

Labour Market Planning Project - Strategy 9 - Employment Version of EPA

Focus Group Questions for Network Focus Group

If used effectively, Labour Market Indicators (LMI) can be a key resource for LBS instructors and EO service providers in helping their clients succeed in their career goals.

These questions were developed in order to help reshape the Educational Pathways Assessment (to be used by networks) and an Information and Referral template (to be used by LBS and ES practitioners) to support clients with employment goals.

The target audience for these tools would be those that have less than Grade 12, looking for employment, and have a specific employment goal.

Assessment Tool

This tool will be made available for use by networks. The report will include current task levels, the NOC and NAICS of the employment goal, local LMI, Essential Skills levels and levels needed as well as a self-assessment and action plan.

Questions

1. The assessment tool will use Essential Skills activities to outline the level of tasks clients are able to complete. These task levels are then mapped to the OALCF competencies. What competencies do you think are the most important to measure on an initial assessment?

A - 1 - Read Continuous Text and 2 - Interpret Documents

B - 3 - Complete and Create Documents

C - 4 - Manage Data (but need a computation component)

2. What key pieces of information would you need from an initial assessment (i.e., specific background information, goals, preferences, etc.)?

What does MTCU require?

Only thing to add would be Client Needs/Supports such as transportation and childcare.

3. What Labour Market Information should be included in the assessment report?

Information included is good. Training Boards should be able to provide specifics for regions but this is not happening at this point.

4. Action plans will include all referrals and timelines for clients to reach their goals. Would seeing the client's entire pathway be helpful for learner plan development and transitions?

No one has said that is hasn't been helpful.

Employment Services really appreciate the action plan.

Action plans encourage everyone involved. However, sometimes clients switch their goals in the LBS programs and ES wants it to stay the same so it aligns with the plan.

May want to include a caveat on the template like "Pathways can change based on revisions of goals."

5. The action plans will include timelines for all action plan items. In your experience, on average, how long do learners need upgrading (full-time model)? Please complete the following table.

Current Level	Level Needed	Time Needed
1	2	
1	3	
2	3	3-6 months

Others - too many variables - especially for Level 1 - where are they in Level 1?

6. How do you document when a learner cannot complete tasks at level 1?

When using CAMERA - use low, mid, high Level 1

Use the Work On section to flush it out with comments.

7. How would having a client action plan, that includes all the steps from current task level to final goal, support client transition from LBS to ES?

Have had good feedback from Employment Services. They really value the action plan. It helps them support their clients.

Template Notes

- a. page 6 - employment matches to questionnaire matches (page 3)

Information and Referral Template (for LBS and ES practitioners)

The Information and Referral Template will be a tool that can be used by ES and LBS practitioners to quickly gather key pieces of information for a client in order to make community referrals.

1. What key pieces of information are needed in this template to assist with making referrals?

- educational background
- barriers (medical, learning disabilities, other)
- employment history
- goals - employment, education, training - please check all that apply
- Essential Skill levels for the employment goal
- relevant LMI to the employment goal (local job prospects and outlook, wages, etc.)
- referrals - agency contact information

All of these would be helpful but if it's too much, it won't get filled out or used.

Can't see it being used in Niagara.

Not sure how it will be used.

2. How much time could you dedicate to complete an Information and Referral report?

- 15-30 minutes
- 30-45 minutes
- 45-1 hour

3. What template format would be the most useful? (hard copy, Word form, fillable pdf, etc.)

Hard copy or Word form.

Other Comments

Page 6 of Assessment Template – change “Employment Matches” to “Questionnaire Matches – page 3” – make it clear.

Looks like a great tool – good work.