



MINING POTENTIAL



PROGRAM DELIVERY PLAN

MINING POTENTIAL: AN ESSENTIAL SKILLS AND WORK READINESS TRAINING PROGRAM FOR WOMEN, YOUTH AND NEWCOMERS

- TRAINING SITES -



MINING POTENTIAL



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Mining Potential

Mining Potential: An Essential Skills and Work Readiness Training Program for Women, Youth and Newcomers enhances relationships among education and industry by supporting training and hiring needs. The training program aims to ensure women, youth and newcomers have the essential skills and work readiness training needed to enter the mining industry, and to provide industry with a workforce that is employment-prepared. The training program delivers a win-win solution.

The program curriculum is based on the essential skills profiles from MiHR's National Occupational Standards and the work readiness skills that were both developed and validated by industry. Mining Potential teaches the skills by using workplace examples (scenarios, workplace documents, etc.).

The program provides 360 hours of training preferably delivered by a pair of qualified, Mining Industry Human Resources Council (MiHR) approved trainers. To successfully complete the training program, learners must pass quizzes, meet attendance requirements, complete a checklist and develop a portfolio (which should include a cover letter, resume, and WHMIS certificate). The training program is divided between 240 hours of classroom curriculum training and 120 hours of enrichment activities (i.e., on-site industry visit/work experiences, safety certificate training, environmental education) to deliver a holistic, blended approach to learning.

Mining Potential training providers must have strong partnerships in place with mining/exploration companies and a recognized educational institution. The partners must agree that it takes a variety of supports to ensure the success of each learner.

The Role of the Mining Industry Human Resources Council

MiHR leads collaboration across the Canadian mining sector to understand labour market trends, identify opportunities, and develop solutions. It contributes to an inclusive, skilled and sustainable Canadian mining workforce that anticipates and adapts to volatility and innovation.



Mining Potential cont.

MiHR provides expertise on industry skills requirements in the program and acts as the program Registrar and delivery authority. MiHR's role also involves maintaining quality control of the training program, including training site selection, consistency in delivery, problem solving and certificate granting.

Program Objectives

With 40% of the mining workforce being eligible for retirement in the next ten years, there is a growing demand for talent. The Mining Potential program will provide opportunities for underrepresented groups (women, youth and newcomers) to develop the non-technical skills and confidence needed to achieve rewarding employment in the mining industry. In turn the mining industry will benefit from a diversified workforce by utilizing the skills found locally as an excellent solution to the looming human resources crisis in the mining industry.

Objectives of the training program are to:

1. Profile and promote the range of opportunities to obtain rewarding careers, and the various career mobility options available within the mining industry.
2. Equip learners with transferable and foundational skills, attitudes and industry knowledge needed to enter the mining industry directly or via additional education or training.
3. Provide the mining industry with a skilled and safety conscious workforce now and in future, made possible through training partnerships between educators and the mining industry.
4. Provide women, youth and newcomers with information and access to opportunities, to support them in building self-confidence and to help them identify pathways to fulfilling and meaningful employment.



Program Objectives cont.

5. Deliver a nationally recognized essential and work-ready skills development program, ensuring consistency in learning outcomes that can be delivered with flexibility locally by a variety of qualified training organizations.

Mining Potential learning outcomes, defined and validated by industry, are taught based on holistic training concepts and industry examples relevant to learners seeking employment in mining. Training sites must ensure all efforts are made to offer the greatest opportunity for the success of the learner.

Program Delivery Plan Requirements

In order to become an approved Mining Potential training site, venues must ensure, at a minimum, that the following sections of the Mining Potential Training Requirements are addressed in their Program Delivery Plan:

- 1.1 **Entrance Requirements** – Demonstrate an understanding of the entrance requirements for Mining Potential learners. Although sites must meet the minimum requirements of the training program, please demonstrate an understanding and consideration for the minimum hiring requirements of industry partners and the relationship between the two.
- 1.2 **Appeals Process** – Describe the training site's appeals process.
- 1.3 **Program Content** – Demonstrate the training site's ability to deliver the Mining Potential training program as outlined, together with a list of confirmed enrichment activities, (including WHMIS). Identify sufficient resources to deliver the enrichment activities.



