

## TARGETED INITIATIVE FOR OLDER WORKERS TEMPLATE FOR PROGRESS REPORTS

This template may be used when preparing progress reports. Reports are required every six months or at the end of the project, whichever comes first. If a project has two or more intakes, progress reports should be completed after each intake.

Please provide brief but sufficient information in each section to accurately reflect the progress achieved during the period.

**Project Name: Quesnel Employment Services/Experience Counts**

**Reporting Period:** from Sept 17 2012 to Sept 30, 2012  
(reporting period starts the day after the last reporting period ended)

**Key activities that have taken place during this reporting period:**

Program has not started.

Number of Participants				
On Day One of Reporting Period	New Starts during reporting period	Numbers of Participants leaving during reporting period		# of Participants on last day of reporting period
		Left Early	Completed	

[illegible]


Early Departures			
Participant name	% of project finished (approx)	Reason for departure (1) employed (2) health (3) moved (4) unknown (5) other (specify)	If employed, in what sector?

Observations on what worked or did not work well in the project – Successes?  
Failures? Lessons learned?

Are post-project follow-up mentoring and support being provided to participants who have completed the project? Yes \_\_\_\_\_ No \_\_\_\_\_

**SCHEDULE A – Appendix IV  
Monthly Expenditure Reporting Template  
Targeted Initiative for Older Workers**

Name of Organization: 0911217 BC Ltd. (Quesnel Employment Services)

Contribution Agreement #: CA 13921151

For the Period From Sept 17 2012 (date) to Sept 30, 2012 (date)

<b>Direct Project Costs &amp; Financial Support for Participants</b>	
Allowances (for classroom/workshop portion of program)	\$
Participant Wages and Wage Subsidies (for Employer and Community based work experience)	\$
Participant Mandatory Employment Related Costs (MERCS)/Benefits/WCB/etc.	\$
Other Participant-related Direct Project Costs (please describe)	\$
<b>Total Financial Support for Participants</b>	\$

<b>Service Deliver/Overhead Costs</b>	
Staff Wages	\$
Staff Benefits and MERCS:	\$
Liability Insurance	\$
Training Fees	\$
Staff Travel Costs	\$
Materials and Supplies (this line only relates to Community-based work experience projects)	\$
Office Supplies	\$
Marketing Including Printing & Communications	\$
Rent	\$
Utilities	\$
Other Overhead Costs (please describe)	\$
<b>Total Overhead Costs</b>	\$

<b>Total Invoiced Expenditures</b>	\$ NIL
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All expenditures invoiced to the Province are in accordance with the criteria stated in Schedule B of the contract.

Name: M. Deniel Signature: [Signature] Authorized Contract Signing Authority)

Date: 30/9/2013

Please ensure form is fully completed and signed.

## TARGETED INITIATIVE FOR OLDER WORKERS TEMPLATE FOR PROGRESS REPORTS

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Please provide brief but sufficient information in each section to accurately reflect the progress achieved during the period.

**Project Name: Quesnel Employment Services/Experience Counts**

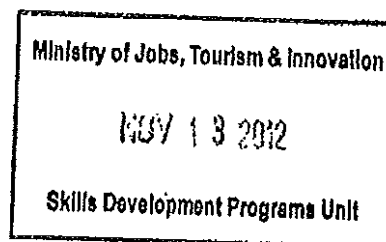
**Reporting Period:** from October 1, 2012 to October 31, 2012  
(reporting period starts the day after the last reporting period ended)

**Key activities that have taken place during this reporting period:**

### October 2012

#### Workshops and Instruction:

- Program Orientation
- Myths of Older Workers
- CAAT Test
- Intro to Adult Dogwood
- Intro to Communications 12
- Intro to Bronze Employment Certificate process
- Self Esteem
- Positive Thinking
- Values
- Motivation
- Goal Setting
- Employment Readiness
- Identifying Jobs
- Personality testing
- Dealing with change
- Managing stress
- Introduction to computers
- Introduction to email
- HRSDC on-line tests for Essential Skills
- Communication Skills
- Listening Skills
- Employability Skills 2000+
- WHMIS certification
- Introduction to Word
- Completion of Resume
- Completion of Cover Letter
- Completed Grammar component of Communications 12
- Employment One exam
- Transferrable Skills
- Self-Marketing
- Informational Interviews





computer skills more readily. Such as emailing Word based documents for participants to fill out, save and email back to the facilitator instead of using paper based lessons.

