



Next-Steps Newsletter

Issue 5

Language, Skills Training, Employment, and Settlement programs and services operated by the Toronto District School Board (TDSB) across the GTA and beyond.

Employment Programs

Next-Steps Employment Centres

*Your job is out there.
We'll help you find it.*

Come visit us and access a full range of employment services and supports, at seven different locations in Toronto, Mississauga, and York Region.

Services offered include:

- Employment advising, job development services and incentives
- Workshops about career exploration, resume writing, interview skills and researching the labour market
- Access to the internet, printing and fax and photocopier
- Assistance for Second Career applications and referrals to community programs and services
- Job fairs and industry specific information sessions

Hours of operation:

Mon - Fri, 9:00 a.m. - 5:00 p.m.

Don Mills: 416-395-5101

Downsview: 416-395-9559

Riverdale: 416-396-2313

Scarborough Rouge: 416-396-8110

Dundas-Dixie: 905-896-2233

Mississauga Meadowvale:
905-814-8406

Vaughan: 905-851-6551

Employment Accessibility Exchange - Financial Corp Practice Firm

If you are unemployed and/or looking to gain work experience, our practice firm for adults, including persons with disabilities, can assist you. Gain work experience in: Accounting, Customer Service, Financial Services, Human Resources, Office Administration, and Sales & Marketing. The Practice Firm provides job search assistance,

realistic work experience through a virtual setting for 8-12 weeks, work references and networking with employers.

Hours of operation:

Mon - Fri, 8:30 a.m. - 4:30 p.m.

Tel: 416-396-5654

Website: www.work4disabled.ca



Pieces of History and Real Co Canada Practice Firms

Ideal for clients whose barrier to employment is either lack Canadian experience, lack of recent experience or lack of any work experience. Practice Firms simulate the functions of a real business and provide program participants with:

- A realistic, professional business environment to practice job skills
 - Valuable work experience in their field
 - Individual job search assistance and coaching
 - Employment references
- Participants, or virtual 'employees', gain professional experience in the following departments: Accounting, Administration, Human Resources, Information Technology and Marketing

Hours of operation:

Mon - Fri, 8:30 a.m. - 4:30 p.m.

Pieces of History: 905-265-7581
(Steeles & Weston Road)

Website: www.piecesofhistory.ca

Real Co: 416-394-3410

(Victoria Park & Sheppard)

Website: www.realcocanada.com



Scarborough Centre for Employment Accessibility (SCEA)

SCEA is an employment resource centre for job seekers, including persons with disabilities, that offers FREE access to job search resources,

including job postings, community information, newspapers, books, videos, computers with Internet access, fax, printer, photocopier, workshops and events.

Accommodations available for persons with disabilities include: assistive technology, Braille Translator, and much more. The centre is wheelchair accessible and equipped with ergonomic chairs, hydraulic lift tables, large screen monitors, TTY access, Braille printer, and scanner. Sign language interpreters available upon request.

Hours of operation:

Mon - Fri, 8:30 a.m. - 4:30 p.m.

Tel: 416-396-8100

E-mail: scea@tdsb.on.ca

Website: www.accessibleerc.com



Programs and services suitable for a variety of audiences, including
Adults ♦ Youth ♦ Newcomers
Persons with Disabilities

Language Programs

Language Instruction for Newcomers to Canada (LINC)

Helps newcomers learn English and assists them in the settlement process and integration into Canadian society. Classes offered in over 20 locations across Toronto, part-time and full-time (5 to 25 hours a week, including evenings and weekends at some locations). Most locations provide childminding services.

LINC Assessment Hotline: 416-925-5462

Website: www.LINCtoronto.ca

Continues over...

Check out our web portal at www.next-steps.ca or contact a program directly for more information.

Enhanced Language Training (ELT)

This program offers eight weeks of language training for the following sectors: Administration & Customer Service for Immigrant Women, Accounting, Financial Services, Engineering, IT, and Sales & Marketing. Program offers instructor led classes to improve your sector specific language skills, job search assistance, and a six-week work placement to gain Canadian experience.

