

Mining Essentials:

A WORK READINESS TRAINING PROGRAM FOR ABORIGINAL PEOPLES

DEMONSTRATION OF CAPACITY – SUBMISSION REQUIREMENTS

– Training Sites –

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Mining Essentials

Mining Essentials: A Work Readiness Training Program for Aboriginal Peoples enhances relationships and cooperation among Aboriginal communities, education and industry by supporting training and hiring goals outlined in many formal and informal agreements. *Mining Essentials* is the only national work readiness program for Aboriginal peoples in mining. The program aims to ensure Aboriginal peoples have the essential skills and work-readiness training needed to enter mining, and to provide industry with a local, employment-prepared workforce. The Program delivers a win-win solution.

Developed in partnership between the Mining Industry Human Resources (MiHR) Council and the Assembly of First Nations (AFN) in collaboration with educators, Aboriginal organization, and industry, the program curriculum is based on the essential skills profiles developed by industry for entry-level work and work readiness skills. *Mining Essentials* is unique in that skills are taught using workplace examples (scenarios, workplace documents, etc.) and traditional knowledge methods (sharing circles, involvement of Elders, etc.).

The program provides 12 weeks of training delivered by a pair of qualified, MiHR approved instructors. To successfully complete the Program, learners must pass quizzes, meet attendance requirements, complete a work readiness skills checklist and develop a portfolio. The Program is divided between classroom curriculum training (230 hours) and enrichment opportunities (i.e., on-site industry visit/work experiences, safety certificate training, environmental education), to deliver a holistic approach to learning.

Mining Essentials training providers must have strong partnerships in place between local communities, mining/exploration companies and a qualified educational body. The partners must agree that it takes a variety of supports to ensure the success of each learner.

Partnership Overview

The Assembly of First Nations (AFN) has signed Memorandums of Understanding with both of the major minerals sector associations in the Canadian minerals sector: the Prospectors and Developers Association of Canada (PDAC) and the Mining Association of Canada (MAC).

There is an urgent need for industry and Aboriginal Peoples to work together towards greater certainty and sustainable mining developments that will contribute significantly to the economic, social and environmental well-being of First Nations, Inuit and Métis peoples. Likewise, 40% of the mining workforce will be eligible to retire by 2020, creating a huge demand for talent. Utilising the skills found in local communities, leveraging the environmental knowledge and benefiting from a diversified workforce are just some of the reasons why Aboriginal peoples are an excellent 'fit' and part of the solution to the looming human resources crisis.

The Role of the AFN

The Assembly of First Nations (AFN) is the national representative organization of the First Nations in Canada. There are over 630 First Nation's communities in Canada. The AFN Secretariats are designed to present the views of the various First Nations through their leaders in areas such as: Aboriginal and Treaty Rights, Economic Development, Education, Languages and Literacy, Health, Housing, Social Development, Justice, Taxation, Land Claims, Environment, and a whole array of issues that are of common concern which arise from time to time.

The AFN is a co-owner and co-author of the *Mining Essentials* program. The AFN collaborates with MiHR to select qualified Training Sites and grant certificates. The AFN provides expertise on cultural components of the program.

The Role of MiHR

The Mining Industry Human Resources (MiHR) Council contributes to the strength, competitiveness, and sustainability of the Canadian mining industry by leading the collaboration among communities of interest to address emerging human resources opportunities and challenges.

MiHR is a catalyst and industry leader by spearheading the collaboration among the Canadian mining sector's communities of interest to:

- Identify emerging human resources opportunities and challenges
- Develop targeted solutions
- Facilitate their implementation

MiHR is a co-owner and co-author of the *Mining Essentials* program. MiHR provides expertise on industry skills requirements in the program and acts as the program Registrar and delivery authority. MiHR's role also involves maintaining quality control of the program, including Training Site selection, consistency in delivery, problem solving and certificate granting.

Program Objectives

MiHR and the AFN developed *Mining Essentials* through HRSDC's Aboriginal Skills Training Strategic Investment fund and is currently (2012) revising the Program to include more Métis and Inuit content through funding provided by the Government of Canada's Office of Literacy and Essential Skills.

Acquiring a certificate in the *Mining Essentials* Program will provide individuals with a nationally recognized, entry-level skills and work readiness qualification.

Objectives of the program are to:

1. Ensure that Aboriginal peoples have the skills and confidence needed to enter the mining industry directly or via additional education;
2. Provide mining and exploration companies with a skilled, local workforce now and in future;
3. Deliver a nationally recognized work-ready skills development program, offering consistency in learning outcomes and worker mobility that can be delivered by a number of training experts;
4. Facilitate the ability of mining industry employers to identify and verify the work readiness of candidates who have successfully completed the program, and;
5. Enhance partnerships between Aboriginal communities, educators, and the mining industry;

Mining Essentials learning outcomes, defined by industry, are taught based on holistic training concepts and industry examples relevant to Aboriginal learners seeking employment in mining. Training Sites must ensure all efforts are made to offer the greatest opportunity for the success of the learner.

Scope of Work

MiHR and the AFN are seeking submissions from organizations interested and qualified in delivering the *Mining Essentials* Program.

Please ensure, at a minimum, the following sections of the Training Standard are addressed in your submission:

- 1.1 Entrance requirements – demonstrate an understanding of the entrance requirements for *Mining Essentials* learners. Although sites must meet the minimum requirements in the Training Standard, please demonstrate an understanding and consideration for the minimum hiring requirements of industry partners and the relationship between the two
- 1.2 Appeals process – describe your appeals process
- 1.3 Program content – demonstrate your ability to deliver the *Mining Essentials* Program as outlined, together with a list of confirmed enrichment activities, (including WHMIS). Identify sufficient resources to deliver the enrichment activities
- 1.4 Program duration – demonstrate your ability to meet *Mining Essentials* Program duration requirements, split between classroom and enrichment activities
- 1.5 Evaluation approach – demonstrate an understanding of *Mining Essentials* Program evaluation approach
- 1.6 Requirements to graduate – demonstrate an understanding of the four requirements for successful completion of *Mining Essentials* Program
- 1.7 Record of completion – describe your understanding of the process required for MiHR (and the AFN) to issue records of completion to successful learners
- 1.8 Teaching and learning approach – *Mining Essentials* learners in general tend to prefer interactive learning. Briefly outline interactive learning tools and approaches the site will use to deliver *Mining Essentials* Program
- 1.9 Trainer qualifications – provide the résumés and qualifications of a minimum of two trainers who will participate in the Train the Trainer Workshop and teach the *Mining Essentials* Program
- 1.10 Learner Selection and Instructor/student ratio – outline the site’s approach to learner intake into the *Mining Essentials* Program and indicate the number of learners anticipated at intake
- 1.11 Training facilities – provide photographs of all areas of the Training Site that will be used to deliver the *Mining Essentials* Program accompanied by a brief description of the facilities and technology, gender-friendly and safety aspects
- 1.12 Training equipment – describe the type of equipment that will be available to support the delivery of the *Mining Essentials* Program
- 1.13 Trainers’ Resources – describe additional human resource support that will be available for trainers, including the involvement of Elder(s) and Site Administrators, in the delivery of *Mining Essentials* Program

- 1.14 Involvement of Partners – provide documents demonstrating the involvement and support of the education, community, and industry partners
- 1.15 Confidentiality and security – describe the equipment and policies on-site that will ensure confidentiality and security of personal information and other confidential aspects of the *Mining Essentials* Program
- 1.16 Quality Processes – describe your internal quality control processes and confirm your willingness to participate in *Mining Essentials* monitoring and evaluation processes (commitment to deliver bi-weekly reports, Records of Assessment and program forms as requested (i.e. application forms, program evaluation forms, trainer qualification form, etc.)

Submissions must also:

- Describe the Training Sites past experience in delivering similar programs.
- Confirm the Training Site's capacity to deliver the *Mining Essentials* Program in English or French.
- Confirm the Training Site's commitment to participate in: the *Mining Essentials* Train the Trainer Workshop and program evaluation.
- Provide a proposed timeline for program delivery, identifying major activities.
- Provide the training program budget breakdown to confirm the Training Site's financial ability to deliver *Mining Essentials*, detailing the following:
 - Breakdown of training costs, including enrichment components
 - Contributions (in-kind/in-cash) from funding partners

NOTE: Funding does not need to be fully secured to send a submission to become an approved Training Site. If the submission meets all requirements, but funding is in the process of being secured, the site will be conditionally accepted.

Project Reports

Bi-weekly progress reports on the program delivery will be required from each site based on a template to be provided to approved Training Sites.

Submission Requirements

Submissions are not to exceed 20 pages excluding appendices, although bidders are encouraged to keep appendices brief. Bidders are requested to submit an electronic version of their proposal (in English or French) to the MiHR staff below:

Lead:

Pascale Larouche
Project Manager, Attraction, Retention, & Transition
E-mail: plarouche@mihr.ca
Phone: 613-270-9696 ext. 22

Back-up:

Melanie Sturk
Director, Attraction, Retention, & Transition
E-mail: msturk@mihr.ca
Phone: 613-270-9696 ext. 44

Questions should be directed to either MiHR contact person above at any time.

Costs

All costs associated with in the preparation and presentation of the submission will be the sole responsibility of the bidder. MiHR and the AFN are in no way responsible for costs incurred.

Please refer to Appendix A: A Guide to *Mining Essentials* and Appendix B: *Mining Essentials* Training Standard in developing a submission. Organizations that become approved Training Sites that are not part of a pilot process are required to submit a minimal fee to MiHR to cover the costs outlined in Appendix A.

Funding for delivery must be obtained by the Training Site. Appendix A outlines a typical, not prescriptive, costing model for a Training Site to deliver the program.

Evaluation Criteria

All submissions must demonstrate the Training Site's ability to deliver the *Mining Essentials* Program based on the Training Standard and address the Standard sections described under the scope of work above. MiHR, the AFN and members of the Program Advisory Committee will review and evaluate all submissions, assess the Training Site's ability to deliver the *Mining Essentials* Program. Feedback will be provided on submissions that are not successful. Unsuccessful Training Sites may resubmit at a later date.

Intellectual Property

Exclusive proprietary rights for all of the *Mining Essentials* materials, components, evaluation data, information, findings and reports obtained or generated in the course of the Program contract and/or sub-contracts shall rest with the Mining Industry Human Resources Council (MiHR) and the Assembly of First Nations (AFN).

The AFN and MiHR will be entitled to full access and use of all data, information and findings and will be entitled without further charge to retain and distribute on a limited basis printed or electronic copies of any report within privacy laws.

All project reporting and communications relating to *Mining Essentials* must be vetted through MiHR for approval.