

*An Aboriginal Essential Skills Journey  
Planting the Seeds for Growth*

---

**Facilitator Information**  
*for Workshops Intended to Ladder into the Douglas College  
ESPT Certificate program*

***Workshop Overview***

In 2009, Douglas College in partnership with the BC/Yukon Aboriginal Programs Unit and a project advisory committee including the BC/Yukon Essential Skills Guiding Team, set out to re-  
shop into a format and content to reflect an Aboriginal worldview. It was the goal of the workshop to provide Essential Skills information and knowledge that can be integrated into the work of educators, trainers, counsellors, policy makers and those persons in a position to influence and enhance the skills of persons in their communities. We are pleased to have met our project goals and Aboriginal Essential Skills Journey, Planting the

Facilitators may choose to download this free resource and integrate parts or all of the workshop as desired. Facilitators who wish to offer the workshop so that the participants can ladder into the Douglas College Essential Skills Practitioner (ESPT) program will be required to deliver the workshop as presented in the Facilitator Guide and must meet Douglas College facilitator criteria.

***Facilitator Criteria***

Douglas College will maintain and publish a list of qualified facilitators who can deliver the workshop to ladder into the ESPT Program. In order to qualify, you will need to meet the following criteria:

Successful Completion of the ESPT Certificate Program (note, completion of "An Aboriginal Essential Skills Journey, Planting the Seeds for Growth" is preferred and may take place of the Intro to Essential Skills course)

Minimum one year facilitation experience

Letter of recommendation from an employer validating facilitation skills

---

## ***Essential Skills Practitioner (ESPT) Certificate Program Overview***

The Training Group at Douglas College offers Essential Skills courses designed to help educators, workplace trainers, human resource professionals and career practitioners understand and integrate Essential Skills into their work. All courses are designed to combine a balance of theoretical and interactive learning approaches and include small and large group activities as well as individual work. The program includes:

An Aboriginal Essential Skills Journey, Planting the Seeds for Growth (or Introduction to Essential Skills)  
ES Methodology and Task Analysis  
ES Assessments, Interpretation and Application  
Developing Your Essential Skills Portfolio  
Bridging the Gap; Enhancing Essential Skills  
Essential Skills Work Experience Study

For more information on the ESPT Certificate Program, visit our website at:  
<http://www.douglas.bc.ca/training-community-education/essentialskills.html>

### ***Process:***

### ***Facilitators:***

Facilitators must deliver the workshop as presented in the Facilitator Guide  
Successful completion will be awarded to participants who meet the following criteria:

- Attend all training
- Participate in small and large group discussions
- Complete the Activities

Facilitators will issue certificates of completion only to those participants who meet the above criteria. Facilitators will maintain records of participant completions, date of the workshop, location and other logistics. In the event that a student does not have their certificate of completion they will be asked to provide a letter stating successful completion from their facilitator so please ensure you maintain accurate records.

### ***Students:***

At the time a student registers for additional Essential Skills courses they will be required to submit a copy of their certificate of completion and their course outline (agenda). Requirements to complete the Introduction to Essential Skills course will then be waived.

---

## ***Facilitator Application Process:***

Interested applicants will be required to submit to the program coordinator:

1. ESPT Program Certificate
2. Letter stating how they meet the facilitation criteria
3. Letter of recommendation from an employer validating facilitation skills

## ***Costs:***

We recognize that facilitators may need to charge a fee to recover costs for their time to deliver and travel to/from the workshop. There is an expectation that this workshop, funded by OLES (Office of Literacy and Essential Skills), is not reproduced or used for commercial purposes or sold by any person.

## ***Copyright:***



Copyright 2010  
Douglas College  
All rights reserved

These workshop materials have been produced anticipating the needs of educators, workplace trainers and facilitators who may want to photocopy documents that are useful in their own contexts. This material may be reproduced or used for individual educational purposes only provided that each page used is reproduced in its entirety without modification, with all legal notices maintained. No part of this material may be reproduced or used for any commercial purpose or sold by any person.

For more information please contact the program Coordinator or Program Assistant.

### ***Program Coordinator:***

Pam Tetarenko 604.777.6055  
[tetarenkop@douglascollege.ca](mailto:tetarenkop@douglascollege.ca)

### ***Program Assistant:***

Janice Rempel 604.777.6152  
[rempelj@douglascollege.ca](mailto:rempelj@douglascollege.ca)

---