

PORTAGE LEARNING & LITERACY CENTRE

110 Saskatchewan Avenue West Portage la Prairie, Manitoba R1N 0M1
Telephone: 204-857-6304 Fax: 204-857-6358
E-mail: pwep@pllc.ca Website: www.pllc.ca

Portage Work Experience Program

Program Overview

The Portage Work Experience Program (PWEP) is an employment program that assists youth (ages 15-30) in Portage la Prairie and surrounding communities to overcome barriers to employment. These individuals may include, but are not limited to:

- youth who are early leavers of high school
- youth from visible minority groups
- youth living with disabilities
- single-parent youth
- youth living in low-income households
- youth experiencing homelessness or precarious housing
- youth living in rural or remote areas

Through skills training and work experience, participants will develop a broad range of skills and knowledge to help guide them toward a successful transition to the labour market or to return to school. Applicants selected for the program will receive pre-employment skills training for 30 hours per week for four weeks, followed by a full-time work placement for 10 weeks (or up to 375 hours), compensated by their employer starting at minimum wage (MB) or higher.

Some of the training may include:

- First Aid, CPR & AED Certification
- Career Development
- Job Search & Interview Preparation
- Resume Development
- Food Handlers &/or Smart Choices Certification
- Customer Service Skills
- Soft Skills for Employment
- Conflict Resolution
- Money Management
- And more!

How to Apply: Application forms can be found online at www.pllc.ca, or in-person at 110 Saskatchewan Ave. West, or email pwep@pllc.ca to request a form to be mailed to you. Once the application is received, you will be called to come in for an assessment.

Applications MUST be filled out by the participant applying. If the participant requires assistance filling out the application, please contact us to make arrangements or have permission given to a 3rd party/person to complete the form.

The PLLC is a non-profit organization located in downtown Portage la Prairie, offering programs and services for the residents of the Central Plains region for over 30 years. Through a positive and supportive environment, the PLLC is committed to providing opportunities for individuals to realize their educational, employment, and life goals. The Portage Work Experience Program started at the PLLC in 2016 through funding provided by Employment and Social Development Canada (ESDC).



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Application for the Portage Work Experience Programs

Contact Information

Name: _____

Social Insurance Number (SIN): _____

Phone Number (Primary Contact): _____

E-Mail (Secondary Contact): _____

Date of Birth: _____

Address: _____ Postal Code: _____

City: _____ Province: _____ Box #: _____

Program Eligibility

Are you between the ages of 15-30? Yes No

If under 18, are you enrolled in high school? Yes No

Are you a Canadian Citizen, Permanent Resident, or Protected Person? Yes No

Are you living in Portage la Prairie, MB or Central Plains Region? Yes No

Are you receiving any government assistance (E.I., Social Assistance)? Yes No

Are you experiencing a barrier to employment? Yes No

Personal Information

My current gender identity is _____

Member of Visible Minority (non-Caucasian, non-Indigenous): Yes No

Indigenous Group:

Registered off-reserve

Registered On-Reserve

Non-Status

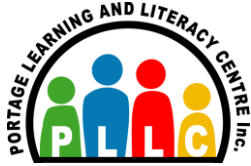
Metis

Inuit

N/A

Persons with a disability: Yes No

Have you moved to Canada in the past 5 years? Yes No



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Have you completed and graduated from high school, Mature 12, or received your GED?

Yes No Currently Enrolled Year Graduated: _____

If you have not completed one of the above, do you have plans for returning to school or are you interested in finding out more information about our Mature Student High School Diploma (Mature Grade 12 program) at the PLLC? Please explain:

Why do you think you are a good candidate for the Portage Work Experience Programs?

The training component is a mix of at-home and in-person sessions at the PLLC. Please answer the following questions.

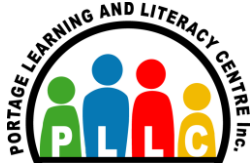
Do you have reliable transportation to and from training and your work experience placement?

Yes No Unsure

Please Explain:

Do you have a quiet place to work at home?

Yes No



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Please explain any barriers for employment you may be facing.

(These are SELF-IDENTIFIED and do not require a formal diagnosis)

Mental Health

Anxiety

Depression

Trauma

ADHD/ADD

Other: _____

Physical Health

Previous injury/Limitations

Medical Conditions: _____

Learning Disorder

Dyslexia – Difficulty with reading

Dysgraphia – Difficulty with writing & spelling

Dyscalculia – Difficulty with numbers & math

Childcare

Addiction issues

drugs

alcohol

gambling

other: _____

Legal barriers

criminal record

seriousness of offence

no contact orders

Lack of driver's license/transportation

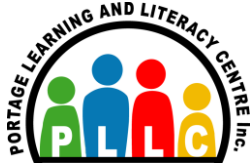
Lack of education/training

Housing issues

Lack of skills (i.e. computer, technology, job searching)

Language barrier (i.e. limited proficiency in English)

Any other barriers not listed above:



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How did you hear about us?

PLLC – Employment Assistance Services

PLLC – Newcomer Settlement Services

PLLC – Education

Other Training or Education Institution

Indigenous Organization

Community Agency

Internet/Facebook

Advertisement/Bulletin

Self

Other _____

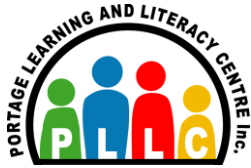
FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT (FIPPA)

Your personal information is confidential and will be used to contact you to set up an interview. It is collected under the authority and regulations of the agencies that provide funding for our programming.

Signature of Applicant

Date

Thank you for your application to the Portage Work Experience Program. The Program Coordinators will review your application and will contact you to set up a meeting for an Employment Readiness Evaluation



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For Office Use Only:

Date Application Received:

Called to schedule interview?

Interview date & time:

Attended and on time?

Accepted? _____