**Are post-project follow-up mentoring and support being provided to participants who have completed the project?** Yes     X     No           

Name: Michelle Daniels

Date: November 6, 2012

**SCHEDULE A – Appendix IV  
Monthly Expenditure Reporting Template  
Targeted Initiative for Older Workers**

Ministry of Jobs, Tourism & Innovation

NOV 13 2012

Skills Development Programs Unit

Name of Organization: 0911217 BC Ltd. (Quesnel Employment Services)

Contribution Agreement #: CA 13921157

For the Period From Oct 1<sup>st</sup> (date) to Oct 31<sup>st</sup> (date)

Direct Project Costs & Financial Support for Participants	
Allowances (for classroom/workshop portion of program)	\$ 15816.50
Participant Wages and Wage Subsidies (for Employer and Community based work experience)	\$
Participant Mandatory Employment Related Costs (MERCs)/Benefits/WCB/etc.	\$
Other Participant-related Direct Project Costs (please describe) Certificate Training Costs	\$ 2115.00
<b>Total Financial Support for Participants</b>	<b>\$17 931.50</b>

Service Deliver/Overhead Costs	
Staff Wages	\$ 4542.00
Staff Benefits and MERCs:	\$ 1 085.08
Liability Insurance	\$
Training Fees	\$
Staff Travel Costs	\$
Materials and Supplies (this line only relates to Community-based work experience projects)	\$ 410.74
Office Supplies	\$ 909.00
Marketing including Printing & Communications	\$
Rent	\$ 400.00
Utilities	\$
Other Overhead Costs (please describe)	\$
<b>Total Overhead Costs</b>	<b>\$ 7 346.82</b>

<b>Total Invoiced Expenditures</b>	<b>\$ 25 278.32</b>
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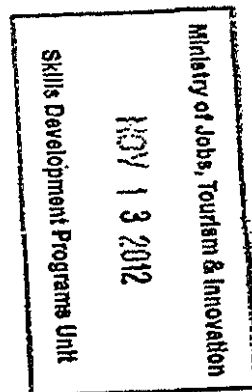
All expenditures invoiced to the Province are in accordance with the criteria stated in Schedule B of the contract.

Name: Michelle Daniels Signature: [Signature] (Authorized Contract Signing Authority)

