

## **Facilitator Information**

### *for Workshops Intended to Ladder into the Douglas College SFSP Certificate program*

#### **Overview**

In 2021 Douglas College secured funding from ESDC's Office of Skills for Success (formerly Office of Literacy and Essential Skills) to update the existing Aboriginal Essential Skills Journey, Planting the Seeds for Growth course to reflect Canada's new Skills framework 'Skills for Success'. The final product called ***The Indigenous Skills for Success Journey, Planting the Seeds for Growth***, online course is available at no cost along with downloadable publications including Course Materials, Facilitators Guide, and Participant Workbook.

The goal of the Indigenous Skills for Success Journey, Planting the Seeds for Growth course is to train educators, human resource professionals, workplace trainers and career and employment service providers with an Indigenous perspective of the knowledge needed to begin integrating Skills for Success into the work they do with Indigenous learners.

With the support of Project Partner Paintedstone and Associates Learning Systems and a national project advisory committee, we are pleased to have met our project goals and offer the refreshed online course and print version materials for download on our website. This course, when taught by recognized instructors and completed by participants, provides equivalency for the Introduction to Skills for Success Course (ESKL 1001) of the Skills for Success Practitioner (SFSP) Certificate program.

Facilitators may choose to download this free resource and integrate parts or all of the workshop as desired. Facilitators who wish to offer the workshop so that the participants can ladder into the Douglas College Skills for Success Practitioner Program (SFSP) program are required to deliver the workshop in a way that the learners are able to demonstrate the learning outcomes outlined in the course and Facilitator Guide. Facilitators must meet Douglas College facilitator criteria to offer the course for credit towards the Douglas College Skills for Success Practitioner Program (SFSP).

#### **Facilitator Criteria**

Douglas College will maintain and publish a list of qualified facilitators who can deliver the workshop to ladder into the SFSP Certificate Program. Qualified facilitators must meet the following criteria:

- Successful Completion of the SFSP Certificate Program
- Completion of the "Indigenous Skills for Success Journey, Planting the Seeds for Growth" course
- Minimum one-year facilitation experience
- Receive a formal approval letter and be added to the list of qualified facilitators on the Douglas College

### ***Skills for Success Practitioner (SFSP) Certificate Program Overview***

The Training Group at Douglas College offers Skills for Success courses designed to help educators, workplace trainers, human resource professionals and career practitioners understand and integrate Skills for Success into their work. All courses are designed to combine a balance of theoretical and interactive learning approaches and include small and large group activities as well as individual work. The program includes:

- Indigenous Skills for Success Journey, Planting the Seeds for Growth (or Introduction to Skills for Success) NOTE\* This course is a pre-requisite for all other courses.
- Skills for Success Methodology and Task Analysis
- Skills for Success Assessments, Interpretation and Application
- Creating a Skills for Success Portfolio
- Bridging the Gap: Enhancing Skills for Success
- Skills for Success Work Experience Study

Note \* Participants wishing to complete the Skills for Success Certificate Program must complete all courses within a three-year time frame.

For more information on the Skills for Success Certificate Program, visit our website at: <https://www.douglascollege.ca/programs-courses/training-group/skills-for-success/skills-for-success-practitioner-training-certificate>

### ***Facilitators:***

Facilitators must deliver the workshop in a way that allows for the learners to demonstrate the learning outcomes. Successful completion will be awarded to participants who meet the following criteria:

- Demonstrate all learning outcomes
- Attend a minimum of 80% of the training
- Participate in small and large group discussions
- Complete course activities

## *Indigenous Skills for Success Journey, Planting the Seeds for Growth*

Facilitators must inform Douglas College of their intent to deliver the workshop. Facilitators will issue certificates of completion only to those participants who meet the above criteria. Individuals wishing to pursue the SFSP Certificate program must provide a copy of their certificate of completion in order to obtain equivalence for completion of the Introduction to Skills for Success course.

We encourage Facilitators to maintain accurate records of participant completions, date of the workshop, location and other logistics. In the event that a student does not have their certificate of completion and course outline (agenda) they will be asked to provide a letter stating successful completion from their facilitator along with the course outline (agenda).

### ***Students:***

As this introductory course is a pre-requisite for additional Skills for Success Practitioner Courses, Participants will be required to produce a copy of their Certificate or Letter of Completion and course outline (agenda) issued by the Facilitator when they go to register for additional course(s). Requirements to complete the Introduction to Skills for Success course will then be waived.

### ***Facilitator Application Process:***

Interested applicants will be required to submit to the program coordinator:

1. Skills for Success Practitioner Program Certificate
2. Letter stating how they meet the facilitation criteria

### ***Costs:***

We recognize that facilitators may need to charge a fee to recover costs for their time to deliver and travel to/from the workshop. If you are wanting to schedule a course, please contact a qualified Instructor to obtain a quote on delivery costs.

### ***Copyright:***



## *Indigenous Skills for Success Journey, Planting the Seeds for Growth*

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Should you wish to adapt this curriculum please contact Douglas College at [essentialskills@douglascollege.ca](mailto:essentialskills@douglascollege.ca).

For more information, please contact the Program Coordinator or Program Assistant.

### ***Program Coordinator:***

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