

Application Guidelines

Invitation for Proposals (IFP)

Independent Contractor Opportunity for:

ENGLISH LANGUAGE INSTRUCTORS/FACILITORS

For the period April 1, 2017 to March 31, 2018

Re- Issued: Thursday, April 20, 2017

Application Deadline: Friday, May 5, 2017 at 5:00 pm

1. ACCES Employment Overview:

Our Vision

A fully inclusive labour force that reflects the diversity, skills and experience of Canada's population.

Our Mission

ACCES Employment assists job seekers from diverse backgrounds facing barriers to employment, to integrate into the Canadian job market. We achieve this by providing employment services, linking employers to skilled people and building strong networks in collaboration with community partners.

ACCES Employment has over 30 years of experience delivering a broad range of effective employment services to all job seekers in the communities we serve, and we specialize in serving internationally-trained individuals. In 2015-2016, ACCES delivered Employment Ontario services to over 20,000 clients at our 5 GTA locations - Toronto, Scarborough, North York, Mississauga and Brampton. As a not-for-profit corporation, ACCES receives funding from all levels of government, corporate sponsors, various supporters and the United Way of Toronto.

As an Employment Ontario service provider, ACCES offers fully equipped resource centres, information and referral services, individualized employment counseling, job search workshops, and direct employer placement and post-hire supports across all 5 of our locations.

ACCES has integrated a unique series of sector-specific training programs into our core employment services. These programs help newcomers to find and maintain employment in Canada that reflects their professional experience, skills and education. Our programs include: *Engineering Connections, Financial Services Connections, Human Resources Connections, Sales and Marketing Connections, IT Connections, Supply Chain Connections, Leadership Connections, Entrepreneurship Connections, Youth Jobs Connections, Canadian Employment Connections, Employment Connections for Newcomer Youth, and the Trades Project*. We also provide workplace language and communications training through our *Talk English Cafés* and our *Language for Workplace Connections* program. As well, ACCES has over 12 years of experience delivering the *START* program, a pre-employment program for women which combines computer training with a life skills and employment preparation curriculum.

For additional information about our services, please visit our website at www.accesemployment.ca

2. The Request For Proposal:

This Request for Proposals (RFP) is issued by ACCES Employment (ACCES) for the purpose of identifying organizations or individual professionals that may qualify to be

awarded a temporary contract related to the services described in **Section 8 – Project Goals**.

Interested parties are asked to read this invitation carefully and are invited to submit an application in accordance with these instructions.

3. ACCES is not Committed to Applicant’s Expenses:

The application process will not necessarily result in a commitment to sign a contract with the Applicant. ACCES shall not be liable for any expenses incurred by any Applicant, including the expenses associated with the cost of preparing the Application.

4. Distribution of the Request For Proposals:

This RFP has been released:

- By notice to a broad spectrum potential applicants as identified by ACCES
- By publication on ACCES’s website
- By publication on Charity Village’s website
- By publication on Settlement.org’s website
- By publication on TESL Ontario’s website

5. Entering into a Contract with ACCES:

The successful applicant will be required to sign a Master Service Agreement (MSA) and a Statement of Work (SOW) with ACCES. The (MSA) will be signed with a termination date of March 31, 2018. Subject to funding renewal, a yearly (SOW) will be issued at the beginning of each fiscal year outlining the scope of work, payment terms, and additional details.

Please be advised that successful Applicants will be required to:

- (a) provide the services for a defined period of time;
- (b) provide monthly invoices or an invoice to ACCES on account of their services;
- (c) provide ACCES with an HST number for their business; and
- (d) report their income and directly remit the payment of all taxes or payments assessed or levied against or in respect of their business, including income tax, Canada Pension Plan, and all other premiums or levies required by law to the appropriate Government Agency.

In addition:

- Applicants responding to this RFP may not have any personal or business interest that would present an actual, potential or apparent conflict of interest with the performance of the contract to be awarded. The successful applicants will be required to adhere to all ACCES HR Policies.

- Organizations responding to this RFP may be required to provide proof of Liability Insurance Certificate and WSIB.

6. External Factors:

ACCES reserves the right to withdraw this RFP or terminate the resulting contract within the terms of the contract without penalty.

ACCES programs and services receive funding from various sources and therefore all contracted services are subject to budget constraints.

7. Selection Process:

ACCES will review all applications. Applications will be judged based on the quality of response, experience, qualifications and cost.

References will also be included as part of the evaluation.

Interviews may be requested by the ACCES Selection Committee, in addition to a requirement for additional written materials, to ascertain the qualifications of applicants.

ACCES reserves the right to reject any or all proposals. Proposals may be rejected if incomplete, illegible or conditional.

8. Project Goals:

ACCES Employment is currently seeking English language instructors and facilitators to deliver the *Language for Workplace Connections* program in Toronto and/or Scarborough, the *Talk English Café* in Toronto, Scarborough, and/or North York, and *Enhanced Language Training* in Toronto, Scarborough and/or North York. Please note, opportunities may also be available in our Brampton and Mississauga locations.

