




# **INTRODUCTION**



The New Brunswick Youth Career Connections Program (NBYCCP) is a highly effective Occupational and Employability Skills training program. It provides an innovative approach of preparing high school students for a rapidly changing and global economy.

Employers provide a “hands on” paid work experience through competitive job postings and on the job mentoring. Students selected by the employer for the job will agree to complete “professional” employability skills training workshops, supported by the Department of Education, organized by NBYCCP coordinators, and delivered by professionals in the business community. Through these workshops, NBYCCP students learn lessons in responsibility, how to manage their time, set priorities, handle their finances, become more effective communicators, and gain increased self-confidence. They will take part in seminars on 8 Keys of Excellence, Public Speaking, Personality Profiling, Team Building, Résumé Writing, One on One Coaching, Communication Skills, Workplace Etiquette, Basic Finance, Business Writing, Passport to Safety, Fine Dining & Etiquette, etc.

Graduates of the NBYCCP are ready to “hit the ground running,” state many employers. These young people will have greater confidence, become effective self-advocates and learn strategies that will help them plan for their future.

***Students selected to be part of the NBYCCP have two opportunities to access this program:***

- 1. Making application for a competitive job posting, being selected for an interview and finally being chosen by the employer.***
- 2. A percentage of students currently holding jobs and wanting to remain with their employer (or owning their own business) will be accepted into this program by completing an “Expression of Interest” application form. Coordinators of the NBYCCP will determine the selection of these students.***

*Should you wish additional information, please contact your local Anglophone school district or*

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According to the Conference Board of Canada's report, Economic Benefits of Workplace Education Programs, "more than 40% of the workforce does not have the basic skills to do their job". These statistics are particularly alarming in the face of globalization. The objectives and program activities offered to students through the New Brunswick Career Connections Program helps to heighten the awareness and importance of continuing education and the attainment of key employability skills to be successful in the 21<sup>st</sup> century.

The NBCCP curriculum delivery may vary slightly throughout the province. However, the Objectives, Program Activities, Benefits to Students and Benefits to the Employer remain focused.

## **OBJECTIVES**

- Student exploration of career potential
- Student development of employability and occupational specific skills
- Engagement of business and education in a developmental and collaborative process to address future workforce needs

## **PROGRAM ACTIVITIES**

- Competitive job interview procedure
- Pre-employment training
- 50 plus hours of curriculum supported employment readiness workshops
- Independent Study
- Curriculum supported occupational specific skills training
- Minimum one work term of 150 hours of paid work experience (some exceptions may apply)
- Employer evaluation

## **BENEFITS TO STUDENTS**

- Smoother transition to post-secondary school or work
- Increased career awareness
- Development of employability and occupational specific skills
- Paid work experience
- Preferred status at participating universities

## **BENEFITS TO BUSINESS**

- Active participation in the education and training of youth
- Collaborative and consultative role in on-going program design and delivery
- Opportunity to impact upon student career decisions
- Potential future employees
- Active participation in preparing your future work force

## **TIME FRAME – June to December**

- Students will complete their Employment Readiness Workshops, Independent Learning Activities, and Work Term between June and December (some exceptions may apply)



## **FRAMEWORK/CALENDAR**

### January – April

- ∞ Recruitment of Employers as partners
- ∞ April - In School Program Presentation for students: “Why You need Employability Skills Training”

### May

- ∞ Job applications, résumé, and cover letter will be submitted to guidance office for each position of interest, deadline 12:00 noon. An application does not guarantee acceptance into the program.
- ∞ Sort applications/resumes to go to employers
- ∞ Deliver resumes to employers
- ∞ Interviewing will be done by the employer who will have notify the successful applicant and NBYCCP office

### June

- ∞ June – **One evening** Orientation Workshop for the **selected** student, parents(s) and employer/and or supervisor
- ∞ Successful applicants will attend a **4-day Employability Skills** Training Workshop, 9:00 am to 4:00 pm. **All workshops are mandatory.**

### July/August

- ∞ **Paid Work Term** completed end of August. Exceptions to this could be students working in retail and tourism positions, in which case, completion is required by December 31, 2008
- ∞ A work term must be a minimum of 150 hours paid work experience (some exceptions may apply)
- ∞ Students & employers will receive an on-site visit or phone call from a program monitor

### October

- ∞ **One evening** Reflective Learning workshop
- ∞ Submit a written report reflecting the benefits of workshops and work experience (2 copies required). This report will be forwarded to employers by program coordinator along with a thank you letter for their participation and an evaluation form that can be completed and faxed back to the program coordinator

### November

- ∞ **One full day** workshop (on parent teacher or subject council day)

