

APPENDICES

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APPENDIX 1

EMPLOYMENT READINESS ASSESSMENT TOOL KIT

(On Separate File)

APPENDIX 2

FOCUS GROUP AND INTERVIEW DOCUMENTS

Are you a skilled immigrant who is or will be looking for work in Canada?

If you are, you know that it can be difficult to find work in the occupation you are trained in, using the education and experience you gained in your country.

Chilliwack Community Services is currently developing an Employability Assessment Tool Kit to assist skilled immigrants to prepare for their job search in BC. This Assessment tool will help you in 3 ways:

- 1) assess how ready you are to look for work in Canada, and tell you which areas you need help in preparing for work
- 2) direct you to the organizations and people that can help you prepare to enter the workforce
- 3) give you a summary of the employment assessment process, so you can show employers you are ready to work

We need your help in testing this tool to make sure it is easy to use and effective in helping skilled immigrants reach their employment goals. The first draft of this tool is ready for testing. The first test session is:

Thursday, April 29, 2004
In the computer lab
In Room D116 (the two story building)
Chilliwack Campus

Sheila Wallace and Mary Evans - will be there to welcome you and help you try out this tool using the computer. If you need more information about this or want to talk to Sheila - please call **604-794-7901** or email **smwallac@dowco.com**. There will be a session planned for the Abbotsford campus in early May if you cannot attend in Chilliwack.

Are you a Skilled Immigrant who will be looking for work in BC?

If you answered **YES**, then I need your help.

I am creating a **website** to **help skilled immigrants** prepare to **find work** in BC in their occupation. Before I put the information on the Internet, I need to **ask skilled immigrants** for their **feedback** and suggestions. If you can help by reviewing the information and trying out the web links, please come to:

**Computer Lab
Room A263
Next to the College and Career Preparation Office
On the Abbotsford Campus**

Thursday, May 27, 2004

Anytime between 4:00 - 6:30 p.m.
(it will take between 30 - 60 minutes)

There is a \$10.00 transportation allowance available for all participants

If you need more **information**, please **call Sheila at 604-794-7901** or email at **smwallac@dowco.com**

Thank you - I look forward to seeing you there!

Dear

Chilliwack Community Services is proud to be one of twenty organizations around the province selected to research the integration of skilled immigrants into the workforce in BC. Funded by the Ministry of Community, Aboriginal and Women's programs, the Chilliwack project "*Bridge to Your Future*", explores how skilled immigrants can more effectively prepare themselves for the local labour market.

Our project will create a web-based self-assessment tool, to enable skilled immigrants:

-) to determine what they need, either before or after coming to Canada, to actively compete in the job market here
-) to find local resources to develop the skills and/or knowledge they need to get into the labour force
-) to provide employers with a summary of their readiness to enter the workforce

Skilled immigrants, as defined by Citizenship and Immigration Canada, are:

"people who have attained credentials, skills, knowledge
and experience outside Canada"

An essential component of conducting this research is speaking with employers about their current and future requirements for skilled employees and their ideas about how to most effectively integrate skilled immigrants into the local labour force.

As a local employer, you are invited to attend a Breakfast Focus Group in the Chilliwack Community Services Board Room, Thursday, April 22, 7:30 - 8:30 a.m. A light breakfast, coffee and tea will be served. Sheila Wallace and Taranjot Gadhok will be facilitating this session. Please find enclosed a list of the focus group questions we will be using to guide the process. Feel free to invite business associates who also wish to contribute their voices to this project.

Please RSVP to reception at Chilliwack Community Services @ 792-4267 by April 19. Should you have any questions, or are unable to attend but would like to have your voice included in this project, please contact Sheila at 604-794-7901 or email at smwallac@dowco.com.

Thank you for your interest and anticipated participation.

Sincerely,

Dale Cuthbertson
Executive Director

Bridge to Your Future

Employer Focus Group Questions

- 1) What do skilled immigrants need to do to be successfully employed in their field in BC?

- 2) What skill shortages do you foresee in your business that skilled immigrants could fill?

- 3) What barriers prevent you from hiring skilled immigrants?

- 4) What do you need to know about a skilled immigrant to consider them for employment?

- 5) What recommendations would you make to government to improve the process so your needs as employers of skilled immigrants could be met?

Educators Focus Group
April 23, 2004
UCFV Abby Campus Room A234

Handout questionnaires

1) What kind of training/education can immigrants undertake before coming to Canada to be prepared to enter the workforce? Is there any possibility of collaborative programs between recognized institutions in the countries of origin of the majority of immigrants?

2) Education - Credentialing - Employment. Recognizing the importance of linking education (courses) to the job market and to credentialing, what models of effective linkage exist? How can skill competency be recognized before credentials are assessed or in the absence of recognized credentials?

3) Possessing the basic qualifications, in which areas do refresher courses exist, or could exist, to bring people up to the required level to enter a position in their occupation in the Canadian workforce.

