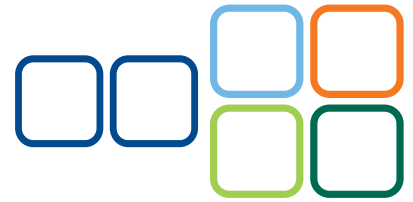
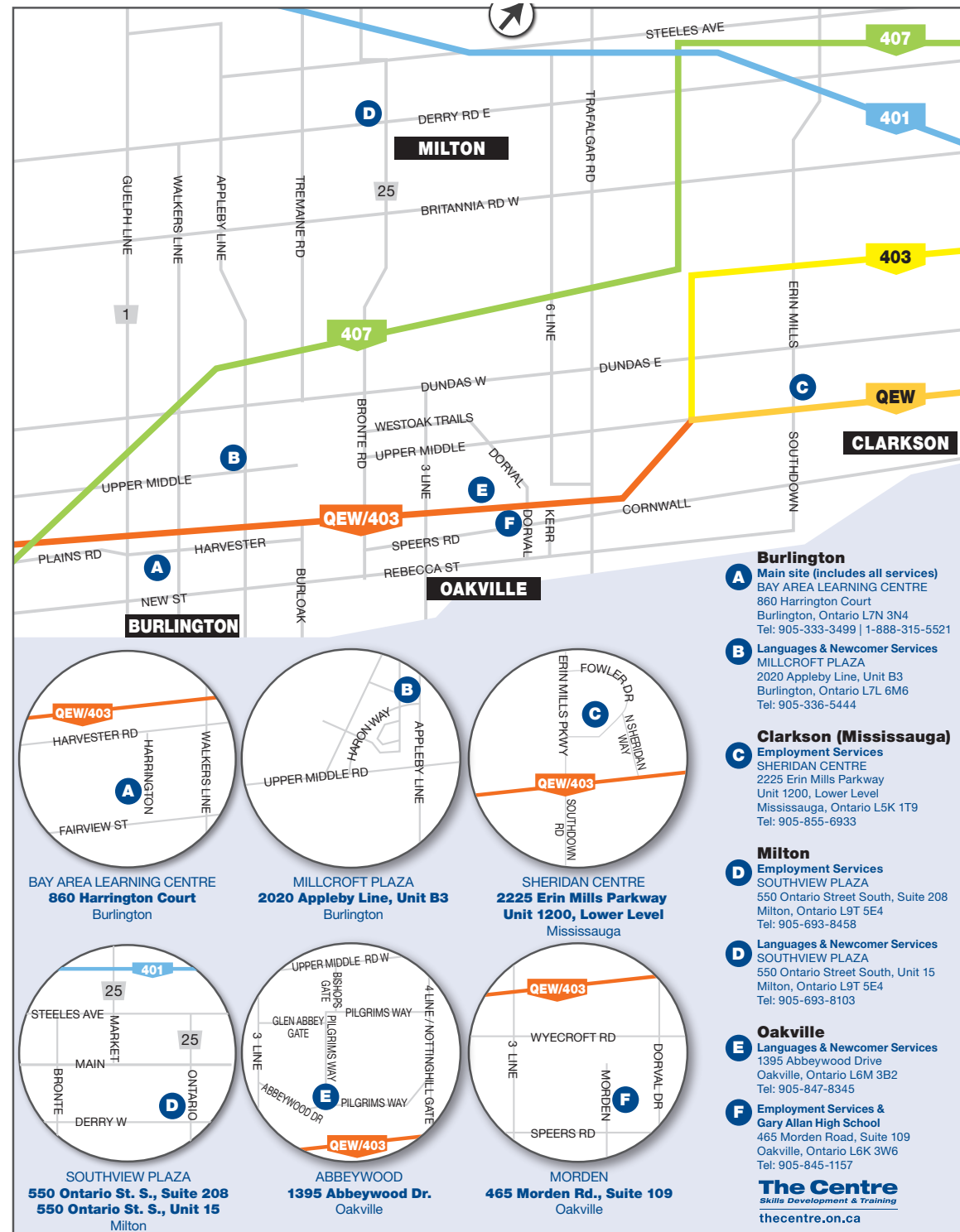


