

SUCCEED in the Canadian Workplace

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What is SUCCEED?

A rigorous, highly effective, 60-hour employment preparation course with workplace language skills development.

In three 20-hour modules, unemployed, low-level language learners:

- ✓ develop essential workplace knowledge, language and skills
- ✓ receive individual and small group counselling and coaching
- ✓ gain confidence and motivation through real-life and workplace experiences
- ✓ earn digital micro-credentials for their achievements

Interpretation provided to support knowledge acquisition.

Designed by a former manager and practicing LINC instructor, with assistance from settlement staff specializing in employment and staff from the local employment centre.

Why SUCCEED?

Proven highly effective in motivating language learning and setting students on a path to employment.

SUCCEED graduates

- are learning leaders
- set the example for other newcomers as hardworking, motivated students
- have the best attendance and are active participants in LINC classes
- have employment goals

Making a difference:

Within 1½ years of SUCCEED, one young woman had completed CLB levels 3 and 4 and was accepted into a university preparation program. She is on her way to realizing her dream of becoming a nurse.

Elements of Success

Approach to course design

- **Perspective:** Views the students as strong, courageous, capable, resilient.
- **Collaborative:** Involves settlement workers, local employment centre, business owners, university and mental health care workers.
- **Needs-based:** Considers the needs of both local employers and students to ensure a practical, useful curriculum.
- **Clear expectations and accountability:** Includes specific, measurable requirements to earn work-related micro-credentials. Careful tracking of achievements and regular, supportive feedback is an integral part of the course.



Experiential

SUCCEED offers real-life experiences to build confidence, motivation and workplace skills.

Outside the class:

- ✓ Interact with employers at a Job Fair
- ✓ Observe client service and workplace standards
- ✓ Sell beverages and popcorn at the One World Festival
- ✓ Job shadow in the workplace of the students' choice and interact with employers and clients

In class:

- ✓ Sign work contracts
- ✓ Receive corrective feedback
- ✓ Participate in a performance review

Funded by:

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Practical, flexible curriculum

Module 1: READY

- The Value of Work
- Women and Work in Different Cultures
- Are You Ready to Work?/ Identifying Barriers
- Building Resilience/ Overcoming Barriers
- Organizing for Success
- Employer Expectations/ Cultural Differences
- Building Observational Skills
- Employer Feedback
- English for the Workplace

Module 2: SET

- Taking Initiative
- Teamwork Skills
- Managing Conflict
- Developing Observational Skills
- Job Market Mechanics/ Career Planning
- Exploring Career Options and Entry-Level Jobs
- English for the Workplace

Module 3: GO!

- Safety in the Workplace
- Client service
- Numeracy: Basic Math
- Handling Money at Work and Related Workplace Language
- Following Simple Directions
- Preparing to Meet the Employer
- English for the Workplace
- Workplace Experience

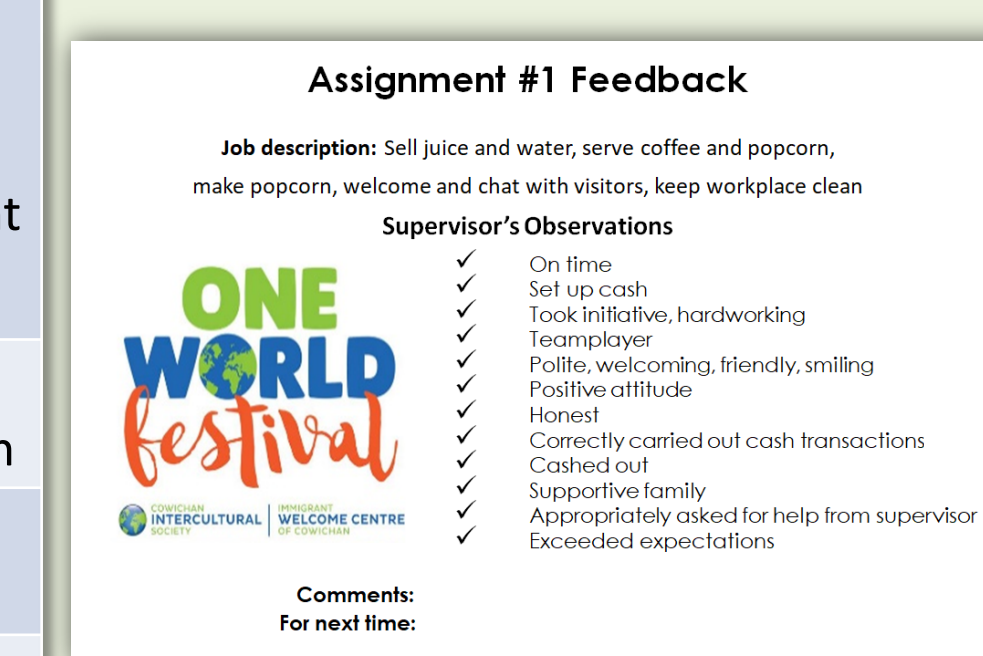
Micro-Credentials

Demonstrate student skills, achievements and work-readiness to potential employers. Highly motivational for students.

Includes evidence-based testing in:

- ✓ personal management
- ✓ personal presentation
- ✓ workplace knowledge
- ✓ English language and numeracy skills
- ✓ soft skills

Student Achievements	Micro-Credential
1. Attend all classes*	Personal management
2. Arrive on time to all classes**	
3. Remain in class until the class ends.	
Meet all dress and personal grooming standards established in class.	Personal presentation
1. Achieve at least 60% on all tests	Canadian workplace knowledge
2. Complete all assignments.	
Demonstrate:	Soft Skills
1. a willingness to learn	
2. an ability to get along with others	



SUCCEED in the Canadian Workplace	
Record of Achievement	
READY: Level One	
Student Name:	Date:
1. Attendance	★
2. Punctuality	★
3. Personal Presentation	★
4. Canadian Workplace Knowledge	★
5. Soft Skills	★

Grounded in best practices

Applies principles for good practice in undergraduate education¹:

- Encourages active learning
- Communicates high ^{and clear} expectations
- Encourages cooperation among students
- Gives rich, rapid feedback

Applies Portfolio-Based Language Assessment practices:

- Goal setting
- Real world tasks
- Regular, timely assessment and reflection

¹ Arthur W. Chickering and Zelda F. Gamson, 1987, Seven Principles for Good Practice in Undergraduate Education