

This document sets out the partnership agreement between PTP and the host community for *Work Readiness: Hawk Lake*. The program included Skills for Success and occupational health and safety training for the construction sector. The Memorandum of Understanding describes the nature of the partnership, including responsibilities and costs borne by each partner. The responsibilities reflect those noted in the *Roles and Responsibilities*.

Use the sample as a model to create a Memorandum of Understanding that reflects your training program's context.

This Memorandum of Understanding describes *Work Readiness: Hawk Lake* and outlines the agreement between PTP Adult Learning and Employment Programs (PTP) and Hawk Lake.

Program

Work Readiness is designed to help Indigenous job seekers develop the skills they need to get and keep a job. It is not necessary for participants to have a high school diploma or previous work experience; what is important is that participants demonstrate the following interests and abilities:

- Interest in accessing employment in the target occupation(s)
- Ability to commit to full-time training and employment
- Ability to manage personal health and family obligations
- Willingness to develop the skills needed to get and maintain employment

Work Readiness: Hawk Lake includes intake screening to determine if there is a good match between the interests, goals and needs of potential participants and the training program. It also provides seven weeks of full-time classroom training and a five-week paid job placement.

In the training, participants will receive the following benefits:

- ✓ Improved adaptability, collaboration, communication, problem-solving, reading, writing, numeracy and digital skills
- ✓ A chance to reflect on and address what's keeping them from achieving their goals
- ✓ Health and safety training and certification, including first aid, WHMIS, fall protection and tool safety

Participants who demonstrate commitment during the training and readiness for employment will receive these further benefits:

- Receive safety boots
- Participate in a job placement with a local construction company

Sample Memorandum of Understanding



Partnership

PTP will partner with Hawk Lake to select participants and deliver Work Readiness in the community. The goal of this partnership is to work collaboratively to provide the best service possible for community members. PTP seeks to foster an environment of mutual respect and understanding. To achieve this, we have set out the following responsibilities. Should anything unexpected arise, we will work together to address it as a team.

	PTP will:	Hawk Lake will:
Development and planning	<ol style="list-style-type: none"> 1. Meet with community representatives to provide an overview of the program, and to discuss roles and responsibilities. 2. Work collaboratively with community representatives to set a program schedule. Work Readiness training is scheduled to run for 12 weeks. 3. Make arrangements to support implementation, e.g., arrange a training space, overnight accommodations. 	<ol style="list-style-type: none"> 1. Meet with PTP to learn about the program and to discuss roles and responsibilities. 2. Help PTP make arrangements to support implementation (#3 to the left).
Recruitment	<ol style="list-style-type: none"> 4. Prepare outreach materials, e.g., poster, social media posts and a presentation to promote the program. 5. Deliver an information session to community members. 6. Conduct intake interviews and administer skills assessment(s). 7. Work collaboratively with community representatives to select community members who will benefit most from the program. 	<ol style="list-style-type: none"> 3. Help promote the program and identify potential participants. 4. Work collaboratively with PTP to conduct intake interviews. 5. Work collaboratively with PTP to select participants who will benefit most from the program. 6. Provide the names of participants, along with any other information about participants that will help focus instruction on their needs.
Delivery and Evaluation	<ol style="list-style-type: none"> 8. Deliver Skills for Success training to participants. 9. Arrange for occupation-specific health and safety training. 	<ol style="list-style-type: none"> 7. Monitor attendance and follow up with participants, as required. 8. Administer the training allowance for participants and the wage subsidy for the employers.

Sample Memorandum of Understanding



	PTP will:	Hawk Lake will:
	10. Arrange and monitor job placements. 11. Obtain safety boots for participants. 12. Make arrangements for graduation with input from community representatives. 13. Collect, document and review observations to identify program improvements.	9. Carry out any other duties as agreed to with PTP. 10. Share observations about implementation and outcomes to help identify program improvements.

The following are the expected costs and who will cover them.

PTP will cover the costs of:	Hawk Lake will cover the costs of:
Instructors' fees, travel and overnight accommodations Training facilities Classroom supplies, e.g., workbooks, binders Honoraria for guest speakers and elders (as required) Safety boots Coffee and refreshments Graduation event	Overnight accommodations and transportation for participants (if required) Training allowance for participants Wage subsidy for employers

PTP and Hawk Lake understand that regular and open communication is key to making this partnership work well. PTP and Hawk Lake agree to work in equal partnership, and to keep one another fully apprised of developments which could affect the success of *Work Readiness: Hawk Lake* and its participants.

PTP and Hawk Lake agree to enter into this agreement in good faith.

For PTP Adult Learning & Employment Programs:

For Hawk Lake:

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____