ANNUAL REPORT

2014-2015



The Centre
Skills Development & Training



OUR HISTORY

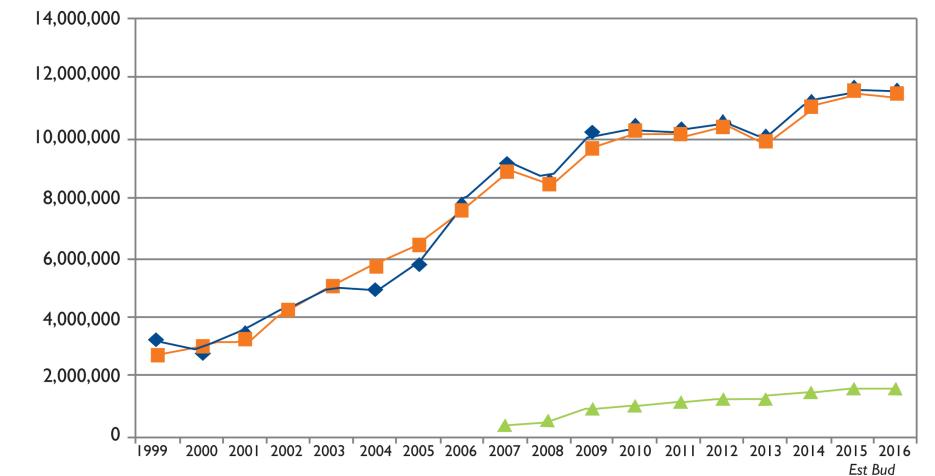
The Centre for Skills Development & Training (The Centre) evolved from day and night school classes offered by the Adult and Continuing Education Department of the Halton District School Board (HDSB) in the late 1980s. As demand grew, the classes became the basis for new, responsive and innovative programs. Over the following eleven years numerous credit and non-credit programs were launched, ranging from Self-Reliant Learning to Language Instruction for Newcomers to Canada (LINC) to Building Maintenance Management – the first skilled trades pre-apprenticeship program.

In 1998, The Centre was officially incorporated

as a not-for-profit organization affiliated with the HDSB, under the legal name of “Fast Track-Community Centre for Skills, Development and Training”. The Centre was then formally established as an independent entity under new operating guidelines, a Board of Directors and the appointment of a Chief Administrative Officer. (CAO)

In the 17 years from incorporation in 1998 to 2015, The Centre grew from serving a few thousand people a year and annual revenues of approximately 2.5 million to 15 thousand people served with annual revenues of 11 million dollars.

REVENUE/EXPENSES 1999 - 2016



MESSAGE FROM THE PRESIDENT



This past year has been one marked by change at The Centre for Skills Development and Training and it is with fondness that I provide this report as one of my last duties before retiring as Director of the Halton District School Board.

Among the changes this year has been the representation on The Centre's Board of Directors. I offer my thanks to those who have stepped down and my encouragement to those members who are continuing. Their insights and expertise provide great value to The Centre.

Other changes include further integrating The Centre with the school board's Adult and Continuing Education (ACE) services offered through the Gary Allan High School – progress realized through increased communication, referral and a pilot multi-service site in Oakville. This direction towards enhanced service integration is evidence of the strong

role that school boards play in the community – serving as a springboard for people of all ages to navigate their career path and realize their educational goals.

Finally, I wish to offer my congratulations to The Centre's outgoing CAO, Kathy Mills, for her twenty-five plus years of leadership and commitment to the organization. Kathy's vision and guidance have made a real difference and have resulted in establishing The Centre as a model of ACE service delivery. Kathy led a team who made The Centre a true success.

I have every confidence that the coming years will continue to show remarkable change and growth for The Centre in our community.

David Euale

Former Director of Education, HDSB, 2010-2015
Former President, The Centre Board of Directors

MESSAGE FROM THE CAO



A great deal was accomplished in The Centre's 2014-15 year and we have set the stage for "Next Generation Centre." I am very pleased to have had the opportunity, as outgoing CAO, to work with colleagues at The Centre and Halton District School Board (HDSB) to implement a succession plan that will be a platform for future growth and success.

