First Nations, Inuit and Métis Essential Skills Applications Project

Inventory Data Capture Template

Please provide the following information on **each program or resource** that your organization provides which is focused on Essential Skills for First Nations, Inuit, or Métis peoples. Several elements apply only to program type initiatives. These are highlighted in yellow.

Essential Skill Program or Resource Elements	Description
1. Title of Initiative *[Title or name as specified in official documentation, e.g. funding contract]*	
2. Provider *[Name of organisation responsible for delivering/developing the program or resource]* Sector ☐ Not for Profit ☐ First Nations, Métis, Inuit ☐ Business ☐ Other (specify)	
3. Contact Details *[Name and title of senior contact or other information point, with address, telephone and email details if known]*	
4. Website or Other Information Source *[URL, publication reference or other information source.]*	
5. Funder(s) *[Name of organisation responsible for funding the initiative]* • Amount of funding	

6. Other Partners involved
[Are there any partner organizations involved in the delivery of the initiative? If so, please provide brief details of the partnership arrangements.]

Partner name	Role	Responsibilities

7. Third Party Contractors involved
[Are there any outside individuals or organizations contracted in the delivery or development of the program/resource? If so, please provide brief details of these arrangements.]

Name	Role	Responsibilities

8. Location (Name of city, community, etc.)	
9. • Location Type *[If the program location is generic, then check Other with the word generic beside the colon]*	☐ Urban ☐ Rural ☐ Fly-in (accessible only by air)

Essential Skill Program or Resource Elements	Description
	☐ First Nations, Métis, Inuit community ☐ Prison ☐ Other:
• Scope of Program *[Check of all that are appropriate]*	☐ National ☐ Provincial/territorial ☐ Local ☐ Special interest group (in-house program)
10. Target Audience *[Those that are the learners of the program or the user of the resource]* • Age *[If the target crosses for youth and adult check both]*	☐ Youth (15-25) ☐ Adult ☐ Other (specify):
• Gender *[Check both male and female if the initiative is not gender specific]*	☐ Male ☐ Female ☐ Other (Specify):
• Group	☐ First Nations ☐ Inuit ☐ Métis
11. Participant Eligibility Criteria:	
12. Year Program/Resource Development Started	
13. Year Program/ Resource Development Ended • Why did the program end?	
14. Description of the Program/Resource • Overview *[Please give a description of the initiative.]*	
• Topics covered	
• Duration of program (# of sessions)	
• length of each session	
15. Number of times offered per year	
16. Number of participants per intake	
17. Completion rate (%) *[Include both the percentage of participants who complete the program/resource and the percentages of those completing the program/resources outcome targets]*	
18. Which Essential Skills are covered (check all that are covered)	☐ Reading Text ☐ Document Use ☐ Numeracy ☐ Writing ☐ Oral Communication

Essential Skill Program or Resource Elements	Description
	☐ Working with Others ☐ Thinking Skills ☐ Computer Use ☐ Continuous Learning
19. Main Objectives	
20. Does the program/resource include special emphasis on: (check all that apply)	☐ Culture ☐ Language ☐ Tradition
21. Type of Intervention: (Check more than one if applicable)	☐ Awareness Building ☐ Assessment of Skills ☐ Development of Learning Plan ☐ Training or Skill Development ☐ Tool Development ☐ Other:
22. Type of delivery approach: (check all that apply)	☐ Lecture ☐ Seminar, discussion ☐ Personal reflection-awareness training ☐ Project/Theme Based ☐ Skill practice by participants in sessions ☐ Skill practice by participants in work place ☐ Interview/consultation with stakeholders ☐ Other:
23. Staff/Practitioner Training and Background	
24. Tools and Resources Used to Implement program (e.g., assessment tools, video tapes of practice, etc.)	
25. Difficulties or Barriers encountered	
26. Monitoring and Evaluation Mechanisms. Please provide details on how you assess the following:	
• Achieving general program/resource goals	
• Tracking program/resource adherence by participants	
• Tracking program/resource adherence by Staff	
• Assessing participant skill attainment	
• Assessing participant knowledge acquisition	
• Assessing changes in participant attitudes	
• Program/resource impact including key results or outcomes	
27. Lesson Learned	

Essential Skill Program or Resource Elements	Description
28. Reporting (what and to whom)	