Date: \_\_\_\_\_

**Please ensure form is fully completed and signed.**

	Type	Date	Num	Name	Memo	Debit	Credit	Balance
900 · OHRent								0.00
	General Journal	11/10/2012			RENT-OCT 2012 (TIOW Portion)	400.00		400.00
Total 900 · OHRent						400.00	0.00	400.00
905 · Office Supplies								0.00
	Cheque	09/10/2012	420	Staples		263.00		263.00
	General Journal	01/10/2012		Walmart	Petty Cash	49.00		312.00
Total 905 · Office Supplies						312.00	0.00	312.00
907 · Phone, Computer, Internet								0.00
	Cheque	29/10/2012	461	Chris Reed	Inv#106	425.00		425.00
Total 907 · Phone, Computer, Internet						425.00	0.00	425.00
908 · Advertising and Promotion								0.00
	Cheque	01/10/2012	430	Black Press Group	Inv#31678091, 31731388	410.74		410.74
Total 908 · Advertising and Promotion						410.74	0.00	410.74
911 · Labour								0.00
	General Journal	11/10/2012			TIOW PAYROLL 1	7,682.50		7,682.50
	General Journal	12/10/2012			SALARY - PP13 (TIOW portion)	2,271.00		9,953.50
	General Journal	25/10/2012			TIOW PAYROLL 2	8,134.00		18,087.50
	General Journal	31/10/2012			SALARY - PP14 (TIOW portion)	2,271.00		20,358.50
Total 911 · Labour						20,358.50	0.00	20,358.50
912 · Labour (Benefits & MERCs)								0.00
	General Journal	12/10/2012			SALARY - PP13 (TIOW portion)	542.54		542.54
	General Journal	31/10/2012			SALARY - PP14 (TIOW portion)	542.54		1,085.08
Total 912 · Labour (Benefits & MERCs)						1,085.08	0.00	1,085.08
930 · Postage and Delivery								0.00
	General Journal	01/10/2012			Petty Cash	52.00		52.00
Total 930 · Postage and Delivery						52.00		52.00
948 · Photocopier Expense								0.00
	Cheque	16/10/2012	446	Gold Network Printing Solutions	Inv#7672	120.00		120.00
Total 948 · Photocopier Expense						120.00	0.00	120.00
969 · Training-Professional Dev.								0.00
	Cheque	16/10/2012	450	Continuing & Adult Education	Inv#070,057,062,040,064,065,066	500.00		500.00
	Cheque	31/10/2012	468	Continuing & Adult Education	Inv#81,91,90,89,88,87,86,85,84,83,82,80,79,72,75	1,615.00		2,115.00
Total 969 · Training-Professional Dev.						2,115.00	0.00	2,115.00



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Please provide brief but sufficient information in each section to accurately reflect the progress achieved during the period.

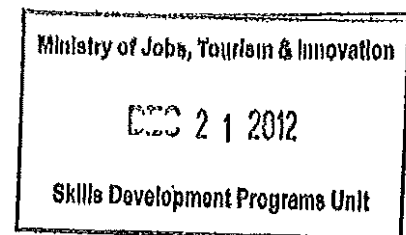
**Project Name:** Quesnel Employment Services/Experience Counts

**Reporting Period:** from November 1, 2012 to November 30, 2012  
(reporting period starts the day after the last reporting period ended)

**Key activities that have taken place during this reporting period:**

**November 2012**

- Employer Presentation (WalMart)
- Effective Business Communication Skills
- Practice nonverbal communication
- Effective Emails
- Workplace Behaviors
- Viewed "The Secret" for positive thinking
- Interviewing One
- Conflict Resolution
- On-line Computer training/GCFlearnfree.com
- Presentation on essay writing
- World Host workshop and certification
- Attended Career Leap at CNC
- Defining and identifying work options
- Completion of Communication 12 workbook
- Completion of Bronze Employment Certificate
- Interview Two
- Employability Skills 2000+ worksheets
- Panel Interviews/Behavioural Interviews
- Understanding employers view of hiring/interviewing
- Updating resumes and cover letters for different employers
- Canadian Learning Evaluation (CLE)
- Comparison of (CLE) to CAAT test
- Identifying future options
- Several weekly computer sessions to build email skills and Microsoft Office capabilities
- Practice time for web search
- Wage Subsidy presentation/handout of wage subsidy letters



Number of Participants				
On Day One of Reporting Period	New Starts during reporting period	Numbers of Participants leaving during reporting period		# of Participants on last day of reporting period
		Left Early	Completed	
12	0	0		12

Participant names (New Starts)	
Last Name	First Name
<p style="text-align: center;">s22</p>	

Early Departures			
Participant name	% of project finished (approx)	Reason for Departure (1) employed (2) health (3) moved (4) unknown (5) other(specify)	If employed, In what sector?