That plan rests on the three pillars of The Centre's leadership team, its Board of Directors, and its partnership with HDSB. The leadership team was reorganized to accommodate retirements and growth opportunities for internal talent and expertise; and to reflect changes in the external environment. The Centre's Board of Directors undertook a governance review, which revitalized and refocused their role to ensure good governance and provide clear strategic direction.

The Centre's partnership with the HDSB was enhanced as we moved into implementation of the recommendations from the Adult & Continuing Education Review, launched in the previous year – namely, to work in partnership with Gary Allan High School, The Centre's credit-granting counterpart, to create a more integrated and coordinated employment, education and training service model.

There is much to be done to effect the changes we envision, but the enthusiasm of staff for the shared vision will make this happen. As we have already learned, our work is having an impact on the broader community, as it reflects the goals of Ontario's Adult Education Strategy, announced in December 2014.

As retiring CAO, I am taking this opportunity to extend thanks to all those who have made my role with HDSB Adult & Continuing Education and The Centre such a joy and privilege for the past 28 years: Centre and HDSB colleagues; Centre Board Members and HDSB Trustees; and partners and colleagues in other organizations, local and provincial.

Kathy Mills
Former CAO

WHO WE ARE

The Centre is a not-for-profit, financially independent organization that evolved from the adult education department of the HDSB. The Centre supports people at all stages of life become employed through personal workforce development services and specialized education programs – providing ‘pre-post secondary’ pathways to work and/or further education and training. The organization delivers many free, government-funded programs such as Employment Ontario, English as a Second Language (ESL) and settlement services as well as a number of funded and fee-based skilled trades programs.

OUR MISSION

To provide people with opportunities to build a better future.

OUR VISION

To be the recognized leader in career and workforce development, in support of strong communities.

SERVICES AT A GLANCE



Employment Services:

Individuals receive help with job search and/or career planning.



Employer Services:

Employers receive assistance to recruit, retain, develop and transition their workforce.



Pre-Apprenticeship Skilled Trades Training:

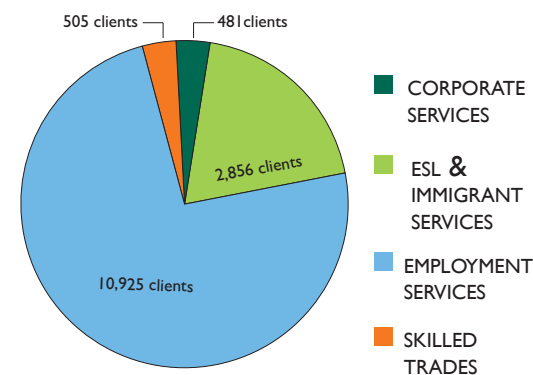
Training is offered in construction, electrical and millwright/machinist trades where students get trained and job-ready fast.



ESL & Immigrant Services:

Clients new to Canada get support in settling into the community, finding work in their field and improving their English language skills.

IMPACT 2014-2015 14,921 clients served



“These services have been critical at the most difficult time in my life”

Employment Services client

CLIENT SUCCESS STORY

ALICE MAROTI

Alice Maroti was a lawyer in her home country of Venezuela. Upon coming to Canada, she became a Centre client and accessed a number of services. Alice received support through settlement services and then went on to graduate from both The Centre’s Job Search Workshops and Enhanced Language Training programs.

In June 2015, Alice completed an eight week co-op placement with The Centre’s ESL & Immigrant Services Department. Her time was productive as she solicited feedback from ELT instructors and Settlement Specialists to develop a client code of conduct; she facilitated orientation sessions as part of the LINC/ESL intake as well as group workshops on summer activities for Burlington families. In September, Alice was hired by The Centre to facilitate the Get Ready to Work pre-employment training program – a series of workshops to prepare clients for their job search.