4) How can course requirements be standardized between institutions - between provinces - between countries? How can licensing between provinces be standardized?

5) Is it possible to have a one stop shop or information source immigrants could access before proceeding with immigration, that would provide:

- Information or assessment of skills,
- Steps or directions towards acquiring some standards equivalent to those recognized by Canadian Employers
- Institutions he should enroll in for upgrading or any online courses available
- Time duration of the courses and money required
- If possible some information on the provinces where his skills would find job market.

Bridge To Your Future Project
Interviewing for Predictors - Service Providers

Name: _____ Phone: _____ Date: _____

- 1) How long have you been in Canada?

- 2) Why did you come to Canada? (type of immigration)

- 3) What did you do to prepare to come to Canada?

- 4) What is your training and work experience in your home country?

- 5) Have you found work in Canada? Yes ___ No ___
If YES - what kind of work?

Is that work related to your training?

What did you do to find your job?

What help did you have?

Did you use the internet at all to help you?

If NO - Tell me about your experience in trying to gain employment.

What has been difficult for you in finding work?

- 6) What kind of help do you need to get work here in Canada in your occupation?

Thank you for your time and for sharing your story with me.

Interviewer Predictor Assessment Sheet

Which predictors did individual identify during interview as relevant for them?

- 1) ___ Level of prior preparation before immigrating to Canada including all aspects of transition
- 2) ___ Ability to navigate systems for:
 - recognition of qualifications and Prior Learning Assessment
 - regulatory professions, licensing bodies and trades
- 3) ___ Labour market specific language proficiency (spoken and written)
- 4) ___ Knowledge of labour market issues
 - How to determine the demand for their skills/profession in BC and/or their community, where the jobs are and who is hiring
 - How to research occupational information: what your previous position may be called in Canada, requirements in Canada for your occupation, what other positions are related to your previous work
- 5) ___ Canadian work experience (workplace practice) including volunteer work
- 6) ___ Knowledge of job search strategies in Canada
 - How to apply for work
 - How to approach employers/market yourself
 - Networking skills, ability and motivation to meet new people
 - Existing links to employers/cultural communities
- 7) ___ Awareness of community resources - language training, career management, qualification assessment, skills upgrading, settlement supports, cultural orientation
- 8) ___ Awareness of cultural norms - social, workplace, business practices, volunteer work
- 9) ___ Computer literacy (both before and after immigrating)
- 10) ___ Health - emotional, physical, mental
- 11) ___ Gender
- 12) ___ Personal resources - Income and ability to pay for upgrading and services/credential process
- 13) ___ Other

Predictors - of the system to accommodate skilled immigrants

- 1) ___ Universality of access to accurate information about immigration process, government initiatives related to skilled immigrants (internet portal) and reality of cultural challenges
- 2) ___ Availability of and access to bridging programs
 - Labour market specific language training
 - Assessment of qualifications and technical skills
- 3) ___ Availability of and access to specific post-secondary training/upgrading courses, as market demands - rather than redoing whole degrees/diplomas including trades training/apprenticeships
- 4) ___ Flexibility of regulatory professions, licensing bodies and trades organizations
- 5) ___ Supply of employers who value diversity and have equity approach to employment (employers of choice)
- 6) ___ Availability of advocates who are familiar and up to date with services and processes
- 7) ___ Availability of local career support counselors specializing in immigrant issues
- 8) ___ Availability of mentor programs
- 9) ___ Availability of work placements to gain Canadian work experience
- 10) ___ Global competition for skilled workers (Europe and Germany, Alberta and Ontario)
- 11) ___ Availability of pre-immigration skills testing - Canadian Embassies
- 12) ___ Other

Interviewing for Predictors - Service Providers

Contact: _____ Agency _____

Phone _____ *involvement in EASI initiative

Skilled Immigrant - people whose education and work experience will help them find work and make a home for themselves as permanent residents in Canada.

- are people who may become permanent residents because they have the ability to become economically established in Canada.

- people who have attained credentials, skills, knowledge and experience outside Canada

Description of project:

a) To develop a tool for skilled immigrants to assess their readiness to attach to the level labour market using a set of online assessments already in existence.

(E.g. occupational language proficiency, qualification recognition, level of Canadian work experience, ability to navigate the system, ability to pay or access funds to acquire assessments and licenses, ability to access training/upgrading and level of network and employer connections).

b) Test this tool with service providers, skilled immigrants, educators, and employer groups to ensure it effectively assesses employment readiness.

c) Create support matrix for client to access a range of community/employment assistance programs available in the Fraser Valley - specific to needs of skilled immigrant in those areas

d) Creation of a Passport to Work - personal summary of the assessment process and the steps needed to become part of the labour market. A one-page document that incorporates goals and an indication of how each goal would be reached. This passport would be given to employers/career counselors etc to give clear picture of where client is in terms of all these assessments - to avoid continually redoing assessments.

1) What percentage of your students/clients would be considered skilled immigrants?

