult education, either to acquire a high school diploma or General Educational Development (GED), or to acquire secondary school pre-requisites needed to enroll in vocational training and/or post secondary training programs.

6. Work Experience - Job Creation Partnerships: Is a financial assistance program that seeks to enable unemployed persons to gain work experience by creating temporary jobs. Project activities should benefit both the participant and the community and must therefore be limited to partnerships with public sector and non-profit employers; no private companies. This will also improve the client’s long-term employment prospects.

Skills Development

7. Work Experience - Wage Subsidy: Is a financial assistance program that has as its objective encouraging employers to hire individuals in order to provide them with direct work experience and/or on-the-job training. The employer receives a wage subsidy to hire the client for a specific length of time, with the object of providing the client with sufficient skills to find employment at the end of this time either with the same employer or another.

8. Work Experience – Student Employment: Interventions designed to provide employment to students during school breaks or while still in school, such as the Student Summer Employment Program or the Internship Program. An individual student is provided with an opportunity to develop and enhance employability and occupational skills with practical, on-the-job experience. Employers are generally provided with a wage subsidy to encourage the hiring of these students. Students can be working during the school year or during the summer months and must be enrolled in full-time studies.

9. *Occupational Skills Training – Certificate: Interventions related to a program of study leading to a certificate from a provincially recognized university, college, institute or school, either public or private. A certificate program is distinguished from a diploma program primarily by the amount of time the client takes to earn the certificate. A certificate program is typically one academic year in length and, in cases where it is less than an academic year; there are typically minimum length requirements that vary from jurisdiction to jurisdiction. The Association of Canadian Community Colleges has a searchable program database that describes programs delivered by its member institutions which can be located at http://www.accc.ca/english/colleges/programs_database.htm. Please note that the program listing may not be current at any given time and that many colleges do not indicate the level of certification in the program title. Workshops and short courses that are recognized by a certificate of attendance or some similar document are not included in this category.

Skills Development

10. *Occupational Skills Training – Diploma: Interventions related to a program of study leading to a diploma from a provincially recognized university, college, institute or school, either public or private. A diploma program, in addition to be non-degree in nature, is distinguished from a certificate program primarily by the amount of time the client takes to earn the diploma. A diploma program is typically greater than one academic year in length. The Association of Canadian Community Colleges has a searchable program database that describes programs delivered by its member institutions which can be located at http://www.accc.ca/english/colleges/programs_database.htm . Some universities award non-degree recognition in the form of certificates that recognize learning outcomes from programs that are greater than one year in length.

11. *Occupational Skills Training – Degree: Interventions related to a program of study leading directly to an undergraduate or graduate degree from a recognized degree-granting institution. The Association of Universities and Colleges of Canada (AUCC) has a searchable database of over 10,000 records that capture the range of academic programs offered by this sector at http://oraweb.aucc.ca/dcu_e.html. * Occupational Skills Training Investments: Investments in occupational skills for clients through formal training are categorized according to the level and/or type of certification earned by the client. It is the responsibility of the counselor/case manager to be able to distinguish between the various types of training interventions in order to categorize any particular intervention. Generally, formal training is delivered by public and private universities, colleges, institutes and schools that are created and/or recognized by their respective province or territory. It is the combination of academic credentials and occupational preparation that allow for the use of five different types of interventions.

Skills Development

12. *Occupational Skills Training – Apprenticeship: Interventions related to pre-apprenticeship training or apprenticeship technical training in a designated trade. This intervention does not cover the practical training of an indentured apprentice that occurs on the job. It also does not cover a pre-employment training intervention that is not recognized as credit towards a designated trade. A listing of all designated trades in Canada is available at <http://www.ellischart.ca/>. Also a list of definitions relating to apprenticeship can be found in Annex A of this document.

13. Occupational Skills Training – Vocational / Industry Recognized: Interventions related to formal skills instruction that may provide certificates of completion, tickets and/or licenses which may be professionally recognized, but are not normally recognized by post-secondary institutions or counted as academic credits in post-secondary programs or apprenticeship programs. Examples include: driver's training, First Aid/CPR training, safety training, customized pre-employment training (e.g. Mining Essentials) and some professional accreditation programs offered by the private sector (e.g. Microsoft, Canadian Securities Institute).

14. Self-Employment: An intervention that provides direct financial assistance, business training or professional support to enable a client start his/her own business or continue in a career of self-employment. Assistance may include providing support for training in business start-up and development from accredited business school, assistance with business plan development, for professional advice for marketing, accounting and financial management and for office location (e.g. **incubators - are designed to accelerate the development of a small start-up business by partnering the start-up business within a bigger business, thus leading to reduced start up costs, access to expert opinions and lateral contributions (ex: office supplies, furniture, phones, etc).

Job Search

15. Job Search Preparation Strategies: This intervention is to be utilized when a client is preparing to seek and attain employment and requires support from an employment counsellor or a job finding club. Activities within this intervention can include: resume and cover letter writing, labour market research, interview skills, etc.

Note: This may or may not include clients who utilize the minimal levels of service: (i.e. independent use of job search resources such as computers, phones, fax machines, and printers).

16. Job Starts Supports: In order to seek and attain employment, clients may receive assistance to purchase work equipment, work clothing, bus tickets to look for work, etc.

17. Employer Referral: A client is referred to an employer to seek information on the company, the occupation of interest and/or an employment opportunity within the company.

Employment Maintenance

18. Employment Retention Supports: An intervention that provides some sort of funded assistance to enable a client with a job to continue working in that job. Assistance should be extraordinary and temporary in nature and not lead to continuing dependence on the program. Examples include: paying for work boots and equipment; purchasing a driver's license, providing bus fare or paying daycare on a limited/emergency basis, or providing re-location expenses if that is necessary to keep a job. Note that interventions relating to skills development for persons with a job should be identified under the appropriate skills development intervention type and not as an employment retention support.

19. Referral to Agencies: An intervention that refers a client to a responsible agency or agencies, as part of the client's Action Plan, to address one or more employment barriers (e.g. referral to social housing authority, drug treatment program, and subsidized daycare center, transportation for persons with disabilities, household finances and budgeting program). Depending on the circumstances, the agreement holder may have to fund this intervention, but normally program costs would be borne by referral agency, employer, or not lead to any costs at all.