HOW WE OPERATE

The Centre is mandated to provide employment services, skills upgrading and training. The Centre operates on a full cost-recovery basis under a strategic plan developed to reflect the organization’s well-established themes and priorities of Impact, Image and Infrastructure. These themes have guided the delivery of programs and services for many years, providing a seamless transition from one fiscal year to the next, while positioning the organization for long-term success as programs evolve to meet






the needs of our learners and clients. The needs and priorities of funders and stakeholders also influence service delivery as evidenced by the increased focus on employer-driven services.

The Centre is governed by a volunteer Board of Directors that includes three ex-officio representatives of HDSB and representatives of the Halton community who are elected by HDSB. The HDSB auditor provides an annual audit for The Centre.

2015-2016 BOARD OF DIRECTORS

 Stuart Miller Board President Director of Education, HDSB	 Anne-Marie Harte Vice President General Manager, Stanmech Technologies Inc.	 Lisa Shoenberger Treasurer Principal, SB Partners LLP
 Ron Harper Director President, Cogent Power Inc.	 Kelly Hoey Director Executive Director, HIEC	 Leah Reynolds Ex-Officio Director HDSB Trustee

RETIRED BOARD MEMBERS

 David Euale Board President	 Lucy Verrman Treasurer	 Alice Strachan Trustee	 Bruce Smith Director	 Alison Consoli Director
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EMPLOYMENT SERVICES

The Centre delivers employment services on behalf of Employment Ontario, a program of the Ministry of Training, Colleges and Universities with a goal of helping Ontarians find sustainable employment.

The Centre provided the following services free of charge to job seekers:

- Job search assistance, résumé writing and career planning
- Connecting with employers
- Information and assistance with Second Career funding
- Training workshops

The Centre operates Employment Resource Centres at three locations in Halton Region and one in Peel Region (Mississauga).

Funders: Service Canada, Ministry of Training Colleges & Universities (MTCU)

Statistics: Employment Ontario requires comprehensive data collection on clients including the number of clients served. Each site is provided a targeted number of clients (referred to as ‘assisted service components’) that they are required to serve.

“Each staff member consistently attends to the needs of the clients.”

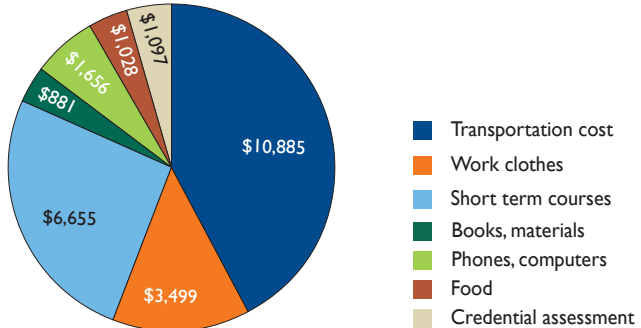
“One-to-one coaching and support has been amazing.”

“I am just thankful for all the great advice, direction, help and support. It made a positive impact.”

CLIENT EMPLOYMENT AND TRAINING SUPPORTS

The Centre’s Employment Services administered supports for clients to provide temporary assistance to address financial barriers to participation. Among the four sites, a total of \$25,701 was provided to clients.

CLIENT EMPLOYMENT AND TRAINING SUPPORTS – Sept. 2014 - Aug. 2015



EMPLOYER SERVICES

The Centre provides businesses with professional, no-fee assistance to recruit, hire and train candidates. Services include:

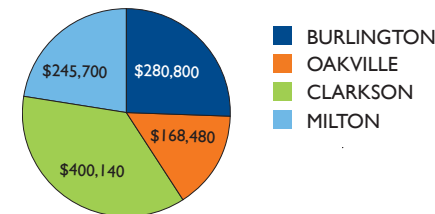
- Support to develop targeted job postings
- Pre-screening and recommendation of motivated and ready-to-work candidates
- Access to internationally trained professionals and new skilled trades program graduates
- On-the-job coaching support for new hires to support job retention
- Customized technical training in the construction, electrical, millwright and machinist trades
- Job fairs

FINANCIAL INCENTIVES

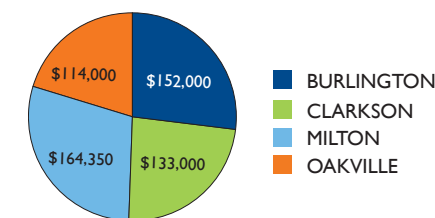
A key area of The Centre's services for businesses is the administration of government-sponsored financial incentives to align Centre clients with businesses that are hiring and training in the local and surrounding communities. Eligible businesses receive subsidies to offset wages, provide apprenticeship signing bonuses, support work experience opportunities and skill/employability assessments for participants in work trial placements.