Those applying to deliver the *Language for Workplace Connections* program and *English Language Training* must be available to teach between 9:00 a.m. and 5:00 p.m. Eastern Time according to program schedules.

Those applying to facilitate the *Talk English Café* must be available between 5:30 p.m. and 7:30 p.m. or 6:00 p.m. and 8:00 p.m. from Monday to Thursday according to site schedules

9. Scope of Services:

A. ELT Language for Workplace Connections

- Contractor will facilitate classes for the ***Language for Workplace Connections (LWC) Program*** at ACCES Toronto or Scarborough according to program schedule

- Teach CLB 5-9 class of internationally trained professionals according to course curriculum and relevant CLB documents
- Design and provide professional, appropriate, sector-specific and motivational lesson plans, consistent with accepted teaching methods, adult education principles and students' language and employment needs
- Use a variety of educational methods, including presentations using various media, facilitation, small and large group discussion and activities
- Combine classroom teaching with computer assignments
- Provide ongoing assessment (verbal and written) on students' progress
- Implement language evaluation tools and provide scores
- Liaise with and assist speakers, volunteers and other team members
- Work closely with the Program Manager, Language Training Services to ensure appropriate coordination of program components

B. Talk English Cafe

- English language instructor for Talk English Cafe evening sessions
- Provide a relaxed hands-on setting where newcomers can learn and practice speaking English
- Develop curriculum for newcomers to Canada to improve their English conversational skills
- Provide new immigrants with information about the Canadian work place culture and language through guided and informal discussion and activities
- Liaise/cooperate with all company staff to ensure that the language needs of participants are met and to ensure that job search related inquiries are referred to an employment consultant staff
- Correct participants' grammar and pronunciation so that they become more confident in expressing themselves in English and consequently more confident on the job or when applying for work
- Explain English colloquialisms, sayings and figures of speech to further develop the English competence of participants
- Augment and enhance the formal ESL training of participants
- Keep attendance records for each class
- Collect surveys from participants

C. Business and Workplace Communications and One-to-One Coaching

The scope of work will consist of sector-specific Canadian Workplace Culture communications workshops and ensuring the provision of one-to-one pre and post-employment supports by way of business and workplace communications coaching, to bridging program participants at ACCES Employment. Business and workplace communications coaching activities will be geared towards assisting clients to improve their business and workplace communication skills. It is understood that upon completion of this process, these clients will be able to demonstrate an improved level of business and workplace communication that will assist them with: adapting to workplace

culture; maintaining employment; and/or, development and promotional opportunities within their organization.

In addition to the primary function listed above, the contractor will provide the following services:

- One-to-one document editing either face-to-face or via email, online platforms, and/or telephone, specific to: grammar; sentence structure; sequencing; and flow.
- One-to-one business and workplace communications coaching either face-to-face or via email, online platforms and/or telephone, specific to: nuances of communications; understanding body language; building relationships; clarifying instructions; preparing for employer-facing opportunities; and, delivering an effective presentation or proposal.

10. Qualifications:

- B.A. or equivalent in relevant field
- Certified in TESL from a recognized institution or TESL Ontario Certified
- At least 2 years' experience teaching ESL or LINC
- Preferred teaching experience with CLB Levels 5-8
- Experience working with Internationally Educated Professionals would be an asset
- Excellent knowledge of Canadian Language Benchmarks and experience using CLB Exit Assessment Tasks for CLB Levels 5-10
- Knowledge of Adult Education Principles
- Demonstrated experience working with youth and adults of diverse cultural backgrounds
- Knowledge of integration issues faced by newcomers including job search techniques and leads, employment related vocabulary, and professional terminology
- Highly proficient computer skills with knowledge of ESL educational software, MS Suite (Word, PowerPoint and Publisher) the Internet and email communication

11. How to Apply:

All applicants must

- Enclose a Curriculum Vitae (CV)
- Enclose a cover letter outlining your relevant qualifications and professional experiences
- Enclose a copy of your TESL certificate
- Enclose a sample lesson plan or sample curriculum appropriate to the program you are interested in delivering
- Provide a quote based on an hourly rate
- Include a minimum of three professional references
- If you are sending your proposal via e-mail, please indicate the contract opportunity you are submitting for on the subject line

Please note that any hospitality, incidental, food, travel and other expenses will not be reimbursed.

- Submit application by **Friday, May 5, 2017 at 5:00 pm** via e-mail, fax or mail to:

Selection Committee
ACCES Employment
489 College Street, Suite 100
Toronto, Ontario, M6G 1A5
Fax: 416.664.6364
hr@acesemployment.ca

In order to be fair to all proponents, late submissions, phone calls or e-mails to discuss the applications status will not be accepted. Only shortlisted applicants (individuals/organizations) will be contacted.