2) What are the key predictors of successful attachment to the labour market for the skilled immigrants you come in contact with?

3) What assessment tools do you use to determine English proficiency and placement in English classes?

4) Are you familiar with any assessment tools online for english language proficiency?

4) Do you use any other online assessments for any of the other predictors?

5) Is it possible to talk to ESL students or settlement clients to get their perspective and test the tools resulting from this project - either individually or in a focus group session?

Bridge to Your Future
ESL Focus Group Session
12:00 - 1:30 p.m.

- 1) Introduction of Facilitators
- 2) Introduction of Participants
- 3) Introduction to the Project
- 4) Participants - round robin - questions on whiteboard
- 5) Focus group questions
- 6) Closing - Follow up with tool testing

Question #1

What is difficult about finding work in Canada for skilled immigrants?

Question #2

What do you need to know about Canada to fit into the workplace?

Question #3

What steps do you need to take to be prepared to find a job in your occupation?

Questions #4

What do you need to learn or skills do you need develop to get into the workplace?

Questions #5

What is the best way to look for a job in Canada?

Question #6

Where do you go to get help to find work?

Question #7

What other services would be helpful for you to find work?

Closing

Thank you for your participation, your insight and your suggestions. The next phase is to create this tool kit and then I will need people to try it out. If you would like to be involved in the next phase, please sign your name and phone number and email on this sheet.

IF YOU WOULD LIKE TO BE INVOLVED IN THIS PROJECT FURTHER, PLEASE WRITE YOUR NAME AND I WILL CALL YOU.

NAME

PHONE#

EMAIL

ESL FOCUS GROUP
ABBOTSFORD COMMUNITY SERVICES
May 18, 2004

Do you know a skilled immigrant who has come to Canada and cannot find work in their occupation?

What has their experience been?

This project is intended to help skilled immigrants prepare before they come to Canada, to find work in their occupation.

I am working on developing a web site for skilled immigrants to use to help them do understand the challenges they will face when they come to Canada and try to find work.

I have the information to go on the web site all ready, but I need to try it out with immigrants to see if it is useful, and easy to use. It is not a web site yet - it is still a document on the computer.

What I am asking from you today, is to look at the information, and answer some questions on this form. The document is 26 pages long so I will ask you to work in pairs - and just look at part of the document - not all. Each section has active web links. Read the information and click on the web link to see if it works and if it gives you useful information.

ON BOARD

Everyone looks at pages 1 - 5

1 pair - English assessment p. 6 - 11

1 Pair - Labour Market p. 7 - 15

1 Pair - Credentials p. 15 - 20

1 Pair - Job Search -p. 20 - 23

1 Pair - Community Resources and Canadian Culture p. 23 - 26

Handout forms - 1 person writes answers

Make as many comments as you like - all your ideas are helpful.

1 hour

Transportation Fee Record
Bridge to Your Future Focus Group
May 12, 2004

- 1) I _____ received \$10.00 for transportation to participate in the Focus Group. _____

- 2) I _____ received \$10.00 for transportation to participate in the Focus Group _____

- 3) I _____ received \$10.00 for transportation to participate in the Focus Group. _____

- 4) I _____ received \$10.00 for transportation to participate in the Focus Group. _____

- 5) I _____ received \$10.00 for transportation to participate in the Focus Group. _____

- 6) I _____ received \$10.00 for transportation to participate in the Focus Group. _____

- 7) I _____ received \$10.00 for transportation to participate in the Focus Group. _____

- 8) I _____ received \$10.00 for transportation to participate in the Focus Group. _____

- 9) I _____ received \$10.00 for transportation to participate in the Focus Group. _____

- 10) I _____ received \$10.00 for transportation to participate in the Focus Group. _____

APPENDIX 3

PROJECT RELATED MEETING AND CONFERENCE AGENDAS



COMMUNITY
FUTURES
DEVELOPMENT
CORPORATION

**Invites you to
attend.....**

**A day long Seminar
On
Foreign Credentials – A New Perspective
Thursday-May 20th, 2004
Abbotsford Exhibition Park
Legacy sports center
Banquet Room
Abbotsford, BC
8:30am – 2:30pm**



**Employers, Educators, Skilled Foreign Trained Immigrants/Professionals
and**

**All those concerned with shortage of skilled workforce and jobs
All those who wish to facilitate credentialing foreign skills
Come and add your voice to finding a solution to the shortage of
professional and skilled workforce in BC.**

Your inputs are precious

**Your involvement at this conference will directly influence government policy
makers about processing and preparing foreign trained skilled immigrants and
professionals for the Canadian workplace.**

Register by fax to community futures at 1-604-826-0052

**For further information Call Karen Laing at 1-888-826-6252 (toll free)
604-826-6252 (Mission Abbotsford)**

Register Today Space is limited!

Sponsored by:

**Ministry of Community, Aboriginals and Women Services
International Qualifications Program**