### December

- ∞ Final event – **One Evening** Fine Dining & Etiquette Workshop and Certificate of Completion Ceremony

### **Independent Learning Activities**

(to be completed by end of November)

- ∞ Passport to Safety – On-line Internet Certification.
- ∞ Service Learning Activity – 15 - 20 Hour Minimum Volunteer Service Activity & Written Report



# **RECORD OF ACHIEVEMENT**

**for**

***John or Jane Doe***

***New Brunswick Youth Career Connections Program***

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**School District \_\_**



<b>NBYCCP student will Understand...</b>	the NBYCCP background and rationale	what a typical NBYCCP workshop entails	the responsibilities of a NBYCCP student	why the qualities of a NBYCCP student will enhance chances of job success	what employers can expect from a NBYCCP student	the responsibilities of the employer under the NBYCCP	
<b>NBYCCP student will Complete...</b>	All NBYCCP Curriculum	Complete minimum 150 hours of paid work experience (June-Dec)					
<b>Workplace Health &amp; Safety Know...</b>	importance of safety on the job	four types of workplace hazards – ergonomic, biological, physical and chemical	potential causes of workplace accidents and methods of prevention	role of personal protective equipment in reducing risk to injury	safety symbols (WHMIS) and measure for handling of hazardous products	ways to prepare and respond to emergency situations	three fundamental rights of the employee and apply them to the workplace
	roles and responsibilities of the employer and employee under the OHS Act in maintaining a safe work place	roles and responsibilities of Occupational Health & Safety (WHSCC & JHSC)	rationale for reporting workplace accidents and unsafe working conditions				
<b>First Aid and Passport to Safety Complete...</b>	Emergency First Aid; Safety Start; and/or Standard First Aid & CPR	Passport to Safety on-line certification					

<b>Human Rights Be Aware Of...</b>	coverage of the NB Human Rights Act & Code and the Canadian Human Rights Act	personal prejudices relating to race, sex, age, or nationality	behaviors relating to sexual harassment in the workplace	what constitutes grounds for charges of discrimination both provincially & federally	procedure for contacting the NB Human Rights Commission to make inquiries or complaints		
<b>Communication &amp; Customer Satisfaction Understand...</b>	process of communication	barriers to effective communication – passive and aggressive styles	what is meant by non-verbal communication and non-listening behaviours	use of active and reflective listening skills. (ie discussions, role playing, written assignments)	how to respond effectively to customer/client inquiries and complaints		
<b>Communication &amp; Customer Satisfaction on the job Demonstrate...</b>	awareness of the importance of effective communication during the first few days at work	commitment, enthusiasm & dependability in the workplace	a positive attitude, workplace confidentiality, respect for co-workers and a professional image	how to function as a productive company team member	leadership qualities and personal initiatives in the workplace	knowledge of your employers business, products and clientele	a willingness to learn to give and receive feedback in the workplace
<b>Personal &amp; Professional Development Understand...</b>	role of supervisors and other work place personnel	what is meant by “job costs” and their impact on company profits	behaviors that can lead to rightful dismissal	who to call in case of a breakdown in the employer/employee relations	effective telephone speaking skills and manners	the various types of personalities	some common fallacies which interfere with clear thinking
	concept of defensiveness and common defense mechanisms	how to accept constructive criticism and respond non-defensively	importance of accepting responsibility	how to be receptive to new ideas and become actively involved in your work, school, community and family	good time management.	positive and negative stress	how to think critically and act logically to evaluate situations, solve problems and make decisions

	how to achieve your potential level of productivity	basic problem solving and decision making skills.	guidelines and steps required to solve problems in a group	how to interact effectively with other group members	and demonstrate the art of Fine Dining and Etiquette.		
<b>Service Learning</b>	understand the meaning and purpose of Service Learning	complete a minimum of 20 hours of volunteer service to your community	complete a written report on your Service Learning project				
<b>Labour Market Information Understand...</b>	structure of the labour market	current local employment trends	current events and how they affect the job market				
<b>Finance Understand...</b>	basic personal finances	the pitfalls of credit and accumulated debt					
<b>Business/Technical Writing Understand...</b>	need for business and technical writing	different forms of writing - business, technical, semi-technical, non-technical, and instructional articles	basic elements of an interoffice memorandum, a business letter and reports	how write a business memorandum, business letter and report			
<b>Reports Prepare &amp; Submit...</b>	a comprehensive report describing experiences in the NBYCCP workshops and worksite.	write a thank you letter to employer at the end of your work term					

The signatures on this document verify the student has maintained good attendance and satisfactory marks at school, completed a minimum of 150 hours of paid work experience, and 75 plus hours of employability skills training through professional workshops and independent learning activities.

Signature of District Coordinator \_\_\_\_\_