



PORTAGE LEARNING & LITERACY CENTRE

110 Saskatchewan Ave. W. Portage la Prairie, Manitoba R1N 0M1

Telephone: 204-857-6304 Fax: 204-857-6358

E-mail: pwep@pllc.ca Website: www.pllc.ca

Portage Accessible Careers and Employment

Program Overview

Portage Accessible Career & Employment (PACE) is a new program that works closely with the Portage Work Experience Program (PWEP), offered through the Portage Learning and Literacy Centre. It is focused on individuals who need more support due to a visible or invisible disability.

Participants are compensated at minimum wage for completing (120 hours) of Skills for Employment Training, followed by approximately (375 hours) of Work Experience placement that will enable them to develop a broad range of skills and knowledge relevant to the current and future labour market and to prepare for, find and keep good jobs.

The purpose of this evaluation is to determine what disabilities the individual lives with, as well as the types of support they may need to succeed in training and placements. Once deemed eligible for the program (using this evaluation), the Program Coordinator will set up an appointment to go through the application and ask additional questions. If accepted into the program the Program Coordinator and the participant will work together to make a training schedule that is tailored to the individual's employment goals.

Spots in this program are limited. Please fill out the application thoroughly with as much information as possible.

Applications MUST be filled out by the participant applying. This is part of the evaluation, however, 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.

Information from this evaluation will also be used for:

- Reporting any barriers as experienced by clients and participants;
- Referring the client to another service provider for further assistance;
- Recommending a participant-motivated plan of action for the duration of the program;

Confidentiality

If information from this evaluation is used for the purpose of reporting, no names shall be used to protect the client's identity.

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 education, employment, and immigration 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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Portage Accessible Careers and Employment Application

Please Print Clearly

Contact Information

Name: _____

Social Insurance Number (SIN): _____

Phone Number (primary contact): _____

E-Mail (Secondary Contact): _____

Date of Birth: _____

Address: Street: _____ Postal Code: _____

City: _____ Province: _____ Box #: _____

Secondary or Emergency Contact

Name: _____

Phone Number: _____

E-Mail: _____

Program Eligibility

Do you self-identify as having a permanent physical or mental disability that may restrict your ability to perform daily activities? 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 government assistance – E.I., EIA (Social Assistance)? Yes No

➤ If yes, what are you receiving? E.I. E.I.A

How many hours a week are you able to work? _____ Hours

Do you attend any programs for people with disabilities? Yes No

➤ If yes, what programs _____



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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

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

Any of the following questions are asked to gain a better understanding of your situation. Please answer truthfully and include any important information that could better help us in helping you in your training & employment placement.

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:

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

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

Yes No Unsure

Do you have a quiet place to work at home?

Yes No

Do you have an internet connection at home?

Yes No



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Please explain any disability you may be facing for employment.

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

Mental Health

Anxiety

Depression

Trauma

ADHD/ADD

Other: _____

Physical Health

Previous injury/Limitations

▪ Explain: _____

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 the

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

Community Agency

PLLC – Newcomer Settlement Services

Internet/Facebook

PLLC – Education

Advertisement/Bulletin

Other Training or Education Institution

Self

Indigenous Organization

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

OFFICE USE ONLY:

NOTES:
