



Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada



Employment-Language-Mentoring Project (ELM) For International-Educated Professionals – A Funded Program by Citizenship and Immigration Canada

Project

ELM – A funded program by Citizenship and Immigration Canada, and endorsed by Mayor Don Cousens aims to make effective use of the talented and skilled International-educated professionals (IEP) in Canadian workforce, by offering enhanced language trainings, mentoring and job shadowing experience.

Organizers

Association of Chinese Canadian Entrepreneurs (ACCE)
Chinese Professionals Association of Canada (CPAC)
Centre for Information and Community Services (CICS)

Participants

International-Educated Professionals who are permanent residents of Canada, with Accounting, Engineering, Health Care and IT background.

Why employer should participate and support this program?

- ❖ To utilize the talented international-trained professionals (IEPs);
- ❖ To help IEP to gain Canadian work experience and contribute to Canadian workforce;
- ❖ To have the opportunity to observe and evaluate potential new employees, without making a permanent hiring decision;
- ❖ IEP could be an excellent resource to complete the projects your staff could never find time to get done;
- ❖ Through their courses and prior work experiences, IEP may have specific expertise in targeted area that can contribute to your projects;
Contribute to a community good cause.

Program Schedule

- ❖ We will be serving 175 IEPs in seven cycles with 25 participants in each class between November 2005 to February 2007;

- ❖ In each cycle, participants will attend 200 hours (5 hours a day, five days a week) in class enhanced language trainings; in between classes they may receive workplace site visits and seminars;
- ❖ 35 hours Job-shadowing will commence right after the 200 language training;
- ❖ Mentoring program will concur with the above-said 235 hours.

How you could help?

- ❖ By offering a minimum of 35 hours (equivalent to five working days) job shadowing opportunities to the program participants;
- ❖ Offering a workplace site visit to the program participants;
- ❖ Offer seminar and training workshop in job-related topics, trends in the specific professions, workplace cultural and communications, etc.
- ❖ Conduct mock interviews and role plays;
- ❖ Offer a contract job if jobs are available and participant is qualified.

Suggested Tasks in the Job Shadowing

Administrative Duties:

- ❖ Answer phone calls, set up appointments, handling mailings and filings
- ❖ Attend staff meetings

Back Office Support:

- ❖ Data Entry
- ❖ Report Preparation

Observe Client Meetings:

- ❖ Receive guests/clients
- ❖ Take minutes
- ❖ Take notes for data entry
- ❖ Observe interview techniques

Potential Special Projects:

- ❖ Develop seminar program for delivery
- ❖ Develop Office procedural manuals
- ❖ Work on Website design
- ❖ Research/Evaluate software

Contribution expected from the Employer

- ❖ All program participants understand that they are volunteers and will not get paid in the 35 hours of job shadowing session, so there is no monetary compensation involved;
- ❖ The organizers and participants are expecting the employers to contribute their time in coaching and guiding the IEPs during the job shadowing program;

- ❖ The participant will sign a confidentiality agreement for keeping all organization-related information confidential;
- ❖ If employer decided to offer a paid contract job or permanent job to the program participants, compensation will be a sole discretion by both parties.

Recognition of Employer

- ❖ The organizers are grateful to your support as a volunteer employer.
- ❖ It is an excellent example of corporate citizenry and you will make an impact on the employability of a qualified IEP.
- ❖ By supporting this project, the employers will be recognizing in the organizers' websites, post-event celebration party and press releases.

Student profile in general :

Accounting
 Administration
 Business / Finance
 Management / Human Resources
 Public Relations / Customer Services
 Graphic Design
 I.T.
 Software Engineering
 Network / Telecommunications Engineering
 Computer Engineering/ Science
 Automation Engineering
 Electrical / Electronic Engineering
 Mechanical / Manufacturing Engineer
 Chemical Engineering / Lab Analyst
 Medical Science
 Nursing

ELM Employer Registration Form

I will be able to support this program by:

25 Participants per cycle	()	Offering seminar, Training Workshops, Workplace Site Visits (between 1 to 3 hours)	()	Offering a minimum of 35 hours Job-shadowing opportunities
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		Preferred Date(s): _____		#	Offer () number of job-shadowing in each cycle.	
Cycle/ Duration		Between (Please check ✓)			Between (Please specify the#)	
1 st Cycle	()	Nov 28, 2005	Jan 30, 2006	()	Jan 31, 2006	Feb 15, 2006
2 nd Cycle	()	Feb 6, 2006	Mar 31, 2006	()	Apr 3, 2006	Apr 14, 2006
3 rd Cycle	()	Apr 10, 2006	Jun 7, 2006	()	Jun 8, 2006	Jun 23, 2006
4 th Cycle	()	Jun 12, 2006	Aug 4, 2006	()	Aug 7, 2006	Aug 18, 2006
5 th Cycle	()	Aug 21, 2006	Oct 17, 2006	()	Oct 18, 2006	Nov 3, 2006
6 th Cycle	()	Oct 23, 2006	Dec 15, 2006	()	Dec 18, 2006	Jan 5, 2007
7 th Cycle	()	Jan 8, 2007	Mar 9, 2007	()	Mar 12, 2007	Mar 23, 2007
	I am interested in offering contract jobs and permanent available in my company.					
	I would like to offer support to this program in the following format: (Please specify)					
	I cannot confirm my support at this time, but please keep me updates for further development of this program and the student profiles of upcoming cycles.					
	I am unable to support this project					
	Here is a brief job description: _____ _____					
	Please refer to attached job description					
	I am not able to provide a job description at this time					
	Additional information: _____ _____ _____					

Employer's Contact Information

Company/Organization:	
Address:	
Type of business:	
Contact Person for the ELM program	
Name	
Position	
Tel:	
Email:	
Fax:	
On the first day on job-shadowing, participant should report to	
Name:	
Department:	
Speaker's Contact info	
Name:	
Tel:	
Email:	
Seminar/Presentation's topics:	

Please fax completed registration form to (905) 479 2809 or for further information on Job Shadowing Program, please contact:

Karen Ng, Project Manager
Awards@acce.ca 905-479-2802

Thank you for your involvement and your contribution to the ELM Project