



**NUNAVUT
COMMUNITY & DISTANCE LEARNING
ABE**

PROGRAM REPORT

**055
Getting Ready for Employment and Training**

Start Term: No Specified Start Date
End Term: No Specified End Date
Program Status: Approved
Action Type: N/A
Change Type: N/A
Discontinued: No
Latest Version: Yes



Program Details

055 - Getting Ready for Employment and Training

Start Term: No Specified Start Date

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Program Details

Code

055

Title

Getting Ready for Employment and Training

Start Term

No Specified Start Date

End Term

No Specified End Date

Total Credits

0.00

Institution

Nunavut

Faculty

Community & Distance Learning

Department

ABE

General Information

Eligible for RPL

Yes

Description

This program has been developed in partnership with the Nunavut Department of Family Services specifically for income assistance recipients. This program will enable participants to:

- Develop and enhance their employability and job search skills, including on topics related to workplace ethics
- Develop the essential skills of reading, writing, numeracy, and document use required for a variety of entry-level occupations and community contexts
- Develop basic computer literacy skills including using MS Word, email, and using the Internet for research
- Create a prior learning portfolio that identifies and provides documentation of their transferable skills, personal strengths, and skills, knowledge, and attitudes.
- Reflect on their personal and career goals, and identify learning and career opportunities
- Create an up-to-date resume and cover letter
- Gain a better understanding of the nature of work and employers in Nunavut by participating in, and reflecting upon, a mentored job experience

The course culminates with students participating in a 2 week work placement.

Inuit Qaujimaningit



Inuit knowledge is integrated into this program in the following ways: This program will explore the idea of work within the frame of Inuit traditional values and practices. The program includes the concept, development, and practice of *Inuruqsainiq* (creating an able human being). It will also enable students to explore different ways of knowing and being—traditional, local and oral tradition – through the ethics and practices of working with elders. This program explores the idea of the history of work in what is now Nunavut including Inuit history, experiences, historical gender roles, traditional teaching and mentoring practices, traditional and modern parenting skills, as well as self-care then and now. Students engage as active members of the learning experience. Opportunities for practice, application and reflection will be provided. As this course develops skills in a task-based approach, the Inuit principle of *Pilimmaksarniq/Pijariuqsarniq* (development of skills through observation, mentoring, practice, and effort) will be the approach used with students. Skills development takes a spiral approach, enabling students to come back to practice and master concepts. Rather than focusing on the one way to solve problems, students will be encouraged to use their resourcefulness to do so. This will be possible with a focus on functional, purposeful tasks, enabling students to practise.

Career Opportunities

This program provides skills development toward possible entry-level employment in Nunavut. The task-based courses make use of actual documents found in workplaces and throughout the communities. Completion of this program will enable graduates to possibly find employment as entry-level office assistants, or other entry-level positions which require skills in level 2/3 document use and level 2/3 numeracy.

Program Learning Outcomes

Upon successful completion of this program, the student will be able to:

Apply communications skills to read a variety of documents found in entry-level workforce and in the community-at-large and demonstrate an ability to communicate in writing, with an emphasis on applying writing skills to functional tasks such as completing forms and writing emails;

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Apply numeracy skills in using a variety of graphs, charts, and invoices found in entry-level workforce and in the community-at-large, as well as an ability to work with data, money and measurement in authentic ways;

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Describe the concept and practice of *Inuruqsainiq* (creating an able human being), as it relates to work and the value of work in our communities;

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Compare the concept of work through three periods of Nunavut history: traditional camp life, colonial period, and modern society;

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Apply a familiarity of computers to use word processing to create a variety of basic documents, and use the Internet for research;

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Create a prior learning portfolio that identifies and provides evidence of the skills, knowledge, and



attitudes that they have learned from all areas of their lives;

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Identify a range of career options and college programs, articulating their areas of interest with consideration for overcoming challenges; and,

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Exhibit an ability to work with a workplace supervisor to complete a range of duties associated with an entry-level work placement.