**Observations on what worked or did not work well in the project – Successes? Failures? Lessons learned?**

Overall, the feedback from the class has been good and they have bonded and enjoyed their time in the class. They all state that they have developed skills and options for their future that they would not have had access to otherwise. They understand the concept that networking is the best way to develop options for their future. Some are planning on going on to further education and others are seeking entirely new career fields. Again, there have been no failures, but a few lessons learned for the facilitator as listed below;

Facilitator will give more deadlines for completion of work. SD#28/Continuing Education will be involved earlier and attend more frequently to keep participants moving forward

and on track. All work towards the Bronze Employment Certificate and Adult Dogwood will be emailed by each participant to a staff member at Continuing Education to build the participants email abilities. There will be more time allotted for the computer lab so that participants can do more of the class work on the computer to build those skills more readily. A one on one session with each participant at the beginning of the next group will allow for a stronger action plan and decision making towards training required. It is evident with this group that computer, email, high school level math and english skills are a necessity. Further to this, self-esteem and being able to present one's self in a confident manner to an employer are also skills to focus further on.

**Are post-project follow-up mentoring and support being provided to participants who have completed the project?** Yes N/A \_\_\_\_\_ No \_\_\_\_\_

Name: *Michelle Daniels*

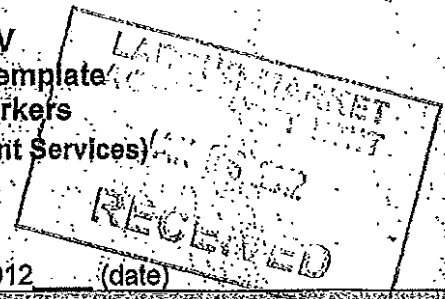
Date: *Dec 14/12*

**SCHEDULE A – Appendix IV  
Monthly Expenditure Reporting Template  
Targeted Initiative for Older Workers**

Name of Organization: **0911217 BC Ltd. (Quesnel Employment Services)**

Contribution Agreement #: **CA C13921151**

For the Period From **November 1, 2012** (date) to **Nov 30, 2012** (date)



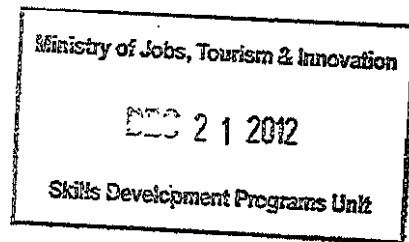
<b>Direct Project Costs &amp; Financial Support for Participants</b>	
Allowances (for classroom/workshop portion of program)	\$ 16 460.50
Participant Wages and Wage Subsidies (for Employer and Community based work experience)	\$
Participant Mandatory Employment Related Costs (MERCs)/Benefits/WCB/etc.	\$
Other Participant-related Direct Project Costs (please describe) Certificate Training Costs	\$ 3 164.00
<b>Total Financial Support for Participants</b>	<b>\$ 19 624.50</b>

<b>Service Deliver/Overhead Costs</b>	
Staff Wages	\$ 6352.50
Staff Benefits and MERCs:	\$ 1517.61
Liability Insurance	\$
Training Fees	\$
Staff Travel Costs	\$
Materials and Supplies (this line only relates to Community-based work experience projects)	\$
Office Supplies	\$ 237.62
Marketing including Printing & Communications	\$
Rent	\$ 400.00
Utilities	\$
Other Overhead Costs (please describe)	\$
<b>Total Overhead Costs</b>	<b>\$ 8507.73</b>

