



Enhanced Language Training
Office Administration, Financial, Educational or Health Services
restartdurham.ca
Durham Continuing Education
120 Centre St. S, Oshawa, ON L1H 4A3
www.dce.ca Phone: 905-436-3211



Dear Community Partner:

I am writing to you on behalf of Durham Continuing Education to request your assistance in promoting our **Enhanced Language Training** program to newcomers to Canada.

Please note: We have recently revised our program by adding a new Office Administration sector and an extended 8 week work placement/mentorship.

Please find ELT Information Sheets and an ELT Application Form attached.

Program Description

Durham Continuing Education offers a 16-week Enhanced Language Training program designed to assist internationally trained professionals in four sectors: **office administration, financial, educational and health services**. The program provides 8 weeks of in-class, higher level English language training (Canadian Language Benchmark (CLB) levels 6 to 8) and job-specific language training. During the final 8 weeks of the program, students complete a bridge-to-work component through internships or mentoring in their career fields. ELT is funded by Citizenship and Immigration Canada and there is no cost to the candidate.

Who is Eligible?

The ELT program is available to newcomers who are permanent residents, convention refugees or protected persons. The ELT program is ideal for internationally trained secretaries, teachers, educational assistants, nurses, doctors, bankers, accountants, etc.

Program Dates

Our program is being offered in three separate sessions and students may enroll in one or all sessions. Sectors offered will vary depending on sessions. *Schedule is subject to change.*

Session 1 Schedule: **Monday, April 20, 2009 – Friday, August 14, 2009**

Session 2 Schedule: **Monday, September 14, 2009 – Wednesday, January 20, 2010**

Session 3 Schedule: **Monday, November 16, 2009 – Tuesday, March 30, 2010**

The program will be delivered at Durham Continuing Education - E.A. Lovell, 120 Centre Street South, Oshawa. Classes are scheduled from 8:30 am – 2:00 pm.

ELT Information Sessions

Individuals who would like to apply to, or who would like more information about, the program are encouraged to attend one of the following information sessions:

Tuesday, March 24

Tuesday, April 07

Wednesday, August 12 - Oshawa only

Wednesday, September 02 - Oshawa only

Tuesday, October 20

Tuesday, November 03

E. A. Lovell Centre

120 Centre Street South

Oshawa, ON L1H 4A3

10:00 AM – Room 118c

Durham Continuing Education

1400 Bayly Street, Unit 1

Pickering, ON L1W 3R3

1:00 PM – Room 4

Available Assistance

On-site child-minding is available to ELT candidates during in-class sessions and assistance for daycare funding is available during the internship (bridge-to-work) component. Financial assistance with transportation costs to school and placements is also available to ELT candidates.

You may have clients who would benefit from the program. To assist you in better serving your clients, I have included informational materials. Please visit www.restartdurham.ca for details.

Thank you.

Lisa Seabrook

Enhanced Language Training, Program Coordinator - Durham Continuing Education
(905) 440-4488; lseabrookspecializedlanguage@gmail.com

ELT Information and Application Package 2009-2010



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What is Enhanced Language Training (ELT)?

- Enhanced Language Training assists newcomers to Canada who are internationally trained in office administration, financial, educational or health services to develop language skills and gain experience in their field with in-class instruction and bridge-to-work internships or mentoring.
- Eight weeks of in-class sessions followed by up to eight weeks of internship.

Who can apply?

- Internationally educated and trained workers in office administration, financial, educational or health services.
- Those with higher levels of English – Canadian Language Benchmark (CLB) of 6 or higher.
- Permanent Residents of Canada, Landed Immigrants, Convention Refugees and Protected Persons.

Where are the classes held?

- In-class sessions are held at the E.A. Lovell Centre for Durham Continuing Education - 120 Centre Street South, Oshawa.
- Classes are scheduled for eight weeks Monday to Friday. Sessions consist of sector-specific instruction for office administration, financial, educational and health services candidates as well as a combined English language class.
- An eight week bridge-to-work placement is selected to best match the education, skills and experience of the individual candidate.

What will candidates learn?

- Through bridge-to-work placements or mentoring, candidates gain Canadian experience working in their sectors.
- ELT helps to upgrade English language and employability skills as well as competitiveness in the labour market.
- Candidates in the financial services sector will learn financial terminology, numeracy, and banking and finance ethics and culture.
- Candidates in the office administration sector will receive computer training and learn about workplace culture and communication, administrative terminologies, telephoning and business writing.
- Candidates in the health services field will learn about health services terminology, interpersonal communication, and regulated professions.
- Education candidates focus on subjects such as learning theories, assessment and evaluation, and behaviour management.
- Combined classes help candidates with job search, cultural and workplace issues.

How much will it cost?