Program Delivery Plan Requirements cont.

- 1.4 **Evaluation Approach** – Demonstrate the training site’s ability to meet Mining Potential training program duration requirements, split between classroom and enrichment activities. Provide the start and end dates.
- 1.5 **Graduate Requirements** – Demonstrate an understanding of the four requirements for successful completion of the Mining Potential training program.
- 1.6 **Record of Completion** – Describe the training site’s understanding of the process required by MiHR to issue the records of completion for the learners.
- 1.7 **Teaching and Learning Approach** – Learning tends to be more effective with a blended approach. Briefly outline interactive (hands-on) learning tools and approaches the training site will use to deliver Mining Potential training program curriculum.
- 1.8 **Qualifications of the Training Team** – Provide the résumés and qualifications for the trainers who will participate in the Train the Trainer Workshop and deliver the Mining Potential training program.
- 1.9 **Trainer to Learner Ratio** – Outline the training site’s approach to learner selection into the Mining Potential training program and indicate the number of learners anticipated for your delivery.
- 1.10 **Training Facilities** – Provide photographs of all areas of the training site that will be used to deliver the Mining Potential training program accompanied by a brief description of the facilities and technology, gender-friendly and safety features.
- 1.11 **Training Equipment** – Describe the type of equipment that will be available to support the learners and the delivery of the Mining Potential training program.
- 1.12 **Trainers’ Resources** – Describe additional resources that will be available for trainers, including the involvement of the Site Coordinator/Administrator, in the delivery of Mining Potential training program.
- 1.13 **Involvement of Partners** – Provide letters of support demonstrating the involvement and support of the educational and industry partners and the industry partners intent to hire some or all of the successful graduates.
- 1.14 **Confidentiality and Security** – Describe the equipment and policies on-site that will ensure confidentiality and security of personal information and other confidential aspects of the Mining Potential training program.



Program Delivery Plan Requirements cont.

1.15 **Training Quality Assurance Process** – Describe the training site’s internal quality control processes and confirm the willingness to participate in the Mining Potential quality control processes.

Submissions must also include the following:

- Description of the training sites past experience in delivering similar programs.
- Confirmation the training site will administer a pre and post essential skills assessment.
- Confirmation the training site’s commitment to participate in the Mining Potential Train the Trainer Workshop and program’s mid-point and final evaluations.
- Confirmation of the training sites commitment to deliver progress reports, Records of Assessment and program forms as requested (i.e. application forms, consent forms, program evaluation forms, etc.)
- A proposed timeline for program delivery, identifying major activities.
- The training program budget breakdown to confirm the training site’s financial ability to deliver Mining Potential training program, detailing the following:
 - Breakdown of training costs, including enrichment components
 - Contributions (in-kind/in-cash) from funding partners

NOTE: Funding does not need to be fully secured to send a submission to become an approved training site. If the submission meets all requirements, but funding is in the process of being secured, the site will be conditionally approved.



Evaluation Criteria

The training site's Program Delivery Plan must demonstrate and address their ability to deliver the Mining Potential training program based on the program's Training Requirements and Wise Practices and address the specific criteria sections described under the Program Delivery Plan Requirements. MiHR will review and evaluate the submitted Program Delivery Plan, assess the training site's ability to deliver the Mining Potential training program and will contact the training site should they require additional information or have additional questions.

Intellectual Property

Exclusive proprietary rights for all of the Mining Potential training program's materials, components, evaluation data, information, findings and reports obtained or generated in the course of the program shall remain with MiHR.

MiHR will be entitled to full access and use of all data, information and findings and will be entitled without further charge to retain and distribute on a limited basis printed or electronic copies of any report within privacy laws.

All project reporting and communications relating to the Mining Potential training program must be vetted through MiHR for approval.