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Program Delivery Model

Classroom

Admission Requirements

Adults with significant learning from work and experience may be eligible for credits toward this program through an RPL assessment process. Adults should be assessed for ABE 120 placement for entry into this program.

Selection Process

English Assessment Testing| Inuktitut Testing| Math Assessment Testing

Practicum or Work Experience

The student is introduced to a workplace environment within a particular field for a minimum of 75 hours and a pass mark of 60%. Knowledge of that field and career choice is enhanced through active participation in the practicum placement. The student is supported by a workplace supervisor who will consult with the course instructor. Evaluation of the student's performance is provided through a performance report completed by the placement supervisor, and a practicum journal that is submitted to the instructor.

Credential

Certificate

Length of Program

Degree

Length of Program

Diploma



080-144 Career College 130/140 60 hours

085-110 Job Experience 90 hours

Electives

Electives

Course Descriptions

Course Descriptions

085-001 ES Communications 1

The goal of this course is to enable students to develop the Essential Skills of reading text, document use and writing required for a variety of entry-level occupations and community contexts. *Communications 1* will take an Essential Skills approach to literacy development. It will focus on the skills workers and community members use, as well as the ways in which they use these skills. The course will draw on authentic texts and tasks students are likely to encounter at work and in the community. The context of life and work in Nunavut will form the foundation for literacy skills acquisition. The course will familiarize students with a variety of documents and texts and help them apply their skills to real-life tasks. Students will develop their abilities to communicate in writing, with an emphasis on applying writing skills to functional tasks such as completing forms and writing emails.

085-003 ES Numeracy 1

The goal of this course is to enable students to develop the Essential Skill of numeracy required for a variety of entry-level occupations and community contexts. Numeracy 1 will take an Essential Skills approach to developing math skills. It will focus on the skills workers and community members use, as well as the ways in which they use these skills. The course will draw on authentic tasks students are likely to encounter at work and in the community. Math operations will be taught in the context of completing authentic activities. The context of life and work in Nunavut will form the foundation for numeracy skills acquisition. The course will familiarize students with the ways in which numeracy is used to complete tasks. Students will learn to identify the math operations demanded by tasks alongside calculations skills. Students will develop abilities to work with data, money and measurement in authentic ways.

079-210 Portfolio Development

In the Portfolio Development course, learners will work to create a prior learning portfolio that identifies and provides evidence of the skills, knowledge, and attitudes that they have learned from all areas of their lives. This will be accomplished by reflecting on formal and informal education experiences related to all areas of life, including family, community, land, traditional activities, work experiences, and education/training. Portfolio documentation will vary from learner to learner, depending on their specific life experiences, but it usually includes narratives, samples of work, photographs, transcriptions of oral commentary, certificates, letters of reference or verification, and other presentations of information about learners' life experiences.

080-321 Introduction to Computers



This course provides an introduction to computers, with a focus on word processing and using the Internet. Unit 1 helps students understand the history of the modern computer and how the components of a computer system function. Unit 2 emphasizes skills students must learn in order to navigate the particular operating system they are using. Students learn how to start the computer, discover the parts of the desktop, and learn mouse skills. Unit 3 introduces students to word processing and creating a document. Unit 4 introduces students to the most widely used resource available today, the Internet.

080-144 Career College 130/140

The primary focus of Career/College 130/140 is career exploration and job preparation skills. This includes skill building in the area of teamwork, the development of an educational action plan, and the identification of strategies for overcoming barriers which may be encountered in a work or higher education setting. Learners are encouraged to develop career skills that will be useful to them throughout their lives.

085-110 Job Experience

Participants will explore the nature of work, both paid and unpaid. They will have 60 hours spent in gaining experience working in both the paid and unpaid labour markets. The nature of the work experience will be determined in consultation with the instructor and may include simulated group business, volunteerism, and work placements.