- There is no tuition for the program.
- Criminal Information Request and Medical Clearance have a minimal cost.
- **Child-care and transportation assistance is available for eligible candidates.**

Checklist

- Complete an ELT application form
- Attend an Enhanced Language Training information session.
- Meet with the Coordinator for an interview
- Complete an English Proficiency test showing a CLB of 6 or higher
- Provide a satisfactory Criminal Information Request with Vulnerability Sector Screening – cost of \$20.00 (for volunteers), obtained at a local police station with two pieces of photo identification. It may take six to eight weeks so start the process as soon as possible.
- Submit the receipt for Criminal Information Request to show that you have started the process.
- Medical Clearance to be completed by your doctor. The cost varies depending on the physician.

When does the program start?

- Full-time classes begin in April, September and November 2009.
- Candidates can begin the application process at any time.
- Space is limited – contact us today!

To apply or for more information:

ELT Coordinator
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Immigration Canada** **Citoyenneté et
Immigration Canada**



OVERVIEW OF THE ELT PROGRAM
Durham Continuing Education
Enhanced Language Training (ELT)
Office Administration, Financial Services, Education and Health Care
restartdurham.ca



Durham Continuing Education (DCE) continues to provide a program that develops and delivers job-specific language upgrading to internationally trained workers (ITWs) in the **Office Administration, Financial Services, Health Care and Education** sectors. This program is funded by the Federal government.

The Enhanced Language Training (ELT) program includes an internship in the appropriate sector. DCE has both the proven capacity and expertise to provide these services, which were previously unavailable in Durham Region. The target group for the ELT program is skilled immigrants who wish to enter the Canadian workforce in the office administration, health care, education or financial sectors but who lack the needed higher levels of English and job-specific language skills.

Immigrants from one of these sectors who have already achieved a minimum Canadian Language Benchmark (CLB) Level of 6 will be considered for this program. The main objective of the program is to design and deliver enhanced language training for up to 180 clients over the length of the project.

PROGRAM START DATES

Session 1: Monday, April 20, 2009 – Friday, August 14, 2009

Session 2: Monday, September 14, 2009 – Wednesday, January 20, 2010

Session 3: Monday, November 16, 2009 – Tuesday, March 30, 2010

Internship: DCE and community partners have developed a community strategy to both increase the participation rate of recent immigrants in the Region's labour market and to increase opportunities for skilled immigrants to find employment relevant to their professional training, education and experience. ELT's Internship component is comprised of up to 8 weeks internship/mentoring experience for students so they can gain Canadian experience in their fields.

Program Development: included designing a language-training curriculum at Canadian Language Benchmark (CLB) levels 6-10, with components for sector-specific language training in education and health-care.

Program Delivery: includes a language-training component, which is divided into the following sections.

A common section of ELT includes:

A common section of ELT focuses on improving the candidates' overall communicative competence in the workplace, including a special emphasis on pronunciation and colloquial expressions.

Sector-specific language includes:

Sector-specific language training includes specialized curriculum, which focuses on improving students' effective communication skills in their respective sectors. Topics include learning about the "culture" of the Canadian workplace, the expectations of employers and job preparation.

Following the eight-week language-upgrading course, eligible candidates will be able to apply for either a mentorship or an internship. An internship/mentorship coordinator will recruit placements and/or mentors, and make appropriate recommendations for placements.

DCE has established objectives:

- ◆ 80% of the candidates in the project who complete the Enhanced Language Training initiative will have obtained related jobs in one of the sectors within 3 months of the end of the project, and will have retained these jobs at the end of twelve months
- ◆ 80% of our candidates will improve by one CLB Benchmark level in the four skill areas at the completion of the three-month program

Transportation and child minding assistance will be available to all participants to eliminate as many barriers as possible and eliminate gender bias. Ongoing career counseling will be provided.

Why is DCE doing this?

Recent immigrants are often among the most educated and skilled members of our community, yet they often experience higher levels of underemployment and unemployment than the general population. This is a product of both a lack of English proficiency and Canadian cultural experience. The most recent Durham Labour Market information based on the 2001 Census supports the need for this proposed ELT initiative. Immigrants in Durham Region report larger shares in the highest educational attainment category than all other cohorts of the population, with 42.7% of all immigrants in the Region having a university education (up from 25.3% in 1996) (Statistics Canada, 2001 Census). This data supports the identified trend in ESL and LINC classes towards immigrants having higher levels of English skills and also their desire and ability to move through the language levels more quickly.

Despite higher levels of education, in 2001, immigrants exhibited the second lowest level of labour market participation in the Durham Region (67%) after women (Statistics Canada, 2001). In 2001, immigrants exhibited the second highest unemployment rate, after youth, at 11% - compared to 6% average for all cohorts in the Durham Region (Statistics Canada, Census 2001).

The workforce in Durham Region is an aging one. Between 1996 and 2001, paraprofessional occupations including those in education services, experienced a 259% increase in the proportion of workers aged 55 years and older. Technical and skilled occupations in health services experienced a 250% increase in the same cohort (Durham Region Local Training Board, 2004).

The need for health services has been expressed in recent findings:

“One of the most significant labour force development issues we face in our region is to address the shortage of health care practitioners, including nurses. This trend will continue as our population continues to age and to grow, placing further demands on our health care system” (Durham Region Local Training Board, 2005: Foreword)

The **restartdurham.ca** Enhanced Language Training program seeks to bridge the gap between the underemployment of skilled immigrants and the growing need for their skills by providing quality language training and an opportunity to gain Canadian work experience.

