



## ELEMENTS of the INTEGRATED APPROACH for the DEVELOPMENT of ESSENTIAL SKILLS (ES)

The *Integrated Approach* consists of nine elements which are divided into three main categories. Some of the elements are interconnected, some are related to each other while others are necessary throughout the process. The Integrated Approach used in its entirety will lead to increased employability for college students, workers and job seekers.

### ANCHOR THE INTEGRATED APPROACH

This stage consists of the first three elements.

#### NEEDS ANALYSIS

This step must include analysis of: the socio-economic context, the workplace, the specific college environment, the learners, the workers as well as any other information that may impact the employability outcome.

#### PARTNERING

Establish strong partnerships, both, internally with decision makers such as Directors of Continuing Education and Contract Training, and externally, with government agencies, business sector associations, unions, as well as with students within the college system and employees seeking to improve their performance.

#### AWARENESS AND ENGAGEMENT

Present **ES** as solutions to students and employees success such as improvement in performance, productivity, health and safety issues in the workplace. Obtain support from stakeholders in demonstrating the benefits of integrating **ES** to ensure the success of your training.

### ES SOLUTIONS FOR LEARNERS

The four elements which make up the **ES** solutions category include a range of activities and tools to enhance the learners' level of employability.

#### PATHWAYS TO EMPLOYABILITY

Explore the different options available for learners to reach their employability goals, for instance: professional or technical programs, work placement, prior learning assessment and recognition (PLAR) and remedial training.

### ASSESSMENT

This step involves identifying the learners' initial **ES** levels, in order to determine the skills gains, post-training. Here are a few examples of assessment tools which can be used throughout the training: observation, demonstration, interview, standardized and tailor made tests.

### TRAINING / LEARNING

This relates to activities which are adapted and structured to bridge the skills gaps to employability.

### FEEDBACK AND FOLLOW-UP

This step covers the type of support the learner needs during training: regular meetings, individual sessions, motivation, learning materials, psychosocial services, guidance.

### CRITICAL CONDITIONS FOR ES SUCCESS

These two elements are crucial throughout the process.

#### ORGANIZATIONAL / INSTITUTIONAL CAPACITY

This element assumes that the organization or institution has the capacity to meet the needs of the learners and workers: human resources, financial resources, administrative support and equipment.

#### PRACTITIONERS' SKILLS

Identify the specific competencies of the human resources assigned to the Integrated Approach: managers, instructors, guidance counselors / coaches, curriculum developers and **ES** practitioners.