In the 2014-2015 fiscal year The Centre managed monies for employer incentives and the Youth Employment Fund to support the hiring of young people under the age of 29. Helping young people at the early stages of their careers provides a foundation for their decision-making around career goals and developing an understanding of the marketability of their skillsets. The Centre facilitated 239 placements – exceeding the targeted placement rate by 83 people. These placements supported training opportunities for workplace integration, workplace culture and skill development to perform job functions.

YOUTH EMPLOYMENT FUND - EMPLOYER INCENTIVES
Sept. 2014 - Aug. 2015



EMPLOYMENT SERVICES FUND - EMPLOYER INCENTIVES
Sept. 2014 - Aug. 2015



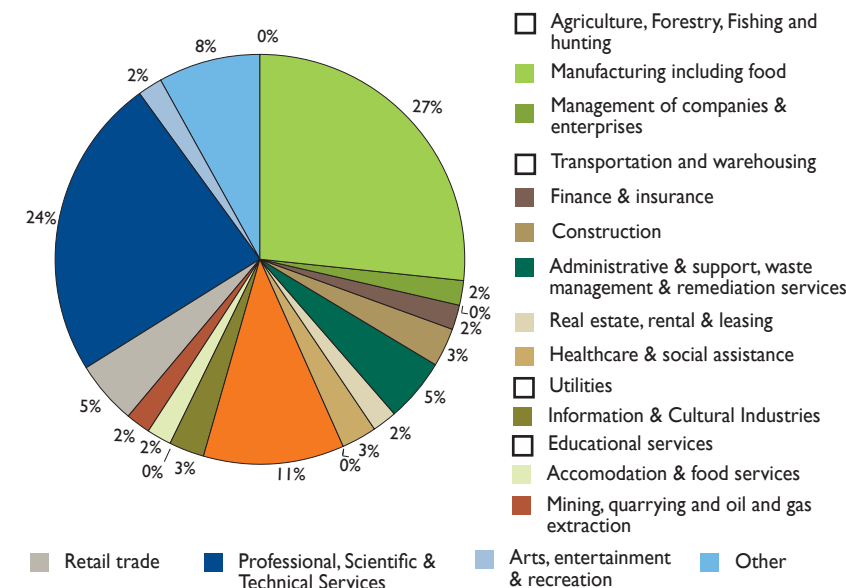
EMPLOYER SERVICES - COJG

In November 2014, The Centre was awarded responsibility for a joint initiative of the governments of Canada and Ontario, receiving over \$1M. Entitled the 'Canada-Ontario Job Grant' (COJG), the program supports employer training needs by providing businesses with two-thirds of the cost for training, with the employer contributing the remaining one-third.

The investment was substantial, allowing for a maximum training investment per participant of \$15,000 -- based on an employer contribution of \$5,000 and a government subsidy of \$10,000.

The Centre approved 136 grants under the COJG program, administering approximately \$850,000 in employer training subsidies.

62 COMPANIES IN MULTIPLE SECTORS RECEIVED COJG GRANTS



"Applying for the Canada – Ontario Job Grant program was a nice experience; the staff and the team at The Centre were extremely helpful and informative. The COJG has enriched our program and helped us expand our training to our employees."

Siemens Canada

"The team at the Centre for Skills Development & Training not only helped explain the COJG program and process but took the time to understand our business and how the program could assist us now and in the future. The COJG program has definitely expanded the scope of training provided throughout our company."

Medela Canada

CLIENT SUCCESS STORY

BRODY HUK

After working his way up the management ladder of a locally owned health food store, Brody Huk, 24, found himself losing interest and decided to pursue a career in the skilled trades.