How can your organization help?

- ◆ provide expertise to help develop criteria for the candidate selection process
- ◆ provide input to the sector specific language training (provide terminology of the workplace)
- ◆ provide an authentic overview organization’s needs
- ◆ provide access to trained professionals and paraprofessionals
- ◆ preview the skills and talents of the candidates for a potential internship placement and/or mentorship
- ◆ provide internship placements to support authentic learning for the candidate
- ◆ participate in the economic sustainability of Durham Region

Successful candidates could benefit the human resources in your organization.

Contact Us:

DCE Management Team for Enhanced Language Training Initiative
Al Bender, ELT Project Manager 905-440-4519
Lisa Seabrook, ELT Project Coordinator 905-440-4488

References

1. Statistics Canada, Census 2001.
2. Durham Region Local Training Board [Prepared by: Regional Analytics] (2004) A Profile of the Labour Market in the Durham Region Local Training Board Area. Online: http://www.localboards.on.ca/top_reports/census_profile/Durham_Region_Profile_2001.pdf. Accessed on February 10, 2006.
3. Picot, Garnett, 2004 “The Deteriorating Economic Welfare of Immigrants and Possible Causes.” Analytical Studies Research Paper Series No. 222. Catalogue No. 11F0019MIE. Ottawa: Statistics Canada.



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Application Form

PART A: INDIVIDUAL INFORMATION

Name: First _____ Last _____

Gender: Male Female

Date of Birth: _____ / _____ / _____
(year) (month) (day)

Address: Street and Apt No. _____

City _____

Province and Postal Code _____

Telephone #: Home _____

Cell _____

E-mail: _____

Emergency Contact: Name _____

Telephone # _____

What is your country of birth? _____

What is your first language? _____

What other languages do you speak? _____

When did you immigrate to Canada? Month _____ Year _____

What country did you emigrate from? _____

Are you currently working in Canada? Yes/No _____

If yes - What company are you working for? _____

What is your status in Canada? Permanent Resident

Landed Immigrant

Convention Refugee

Canadian Citizen

Other _____

Language Assessment

a) Have you had an English language proficiency test done in the past six months? Yes / No

Transportation

How will you get to class each day? (i.e., bus, car, walk, etc.)

Child Care

a) Do you have children who will need child care while you are in the program? Yes / No

b) If yes, please list the number of children and their ages.

Availability

a) **Are you able to attend full-time classes Monday to Friday for 8 weeks?**
Yes / No

b) **The bridge-to-work employer will determine the hours of the internship.**
Do you have any restrictions on when you would be available?

How did you learn about the Enhanced Language Training program?
(i.e., website, local paper, friend etc).

What is your job-specific training in? (i.e., Nurse, Teacher, Banker, Secretary, etc.)

- Health Services _____ (go to Part B, page 4)
- Financial Services _____ (go to Part B, page 4)
- Office Administration _____ (go to Part B, page 4)
- Education _____ (go to Part C, page 6)

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PART B:

FOR FINANCIAL; OFFICE ADMINISTRATION; HEALTH CARE WORKERS ONLY

What is your professional sector? (Check one)

Financial Services

Office Administration

Health Care

What is your full educational background? (Check all that apply)

Degree Diploma Certificate M.D

PhD Masters Other _____

Name of Degree(s)/Diploma(s)/Certificate(s)/Other

Describe your experience and qualifications.

In which country did you complete your education and training?

How long have you worked in your sector *outside* of Canada?

**What area of your sector would you like to focus on?
Please describe in detail.**

What occupation would you like to have in Canada?

Are you currently working in your preferred field? Yes / No

If yes – What is your job? _____

If *no* - How long have you been in Canada *without* working in your field?

Have you applied for certification/registration for your profession in Ontario?

Yes / No

If yes - When did you apply? _____

Were you accepted? Yes / No / Do not know

Please indicate in which job field, organization, location etc. you would like your internship:

PART C: FOR EDUCATIONAL WORKERS ONLY

What is your full educational background?

Bachelor's Degree Teaching Degree Other

Name of Degree(s)/Diploma(s)/Certificate(s)/Other

What qualifications do you have?

Teacher

Early Childhood Educator

Educational Assistant

Other

If other, please describe _____

What area of education would you like to focus on (Check all that apply)?

Elementary
Grades

K-3

4-6

7-8

Secondary
Grades

9-10

11-12

Please describe in detail - for example, grade level, age group and subject.

In which country did you complete your education and training?

How long have you worked in the education field *outside* of Canada?

What occupation would you like to have in Canada?

Are you currently working in the educational field? Yes / No

If yes – What is your job?

If *no* - How long have you been in Canada *without* working in the educational field?

Have you applied for certification/registration for your profession in Ontario?

Yes / No

If yes - When did you apply? _____

Were you accepted? Yes / No / Don't know

Please indicate in which job field, organization, location etc. you would like your internship:
