

## Phase 1: The Journey Begins

### MILESTONES (4-6 Months)

#### International Computer Driving License

- Pass all 4 modules of ICDL (with minimum 75% each) and with at least 75% attendance.

#### Life Skills

- Complete Life Skills course with at least 75% attendance.
- Complete pre, post-test, and demonstrate increase in competencies.

#### Academic Upgrading-English

- Pass English (COM 095) with minimum 60% (ACE credit requires minimum 70%) and at least 75% attendance.

#### Academic Upgrading -Math

- Pass Math 070 or Math 097 with minimum 50% and at least 75% attendance.

#### Money Management

- Attend all classes and complete successfully pre, post-test, and demonstrate increase in competencies

#### College Planning

- Attend college-planning class sessions - all meetings are mandatory
- Complete OCAS profile with Case Counsellor.
- Pass college entrance exam.
- Receive at least one college acceptance letter no later than 3 weeks after completion of Phase 1.

#### Financial Aid

- Attend Financial Aid workshop
- Complete scholarship assignment

#### Resume

- Submit resume targeted to field of study, according to HB resume criteria by deadline listed in Phase 1 schedule

#### Keyboarding

- Achieve 35 words per minute with 90% accuracy.

#### Meetings

- Attend all scheduled program meetings (meetings with Case Counsellor and other staff, all participant meetings and any other required meetings)

## Phase 2: Back to School

**In Phase 2, you complete a two year college diploma from the following list of approved programs:**

**Law Clerk:** Trains students to work with lawyers in law offices and legal departments. Areas of concentration include Real Estate, Corporate and Commercial Law, Litigation. Graduates work as law clerks and legal assistants in a range of office environments. Employers are small to large law firms, governments and corporate legal departments. Other related programs: Office Administration - Legal, Human Resources, Executive.

**Business:** Prepares students learn business fundamentals, including marketing, accounting, and the conceptual thinking required by management in a changing social and business environment. Graduates work in a variety of manufacturing, sales and service industries. Other related programs: Business Accounting, International Business, Business Marketing, Business Human Resources, Accounting and Payroll, Business Finance, Business Insurance, etc.

**Early Childhood Education:** Trains students using classroom theory and field practice to work with children aged six weeks to 12 years, in a variety of early childhood settings. Graduates work in child care, Early Years, and parent resource centres. Some jobs also exist in pediatric playrooms, special education settings, junior kindergarten, therapeutic nursery programs and in-home care.

**Computer Networking and Technical Support:** Provides "hands-on" training in computer hardware, applied Internet technology, system diagnostics, local area network installation and maintenance, data communication and network administration. Graduates work as technical specialists in PC Technical Support, Network Administration, Helpdesk Support, Internet Resource Management, and other technical support roles in secure networked environments.

### **MILESTONES (24-28 Months)**

- Successful completion of college diploma
- Provide copy of college diploma for file
- Apply for scholarships/bursaries as directed by Homeward Bound staff
- Continue progress on Action Plans as agreed with Case Counselor
- Re-check credit as needed
- Attend Milestone Meeting with Homeward Bound Program Director

### Phase 3: Employment Readiness

**In Phase 3, you'll complete the "Transitions to Success" Program which will prepare you for internship and employment.**

#### WORKSHOPS

- Employability skills
- Exit planning
- Permanent Housing Support
- Industry specific resume/cover letter support/ mock interviews
- Networking training and networking events with various partners
- Ontario Works workshops - exiting benefits and employment support
- Financial Planning after Homeward Bound exit

#### MILESTONES (3 months)

- 80% attendance in workshops
- Complete LinkedIn profile
- Complete industry specific cover letter and resume
- Regular meetings with Case Counsellor
- Housing Connections application completed and updated
- Secure Internship placement
- Attend Milestone Meeting with Homeward Bound Program Director

### Phase 4: Starting Work

**In Phase 4, you will work as an intern at a company, start employment and begin to transition out of Homeward Bound.**

**Internship:** Spend 14 weeks working at a Homeward Bound Partner company, including:

- Selected financial institutions
- Information technology companies
- Legal firms
- WoodGreen child care facilities

Upon completion, have written evaluation by supervisor

**Employment:** Homeward Bound has a commitment to help its graduates secure employment at a living wage for up to one year.

**Exit strategy:** you'll work with your Case Counsellor and other WoodGreen Staff to ensure a smooth transition back to living on your own.

**MILESTONES (up to 14 months)**

- Have professional evaluation done with your supervisor at work
- Receive a reference letter from your placement company
- Attend Case Counsellor's meetings to support transition out of the program
- Complete resume to include internship information
- Complete N11 form notifying about exit date
- Provide address and contact information for file (copy of rental agreement)
- Employment contact information / Job offer letter
- Laptop and keys return