



Citizenship and  
Immigration Canada

Citoyenneté et  
Immigration Canada

**eICS**  
Il n'y a pas de frais associés à l'inscription à eICS.

**CPAC**  
加拿大中國專業人士協會  
Chinese Professionals Association of Canada

***Employment-Language-Mentoring Project (ELM)  
For International-Educated Professionals  
– A Funded Program by Citizenship and Immigration Canada***

You can make a difference to Canadian workforce! Join us to utilize and support the well-qualified International-Educated Professionals (IEPs).

Co-organized by Association of Chinese Canadian Entrepreneurs (ACCE), Centre for Information and Community Service (CICS) and Chinese Professionals Association of Canada (CPAC), the ELM project is a funded program by Citizenship and Immigration Canada aim to help immigrant professionals find and retain jobs commensurate with their qualifications and skills.

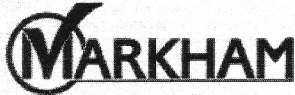
We would like to invite *your company* to support this project by offering a 35-hour volunteer job-shadowing opportunity and/or workplace training to the International-Educated Professionals. What you need to contribute is your time and guidance. You can help to break the “*No Canadian Experience, No Job; No Job, No Canadian Experience*” dilemma, and eliminate significant barriers that are experiencing by the IEPs.

Please kindly review the enclosed project description and consider to support this worthwhile project. If you require further information, please do not hesitate to contact Isa Lee, ELM Project Associate, at 905 479 2802, or via email at [info\\_acce@yahoo.com](mailto:info_acce@yahoo.com). Any Inquires about ACCE, please visit [www.acce.ca](http://www.acce.ca). Looking forward to your favorable response.

Yours sincerely,

Fred Lai  
President, ACCE

Wilbert Lai  
Steering Committee Co-chair



W. Donald Cousens  
Mayor

February 10, 2005

Dear Corporate Citizens of the Town of Markham:

**RE: Employment Language Mentoring (ELM)**

I am writing to let you know of a new program and ask for your support. The joint program Employment-Language-Mentoring (ELM), undertaken by the Association of Chinese Canadian Entrepreneurs (ACCE), Centre for Information and Community Services (CICS) and Chinese Professionals of Canada (CPAC) is a program funded by Citizenship and Immigration Canada to assist new immigrants, who are internationally trained professionals, to increase their employability in the Canadian job market.

One component of this Employment-Language-Mentoring program is Job Shadowing, and this is where I ask for your assistance. We are contacting various Markham corporations asking them to select from a variety of options available to help the participants become familiarized with the Canadian work environment. These options include a workplace site visit, a presentation/talk, a workshop/training session, or a 35-hour job shadowing experience at your work place. This will give the participants an opportunity to gain valuable experience.

Please see the attached package for detailed information on how you can participate. The Program organizers and I will hold an Appreciation Ceremony at the Town to recognize your efforts and thank you for your participation.

I look forward to your support.

Yours sincerely,

W. Donald Cousens  
Mayor





Citizenship and  
Immigration Canada

Citoyenneté et  
Immigration Canada



---

## ***Employment-Language-Mentoring Project (ELM) For International-Educated Professionals*** – A Funded Program by Citizenship and Immigration Canada

### **Project**

ELM – A funded program by Citizenship and Immigration Canada, and endorsed by Mayor Don Cousens aims to make effective use of the talented and skilled International-educated professionals (IEP) in Canadian workforce, by offering enhanced language trainings, mentoring and job shadowing experience.

### **Organizers**

Association of Chinese Canadian Entrepreneurs (ACCE)  
Chinese Professionals Association of Canada (CPAC)  
Centre for Information and Community Services (CICS)

### **Participants**

International-Educated Professionals who are permanent residents of Canada, with Accounting, Engineering, Health Care and IT background.

### **Why employer should participate and support this program?**

- ❖ To utilize the talented international-trained professionals (IEPs);
- ❖ To help IEP to gain Canadian work experience and contribute to Canadian workforce;
- ❖ To have the opportunity to observe and evaluate potential new employees, without making a permanent hiring decision;
- ❖ IEP could be an excellent resource to complete the projects your staff could never find time to get done;
- ❖ Through their courses and prior work experiences, IEP may have specific expertise in targeted area that can contribute to your projects;  
Contribute to a community good cause.

### **Program Schedule**

- ❖ We will be serving 175 IEPs in seven cycles with 25 participants in each class between November 2005 to February 2007;

- ❖ In each cycle, participants will attend 200 hours (5 hours a day, five days a week) in class enhanced language trainings; in between classes they may receive workplace site visits and seminars;
- ❖ 35 hours Job-shadowing will commence right after the 200 language training;
- ❖ Mentoring program will concur with the above-said 235 hours.

### **How you could help?**

- ❖ By offering a minimum of 35 hours (equivalent to five working days) job shadowing opportunities to the program participants;
- ❖ Offering a workplace site visit to the program participants;
- ❖ Offer seminar and training workshop in job-related topics, trends in the specific professions, workplace cultural and communications, etc.
- ❖ Conduct mock interviews and role plays;
- ❖ Offer a contract job if jobs are available and participant is qualified.

### **Suggested Tasks in the Job Shadowing**

#### Administrative Duties:

- ❖ Answer phone calls, set up appointments, handling mailings and filings
- ❖ Attend staff meetings

#### Back Office Support:

- ❖ Data Entry
- ❖ Report Preparation

#### Observe Client Meetings:

- ❖ Receive guests/clients
- ❖ Take minutes
- ❖ Take notes for data entry
- ❖ Observe interview techniques

#### Potential Special Projects:

- ❖ Develop seminar program for delivery
- ❖ Develop Office procedural manuals
- ❖ Work on Website design
- ❖ Research/Evaluate software

### **Contribution expected from the Employer**

- ❖ All program participants understand that they are volunteers and will not get paid in the 35 hours of job shadowing session, so there is no monetary compensation involved;
- ❖ The organizers and participants are expecting the employers to contribute their time in coaching and guiding the IEPs during the job shadowing program;

- ❖ The participant will sign a confidentiality agreement for keeping all organization-related information confidential;
- ❖ If employer decided to offer a paid contract job or permanent job to the program participants, compensation will be a sole discretion by both parties.

### **Recognition of Employer**

- ❖ The organizers are grateful to your support as a volunteer employer.
- ❖ It is an excellent example of corporate citizenry and you will make an impact on the employability of a qualified IEP.
- ❖ By supporting this project, the employers will be recognizing in the organizers' websites, post-event celebration party and press releases.

### **Student profile in general :**

Accounting  
 Administration  
 Business / Finance  
 Management / Human Resources  
 Public Relations / Customer Services  
 Graphic Design  
 I.T.  
 Software Engineering  
 Network / Telecommunications Engineering  
 Computer Engineering/ Science  
 Automation Engineering  
 Electrical / Electronic Engineering  
 Mechanical / Manufacturing Engineer  
 Chemical Engineering / Lab Analyst  
 Medical Science  
 Nursing

### **ELM Employer Registration Form**

**I will be able to support this program by:**

<b>25 Participants per cycle</b>	<b>( )</b>	<b>Offering seminar, Training Workshops, Workplace Site Visits (between 1 to 3 hours)</b>	<b>( )</b>	<b>Offering a minimum of 35 hours Job-shadowing opportunities</b>
--	------------	---	------------	---