Brody took the Millwright Machinist program at The Centre, noting that: “Training at The Centre appealed to me because of the amount of hands-on shop time we got and the accelerated nature of the program,” said Huk. “Being workplace ready in six months was amazing.”

Following graduation, The Centre helped Brody secure a position as a tool and die apprentice at a job shop.



In November 2015, Brody was awarded the Ethel Gardiner Award – presented annually to a deserving Centre graduate pursuing an apprenticeship in manufacturing. The award was named in honour of former Halton Hills school trustee Ethel Gardiner.

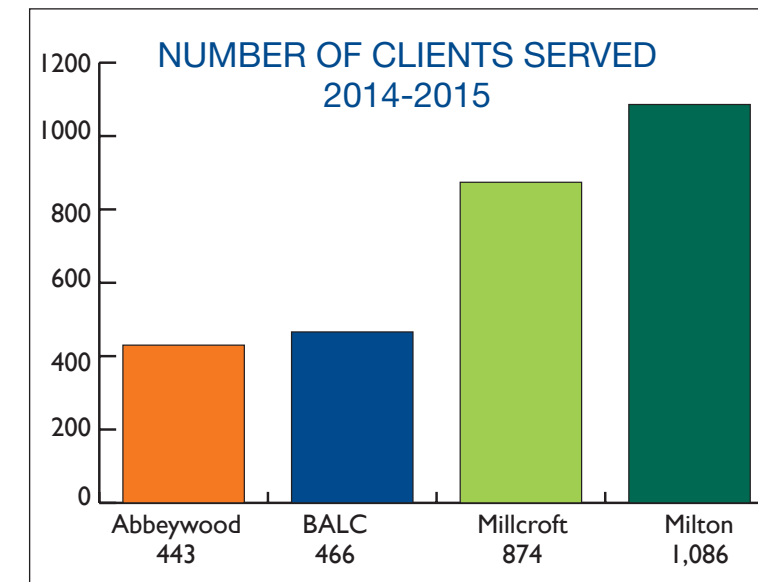
ESL & IMMIGRANT SERVICES

The Centre’s English as a Second Language and Immigrant Services department delivers a number of free programs and services to help the growing number of newcomers and internationally trained immigrants settling in Halton. The Centre plays a key role in contributing to the wrap around services required by newcomers as they transition into Canada.

Services include:

- English language instruction
- Settlement information
- Pre-employment training
- Networking opportunities with other immigrants
- Specialized Language Training in the workplace

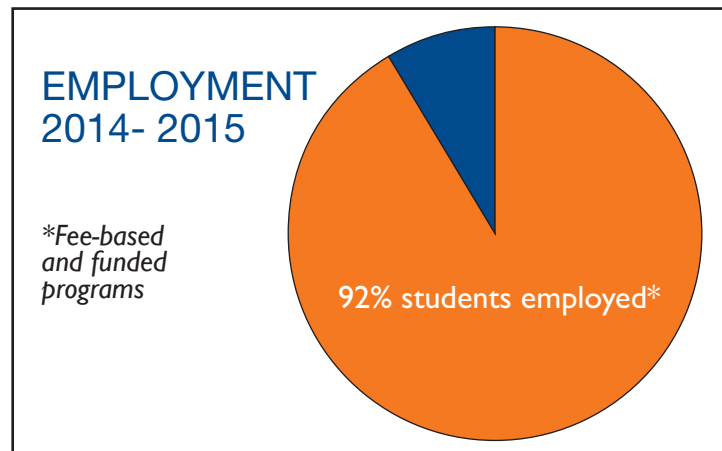
In 2014-2015, The Centre’s ESL & Immigrant Services served 2,856 clients and provided 193,459 hours of language training to 1,666 immigrants to Canada.



SKILLED TRADES – FEE-BASED PROGRAMS:

The Centre has earned the confidence of the Halton community and beyond as a provider of high-quality, industry-standard skilled trades programs and services. Both fee-based and funded programs support individuals to obtain the training they need to work in the field of their choice. Dedicated supports help successful graduates get their first training-related job and assist students wishing to pursue apprenticeships. Programs offered in 2014-15 prepared students for work in the construction, manufacturing and electrical sectors in 22-29 week long programs.

