



LONDON COUNCIL FOR ADULT EDUCATION

Galleria Postal Outlet • P.O. Box 23174, 355 Wellington St. • London, ON • N6A 5N9
Serving Adult Learners Since 1945

General Meeting

Pathways Skills Centre

8th March 2016

7 Members attended the meeting:

Amanda Burdick
Alison Sims
Donna Moore
Matthew Routliffe
Sherry King
Eleanor McAlpine
John Mombourquette

Guest Speaker(s):

Jerry Colwell – Director of Client Services, Pathways

Topic: *Programming at the Pathways Skills Campus*

Speaker Notes

Jerry Colwell – Director of Client Services, Pathways

*See *Appendix* for Pathways brochure

- Moved into this Centre about 3 years ago from Dundas
- Range of services: Employment Counseling, Employment Action Plans, Job Search Workshops, Mock Interviews etc.
- 2004/2005 expanded into Construction Technologies and training, Light Industrial training
- 3 years ago started offering Administrative and Clerical training
- In possession of x2 forklifts, a training dock, lots of hands on training (8 weeks), dealing with soft and hard skills, health and safety, certification in forklift and fall/arrest, First Aid/CPR, WHMIS, transportation of dangerous goods, one week co-op
- After 8 weeks participants have the ability to create a resume almost out of thin air with all of this training
- Construction Training – classroom and hands-on working area for 9 weeks with one week of co-op, (hands-on), learning the fundamentals basics of construction, framing, drywall, flooring, pulling wire, putting on siding, shingles etc., working at heights training (much more involved/extensive than fall/arrest training), WHMIS, etc., learning to measure twice and cut once
- These programs are very attractive to those under 30, doesn't have same restrictions for previous education and criminal record checks, less constraints which allows them to work with other youth programs like YOU
- Property Maintenance Training – 8 weeks, custodial training, lots of hands on – mostly churches that they go out to, mixing of chemicals, safety and PPE are a staple of all programs here at Pathways Skills Campus, participants come out understanding Occupational Health and Safety, one week co-op at end, good employment rate coming out of those co-ops, look for Grade 12 equivalency – there is a test that can be written for this, more strict with criminal record checks
- Administrative and Clerical Training – 12 weeks, 2 week co-op, learning MS Office (basics, mail merges, formulas in Excel, etc.), ins and outs of email and Microsoft Outlook as an organizational tool, first level basics of Firstly Accounting, lots of time talking about organizational culture and office etiquette, 2nd week of program participants go to Marks Work Warehouse or Winners to get

office appropriate attire after having some 'dress for success' training, from that point on they are expected to come in to class as if they were in the working environment, each participant also spends some time at reception at the Skills Centre, as with all programs emphasis on both hard and soft skills

- Job Developers help with placements, at end of 12 weeks there is a graduation
- Around 70% employment rates from all programs
- Also have a number of 'one off' certifications – Forklift Course (at the Ontario Truck Driving school you have 4 or 5 hours in class with one hour of driving – at Pathways they spend much more time driving the forklifts, especially for those who are new to it)
- Also offer First Aid, Transportation of Dangerous Goods, Working at Heights as well as Fall/Arrest
- One-off courses – information can be attained by calling the centre
- Grade 12 equivalency requirement for all programs except construction
- Funding – if participants are not approved by OW they do everything that they can to find funding for them, ex. they have a plan where participants sign a contract stating that once employed they will slowly pay back a portion of their training costs monthly
- How do clients get to you? Predominantly through case worker referrals through OW contracts (70-75%), remainder are largely through other agency referrals

2016 Learner Awards Update:

- Alternative venue due to renovations at LPL
- Secured Wheable auditorium, classes run until 3:20 so ceremony postponed until 5:00pm, evening ceremony this year, serving more in terms of food as this will be over the dinner hour (sandwiches, etc.), same agenda
- Granted cafeteria access for networking event after
- Nominations request going to be sent out over the next few weeks
- Date of event: Thursday, May 12th – hoping for 5:00pm start time, ceremony to end around 7:00pm and to be completely wrapped up/cleaned up by 8:00pm
- Anyone who is available to help with the set up please contact the LCAE Executive Members

