

# Frequently Asked Questions

## Skills for Success - Workplace Connections Practitioner Certification

### What is the Skills for Success Workplace Connections Practitioner Program?

The Workplace Connections Project (*funded by the Government of Canada's Adult Learning, Literacy and Essentials Skills Program; managed by Workplace Education Manitoba*) focuses on equipping participants with the Skills for Success Framework (*as outlined by the [Government of Canada](#)*) alongside the expertise to successfully teach these competencies in the workplace.

Upon successful graduation, the practitioner will have the tools and know-how to return to their workplace/learning environment to assess workforce needs, create and deliver skills based training/upskilling, as well as evaluate performance gaps within individuals, teams, or projects.

### What type of professionals should take this program?

The *Skills for Success Workplace Connections Practitioner* program is aimed towards individuals who provide workforce training to organizations. This may consist of Leadership, Human Resources, Training & Development, Corporate Trainers, alongside Workplace Educators, Workforce Development and Non-Profit individuals. Workplace Connections is responsible for integrating skills development and/or competency-based training into their organization/community.

### How can the program be translated to the workplace?

The program will provide individuals with the tools and support needed to assess and monitor employees/students/workers based upon the [Government of Canada's Skills for Success Framework](#). Workplace Connections is aiming to certify 120 practitioners, across Canada, to address workforce challenges within organizations and community. More specifically, practitioners will be able to assess and train employability skills/competencies to individuals trying to enter/navigate the workforce.

### How much does the certification cost?

The program is funded (*by the Government of Canada's Adult Learning, Literacy and Essential Skills Fund*) meaning participants of the pilot project are eligible to take the program at **no cost**. The value of this first to market, pan-Canadian program is estimated at \$15 000.



## What kind of certification will I obtain?

Upon completion participants can anticipate receiving the following as they move through the program:

- Certificate of Completion
- Certificate of Practitioner Training
- Certificate of Micro credential
- Masterclass Training

## Is this course virtually, or is there a hybrid option if I cannot make all the time in class?

As the program is Pan-Canadian, participants can choose to be fully in class, online, or work between both. Currently Cohort 1 will be offered in Winnipeg, MB at 1000 Waverley Ave, and we will be delivering across Canada throughout the remaining cohorts.

## What are the dates of Cohort 1, and are there other deadlines I should be aware of?

### Cohort 1 Certification

*Hybrid: Online and In-Class*

- Winnipeg May 18, 19, 20, 2022
- Winnipeg May 31, June 1, 2nd, 2022
- Winnipeg June 13, 14, 15, 2022
- Winnipeg June 27, 28, 29, 2022

### Cohort 1 Dates to Remember:

- May 18, 2022 - Cohort 1 Classes Start
- June 29, 2022 - Cohort 1 Classes End
- September 1, 2022 - Exam Completion

### Cohort 2 Certification

*Hybrid: Online and In-Class*

- Calgary Jan 17, 18, 19, 2023
- Saskatoon Jan 31, Feb 1, 2, 2023
- Toronto Feb 7, 8, 9, 2023
- Halifax Feb 28, Mar 1,2, 2023

### Cohort 3 & 4 Certification:

*Online*

- Continuous intake
- Access by May 15, 2023

## Can you explain how the program is structured?

*The Skills for Success Workplace Connections Practitioner program includes 200hrs of training, delivered as follows:*

- 9 Days of Skills for Success General Framework Training
- 3 Days of Relationship Skills Certification Training
- 3 Days of Paid Practicum Delivery
- Open Book Exam

## What are the learning outcomes for the Skills for Success Certification?

Workplace Connections will allow participants to:

- Analyze Canada's Skills for Success
- Develop options for assessing and evaluating workforce skill development
- Create relevant and relational training to support workplace sustainability and scalability
- Implement strategic skill development education needed to make an impact beyond the learning environment

Canada 



## Why are there 200 hours to this program, what does this entail?

The program overall will take approximately 200 hours to be completed over 12 months and is delivered as follows:

- 100 hours of class time (*on demand webinar and online self-study*)
- 18 hours reading and homework
- 10 meetings, support webinars, and general communication
- 6 hours of exam preparation
- 6 hours to write two open book, multiple choice exams (100 questions and 40 questions)
- Estimated 40 hours of practicum (*includes per diem*)
- 20 hours for admin (*invoicing, workplace contact generation, reporting, and evaluation activities*)

## I read information about pre-reading; do we need to purchase textbooks?

Course materials are accessible through the online course. A \$40 Amazon Gift card will be provided to go towards the purchase of required books.

## What does 75% attendance rate mean, if I need to miss a day will that be okay?

**Applicable to Cohort 1 and 2 only.** If you need to miss a day or two of class time that is okay, we just ask participants to request the class recording from the instructor in order to review discussions and assignments. We have allocated for a 25% "off line" buffer in case someone is not able to be present in class or online.

## Is there a list of anticipated assignments/due dates that I can add to my calendar?

When we start participants will be provided a course syllabus that will include due dates and important course information.

**Will I be responsible for finding the workplaces for the workplace delivery?** This can be done two ways, the participant can suggest places to complete their practicum delivery (perhaps in their current place of work, or at an organization they are affiliated with) or alternatively we can help to solicit a delivery organization for you.

## Will I need to renew my certification yearly, or is this a one-time certification process?

Certification will last for a year with master classes offered for recertification.