- **Pre-Apprenticeship Electrical**
(Offered since 2000)
Training includes:
electrical installations, circuits wiring, safety codes, network cabling and more.
- **Pre-Apprenticeship Industrial Millwright Mechanic/ Machinist Program**
(Offered since 2000)
Training provided for:
electrician and electrical apprentices, industrial electrician and industrial millwright trades.
- **Home Renovation**
(Offered since 2008)
Training provided for:
new home construction and general home renovation skills.



“I enjoyed the training and knowledge learned from Richard. It was a great asset that he previously worked in the field he taught and trained us in; great course I would recommend it to anybody!”

Todd | 2015 IMM Graduate

SKILLED TRADES – FUNDED PROGRAMS:

In 2014-15, The Centre delivered a number of programs free of charge, through federal and provincial funding, providing participants with practical training and paid work placements:

- **Get in Gear (GIG)**
This career and trades exploration program funded by Service Canada, focuses on the construction, manufacturing and electrical trades. In June 2015, The Centre was awarded \$487,919 to deliver three sessions serving 45 participants.
- **Industrial Millwright & Electrical Pre-Apprenticeship for Youth 2013**
In November 2014, The Centre received funding approval from the Ministry of Colleges, Training and Universities for 15 students.
- **Women in Skilled Trades (WIST) – Enhanced General Carpentry**
In the 2014-2015 fiscal year, the WIST program funded by the Ontario Women’s Directorate, graduated 17 students as part of a two-year funding agreement.

“The Centre has made a long-time dream of mine a reality. There are so many amazing and kind-hearted people that want nothing more than to help others achieve their goals and dreams. It’s with their help and support that all this can be possible. Thank you all for everything you have done for us.”

Aaron | 2015 MEP Graduate

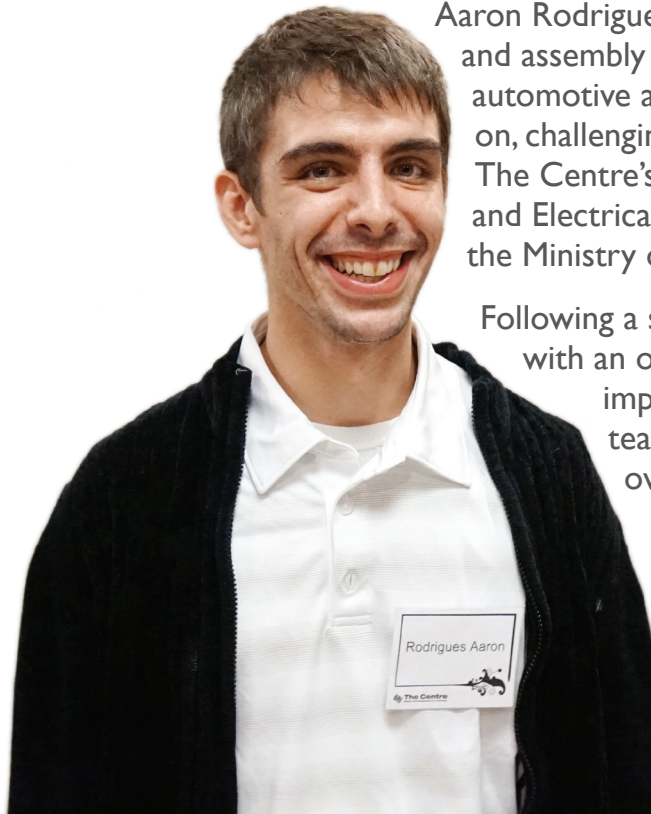


“Get In Gear was one of the most worthwhile experiences ever. Met so many great people and learned many new things. Totally worth it.”