<b>Total Invoiced Expenditures</b>	<b>\$ 28,132.23</b>
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Type	Date	Num	Name	Memo	Debit	Credit	Balance
900 - OHRent							400.00
General Journal	31/10/2012			RENT-OCT 2012 (TIOW Portion)	400.00		800.00
Total 900 - OHRent					✓ 400.00	0.00	800.00
905 - Office Supplies							312.00
Cheque	13/11/2012	493	Northern Industrial Sales	Inv# S224060	103.29		415.29
Total 905 - Office Supplies					103.29	0.00	415.29
907 - Phone, Computer, Internet							425.00
Cheque	19/11/2012	502	Quality Office Solutions	Inv#9834	55.00		480.00
Total 907 - Phone, Computer, Internet					55.00	0.00	480.00
908 - Advertising and Promotion							410.74
Total 908 - Advertising and Promotion					0.00	0.00	410.74
911 - Labour							20,358.50
General Journal	08/11/2012			TIOW PAYROLL #3	8,235.50		28,594.00
General Journal	15/11/2012			SALARY PP15 (TIOW portion)	3,811.50		32,405.50
General Journal	22/11/2012			TIOW PAYROLL #4	8,225.00		40,630.50
General Journal	30/11/2012			SALARY PP16 (TIOW portion)	2,541.00		43,171.50
Total 911 - Labour					22,813.00	0.00	43,171.50
912 - Labour (Benefits & MERCs)							1,085.08
General Journal	15/11/2012			SALARY PP15 (TIOW portion)	910.57		1,995.65
General Journal	30/11/2012			SALARY PP16 (TIOW portion)	607.04		2,602.69
Total 913 - FSPS-Labour					✓ 1,517.61	0.00	2,602.69
930 - Postage and Delivery							52.00
Total 930 - Postage and Delivery					0.00	0.00	52.00
948 - Photocopier Expense							120.00
Cheque	13/11/2012	490	Gold Network Printing Solutions	Inv#8007	79.33		199.33
Total 948 - Photocopier Expense					79.33	0.00	199.33
969 - Training-Professional Dev.							2,115.00
Cheque	09/11/2012	486	Quesnel & District Chamber of Commerce	Inv#631	975.00		3,090.00
Cheque	19/11/2012	499	Continuing & Adult Education	Inv#102,099,104,95,111,109,106,10	115.00		3,205.00
Cheque	27/11/2012	518	College of New Caledonia	Tuition-Cayzer	254.00		3,459.00
Cheque	27/11/2012	521	Continuing & Adult Education	Inv# 125,121,122,123,124	1,820.00		5,279.00
Total 969 - Training-Professional Dev.					✓ 3,164.00	0.00	5,279.00

Allowances  
\$12,460.50



TIOW PAYROLL #3  
SALARY PP15 (TIOW portion)  
TIOW PAYROLL #4  
SALARY PP16 (TIOW portion)  
SALARY  
6352.50

28,132.23

0.00 53,410.55



CA 13921151

## TARGETED INITIATIVE FOR OLDER WORKERS TEMPLATE FOR PROGRESS REPORTS

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Please provide brief but sufficient information in each section to accurately reflect the progress achieved during the period.

C13 921151

**Project Name:** Quesnel Employment Services/Experience Counts

**Reporting Period:** from December 1, 2012 to December 31, 2012  
(reporting period starts the day after the last reporting period ended)

**Key activities that have taken place during this reporting period:**

December 2012

- Completion of Informational Interviews with an employer
- Individual appointments with Academic Advisor at Continuing Education for Dogwood Diploma completion
- Those going forward to their Adult Dogwood, completed two credits towards that diploma during the program
- Bronze Employment Certificates were completed and awards were handed out
- Targeted Job Search
- Individual appointments with Employment Consultants
- Individual meetings with Facilitator
- Certificate of Completion presentations
- Completion of Feedback Forms
- Appointments set for following week for follow up
- Weekly contact for progress in job search
- Relevant job leads given to participants

Ministry of Jobs, Tourism & Innovation

JAN 22 2013

Sector Programs Unit

Number of Participants				
On Day One of Reporting Period	New Starts during reporting period	Numbers of Participants leaving during reporting period		# of Participants on last day of reporting period
		Left Early	Completed	
12	0	0		12

Participant names (New Starts)	
Last Name	First Name

Early Departures			
Participant name	% of project finished (approx)	Reason for Departure (1) employed (2) health (3) moved (4) unknown (5) other(specify)	If employed, in what sector?