TTC tokens are provided to those who qualify.

Hours of operation:

Mon - Fri, 8:30 a.m. - 4:30 p.m.

Tel: 416-395-3669

416-395-8270

416-396-4434

E-mail: elt4employment@tdsb.on.ca

Website: www.elt4employment.ca



Skills Training Programs

Hairstylist Apprenticeship

This exciting program prepares registered apprentices to take the Certificate of Qualification Examination in order to become a licensed Hairstylist in Ontario. Topics covered during basic and advanced levels include: cutting, styling, colouring, hygiene and salon management. Year-round enrolment with full-time and part-time options available. Contact us now for more information.

Hours of operation:

Mon - Fri, 8:30 a.m. - 4:30 p.m.

Tel: 416-394-6961

E-mail: hairstyling@tdsb.on.ca

Website: www.tdsbhairstyling.ca



Literacy and Basic Skills (LBS)

A non-credit, adult upgrading program that helps adults improve their reading, writing, and mathematics skills, as well as their employability and workplace skills. Classes offered in over 30 locations across Toronto, Monday to Friday, full-time, part-time, day and evening. One-on-one tutoring is also available.

Toronto South: 416-393-1995

Toronto East: 416-396-6904

Toronto West: 416-394-3809

E-mail: LBS@tdsb.on.ca

Website: lbs.tdsb.on.ca

Ontario Works Training Programs

If you are in receipt of Ontario Works (OW) and looking for training, our **Distribution and Warehouse Assistant**, **Medical Administrative Assistant** and **Pharmacy Assistant** programs can assist you in gaining skills and experience.

The programs offer in-class training plus a work placement. Upon completion of the training, participants work with a Job Developer to secure employment in the area of their new skills. Our **Stand Alone Employment Placement** program assists OW recipients to find employment in health care, logistics, and trades. We help with résumé writing, job search techniques, and interview skills. A Job Developer works with participants to secure employment in their area of training.

Hours of operation:

Mon - Fri, 8:30 a.m. - 4:30 p.m.

Tel: 416-393-0350



Settlement Programs

Newcomer Services for Adults (NSA)

A one-stop shop for all adult newcomers planning to make Scarborough their new home. Two sites providing extensive and valuable information, group workshops and one-on-one assistance on various settlement needs including: Housing, Language, Education, Employment, Legal Services, Social Services, Finance & Budgeting, School & Post Secondary Enrolments, Landlords & Tenants, and Immigration. The Morningside location also offers on-site childminding services.

Hours of operation:

Mon - Fri, 10:00 a.m. - 6:00 p.m.

Malvern: 416-396-9100

Morningside: 416-393-0285

Website: www.newcomeryouth.com



Newcomer Services for Youth (NSY)

Two sites in Toronto offering a youth-friendly environment where students and youth can obtain information about settlement, integrating into the educational system, mentorship, and job searching. At our centres,

newcomer youth ages 13-24 can benefit from the following free services: youth mentorship, volunteer and leadership opportunities, after school supports (i.e. homework club), 1 on 1 academic tutoring, cultural events, computer skills workshops, youth focused information sessions, resume writing, interview skills, and participation in recreational/sports activities.

Hours of operation:

Mon - Fri, 10:00 a.m. - 8:00 p.m.

Malvern: 416-396-4631

Weston-Finch: 416-395-2045

Website: www.newcomeryouth.com



Welcoming Communities for Newcomer Youth & Kids

TDSB Welcoming Communities Program assists newcomer students ages 6-24 transition into life in Canada. Our students will have the opportunity to participate in free supervised group activities, meet and work with peer mentors and professional mentors, and connect to their community and learn about Canadian culture

Hours of operation:

Mon - Fri, 10:00 a.m. - 6:00 p.m.

Tel: 416-395-2037

E-mail: WCNyouth@tdsb.on.ca



next-steps.ca
Skills Training & Employment Preparation Services