Liam | 2014 GIG Graduate

CLIENT SUCCESS STORY

AARON RODRIGUES



Aaron Rodrigues had worked a variety of general labour and assembly jobs and was laid off from his position as an automotive assembler. Recognizing that he wanted a hands-on, challenging job, Aaron met with an Employment Advisor at The Centre's Milton site and was referred to the Millwright and Electrical Pre-Apprenticeship Training Program funded by the Ministry of Training, Colleges and Universities.

Following a successful application process, Aaron graduated with an overall average of 88%. His instructors were impressed with his positive attitude, approach to team work, adherence to safety protocols and overall professionalism.

The job development team helped Aaron secure a position with Price Mechanical. As an Industrial Electrical Helper, Aaron was the first Centre graduate the company had hired and his employment paved the way for bringing on two more people from The Centre.

Aaron anticipates becoming licensed in his field through an apprenticeship program at Price Mechanical – an initiative currently in development with the help of The Centre.

CLIENT SUCCESS STORY



HC emigrated from China with a Bachelor's degree in Electronic Engineering and his PMP certificate. He had high technical skills primarily related to the IT/Telecommunications industry. With goals of improving his English, updating his job search skills and securing a job in his target industry, HC joined the ELT program to get the support he required.

His experience with the program proved invaluable and HC was able to get a number of interviews with top companies stating:

“Thank you for your time correcting my resume, cover letter, and helping me to prepare for the interview individually. Although it was a tough time, it really helped me win my first face-to-face interview in Canada, and win the positive interview feedback. I can't get this kind achievement without your help.”

Ultimately, HC landed a job at Bell Canada as a Telecommunications Specialist.

“I just want to express a heartfelt thank you for all your help.”



EN emigrated from Vietnam with two Bachelor degrees and an MBA from an American University. EN had worked in human resources for over 10 years in the financial industry. She took the ELT program in order to learn about Canadian culture, improve her language skills, expand her network, and gain confidence, all with the goal of continuing her career in the Canadian workplace.

After completing the ELT program, EN's persistence in her job search paid off as she was rewarded with several face-to-face interviews. Ultimately, she received a contract job offer as a Program Assistant with Halton Region – Employment Resource Centre.

EN credits The Centre for her job success, saying, “I would like to express my sincere thankfulness to you. I have learned so many things from you - your guidance, support, professionalism and most of all your help to me in each and everything in my job search journey even after the program has ended. Again, I truly appreciate your kind help. Wish me good luck in my new development.”

THE CENTRE STAFF HIGHLIGHTS

Staff Awards



The Centre is proud of its 122 employees. The Service Recognition Awards acknowledge 5-year employment service milestones for staff (pictured). Thirty-four staff received a STAR (Special Thanks and Recognition) Award for commitment to client service.

Take Your Kid to Work Day

Each November, Grade 9 students across Canada spend the day with an adult as part of the national 'Take Your Kid to Work Day' program. Some adults have more exciting workplaces than others. Daughters Emmah and Bethany spent a day with their fathers, Glenn and Lawrence Farrell – two of The Centre's Skilled Trades Instructors.



MANAGER RETIREMENTS

Barb Krukowski

In August 2015, Barb retired from her position as Manager of ESL & Immigrant Services after twenty plus years of growing The Centre's language programs and settlement services. Barb's contributions to the field have been far reaching – she served on numerous committees and boards and in 2014 she was recognized by the Teachers of English as a Second Language Ontario organization for her dedication and long-standing commitment to the profession.



Nancy Moore

In August 2015, Nancy retired from her position as Manager of Employment Services & Skilled Trades, after twenty plus years of building The Centre's programs and the teams that deliver them. As a licensed Career Development Practitioner, Nancy's work was characterized by a strong interest in helping adults advance their careers and improve their quality of life. Her leadership on numerous initiatives, including a wholly revamped Employment Ontario program in 2010, has made a profound and long-lasting impact on The Centre.

THANK YOU FUNDERS & PARTNERS

Good work doesn't just happen and it doesn't happen in isolation. It takes planning, shared interests and collaboration. We at The Centre are proud of the work we do to support individuals and businesses reach their personal and professional goals. The training, counselling and support that we offer could not be provided without the help of our partners to whom we extend our thanks.

FUNDERS



PARTNERS

PROUD MEMBER





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