**Observations on what worked or did not work well in the project – Successes? Failures? Lessons learned?**

All participants completed the program successfully and believe that the program was useful to assist with achieving their future goals. General consensus was that they did not realize what they were capable of prior to the program and that their self-esteem has been greatly increased, motivating them to take opportunities that otherwise would not have been considered.

s22

Are post-project follow-up mentoring and support being provided to participants who have completed the project? Yes     X     No           

Name: *Michelle Daniels*

Date: *Jan 15/2013*

*Reviewed  
11/2/13  
JC*

**SCHEDULE A – Appendix IV  
Monthly Expenditure Reporting Template  
Targeted Initiative for Older Workers**

Name of Organization: 0911217 BC Ltd. (Quesnel Employment Services)

Ministry of Jobs, Tourism & Innovation

JAN 22 2013

Sector Programs Unit

Contribution Agreement #: CA13921151

For the Period From Dec 1, 2012 (date) to Dec 31, 2012 (date)

<b>Direct Project Costs &amp; Financial Support for Participants</b>	
Allowances (for classroom/workshop portion of program) /	\$ 8225.00
Participant Wages and Wage Subsidies (for Employer and Community based work experience)	\$
Participant Mandatory Employment Related Costs (MERCS)/Benefits/WCB/etc.	\$
Other Participant-related Direct Project Costs (please describe) /	\$ 1610.00
<b>Total Financial Support for Participants</b> /	<b>\$ 9835.00</b>

<b>Service Deliver/Overhead Costs</b>	
Staff Wages /	\$ 3349.50
Staff Benefits and MERCS: /	\$ 800.20
Liability Insurance	\$
Training Fees	\$
Staff Travel Costs	\$
Materials and Supplies (this line only relates to Community-based work experience projects)	\$
Office Supplies	\$
Marketing including Printing & Communications /	\$ 955.51
Rent /	\$ 400.00
Utilities	\$
Other Overhead Costs (please describe)	\$
<b>Total Overhead Costs</b> /	<b>\$ 5505.21</b>

<b>Total Invoiced Expenditures</b> /	<b>\$15 340.21</b>
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All expenditures invoiced to the Province are in accordance with the criteria stated in Schedule B of the contract.

Name: Michelle Daniels Signature: [Signature] (Authorized Contract Signing Authority)

Date: Jan 15/2013

Please ensure form is fully completed and signed.

	Name	Memo	Debit	Credit	Balance
900 - C					800.00
Ge		RENT-DEC2012 (TIOW portion)	400.00		1,200.00
Total 90	8,225.00 +		400.00	0.00	1,200.00
905 - O	1,610.00 +				415.29
	9,835.00 *				
Total 90	0.00 C		0.00	0.00	415.29
907 - PI					480.00
	3,349.50 +				480.00
Total 90	800.00 +		0.00	0.00	480.00
	955.51 +				410.74
900 - Ac	400.00 +				
Che	5,505.21 *	Quesnel Bargain Hunter	346.00		756.74
Che		Country Printers	269.00		1,025.74
Che	0.00 C	ck Press Group	340.51		1,366.25
Total 90	9,835.00 +		955.51		1,366.25
911 - Lal	5,505.21 +				43,171.50
Gen	15,340.21 *	TIOW PAYROLL #5	8,225.00		51,396.50
Gen		SALARY PP17 (TIOW portion)	2,143.50		53,540.00
Gen		SALARY PP18 (TIOW portion)	1,206.00		54,746.00
Total 911			11,574.50		54,746.00
912 - Labour (Benefits & MERCs)					2,602.69
General Journal 14/12/2012		SALARY PP17 (TIOW portion)	512.08		3,114.77
General Journal 28/12/2012		SALARY PP18 (TIOW portion)	288.11		3,402.89
T 912 - Labour (Benefits & MERCs)			800.20	0.00	3,402.89
930 - Postage and Delivery					52.00
Total 930 - Postage and Delivery			0.00	0.00	52.00
948 - Photocopier Expense					199.33
Total 948 - Photocopier Expense			0.00	0.00	199.33
969 - Training-Professional Dev.					5,279.00
Cheque 07/12/2012 540	Continuing & Adult Education	Inv# 136,139,138,137,127,142,141,140,134,135	1,610.00		6,889.00
Total 969 - Training-Professional Dev.			1,610.00	0.00	6,889.00
			15,340.21	0.00	68,750.76