Agency Updates

- Sherry (LEHC) – Friday 13th – Mocha Shrine Centre – Refueling the Fund Putting a Face on Poverty – fundraiser event – silent auction and dinner – invitations will be sent out, \$50 per ticket
- Toastmaster world – it is contest season! They have four a year, two at this time and two in fall, undertaking an evaluation contest where people are judged on their ability to give meaningful feedback to a speaker they are hearing for the first time – also International Speech Contest – stories to be on inspirational side
- Degree Credit world – UWO – planned for two focus groups with mature students this month, chance to sit down and ask people about how their experience is and get some feedback, previously used surveys over the years but this focus group will allow them to attain more meaningful information
- Students Aged Gracefully through Experience – SAGE, Donna will send out more information about this
- LLSC – very involved in poverty reduction right now, approved in 2015 for some funding – working with clients currently on OW or ODSP – trying to give them the wrap around supports that will support them through apprenticeship – three targets populations – people with disabilities, immigrants (5 or more years and on OW), young single males (18-29), already put three people through initial intake process, helping them find employers with help of partner agencies, this is a three year project with a goal to put 60 people through by the end of the third year and have them gainfully employed through the trades
- LLSC – hosting a poverty NON-simulation (as opposed to simulations where they set up mock services around room and each provider is given a client scenario to try to find the way through the

services that OW participants navigate everyday) – this session from LLSC will have some similar elements – service providers will be given client scenario and then there will be discussion about how to best serve that client - April 21st (\$25 for cost of venue/snacks – morning session, ex. 9-12:00pm) it will be at Liuna (Clarke and Gore Road area)

- Bridges Out of Poverty session scheduled for April 30th – changed to June 3rd email Amanda if you would like more details
- April meeting for LCAE – previous plan to invite eight main Employment Service providers, in the interest of time and being year-end we have decided to focus on LEHC and their efforts and programs there
- Amanda Burdick – last day at work in late April – will be off for a year – anyone interested in potentially filling the role as LCAE Co-chair – the position will be open and official nominations will be addressed at the LCAE AGM

Membership Updates

- Received last of donation this year, Workforce Development Training Board – provided a generous donation to the LCAE

Meeting adjourned at 12:55pm

- Followed by tour of Pathways facilities

Appendix



Since 1989, Pathways Skill Development, a non-profit agency, has prepared individuals for meaningful employment. We are committed to offering industry specific training that provides learners with the skills needed to succeed in the marketplace. All programs are licensed by the Ministry of Training, Colleges and Universities (MTCU).

Pathways Skill Development & Placement Centre
239 Clarence Street (at Horton Street)
London, Ontario N6B 2J9
519-434-1521

www.pathways.on.ca



CHOOSE YOUR PATH




Training Programs

NEW SKILLS FOR A NEW CAREER.

Pathways' Skills Development Training programs utilize a combination of theory, practical training and co-op placement to ensure that participants have the best possible opportunity in a competitive job market.

{ Over 85% }
of our graduates
find work in their field!



“ There are not enough words to describe how much Pathways has helped me. I now have a new career and a new life thanks to their help. ”

Perry

Appendix



Comprehensive training programs prepare you for specialized work in the field of your choice. Participants gain experience in a hands-on learning environment, including a co-op placement, that teaches the precise skills and knowledge that employers seek.

►►► Light Industrial Training

Length: 8 weeks

Participants learn the essential skills needed to succeed in the warehousing and manufacturing industry.

COURSE CONTENT

- Warehouse procedures
- Forklift certificate
- Transportation of dangerous goods certification
- Quality assurance techniques
- Statistical process control
- Occupational health and safety
- WHMIS certification
- First aid / CPR certification
- Lock out / tag out procedures
- Basic fall protection certification

►►► Property Maintenance Training

Length: 8 weeks

Participants learn the critical skills that prepare them to work in the cleaning industry.

COURSE CONTENT

- Occupational health & safety
- Lock out / tag out procedures
- Office, restaurant & home cleaning
- Infection control
- Hospital & medical office cleaning
- Minor plumbing and electrical repair
- Cleaning machine operation
- WHMIS certification
- First aid / CPR certification
- Basic fall protection certification

►►► Construction Technologies Training

Length: 9 weeks

Participants learn about industry processes that will prepare them for entry-level employment in the construction industry.

COURSE CONTENT

- Occupational health & safety
- Construction measurement
- Hand tools & power tools
- Footings and foundations
- Framing, plumbing & electrical basics
- Drywall installation & finishing
- Building codes
- Basic fall protection certification
- WHMIS certification
- First aid / CPR certification

►►► Administrative and Clerical Training

Length: 12 weeks

Participants learn office and business skills in order to succeed in administrative roles.

COURSE CONTENT

- Business English, vocabulary and terminology
- Efficient communication skills
- Reception skills and multi-telephone skills
- Office procedures
- Office equipment
- Navigating through the computer and keyboard
- MS Outlook & MS Office
- Typing training
- Basic accounting / bookkeeping
- Social media skills

**{ Skills for the job, skills to get the job,
skills to keep the job, and an attitude
to change your life. }**



This course gave me the practical skills and confidence to go out and send resumes to get back into the workforce.

Chris