



passport 2 success

Skills today, Jobs tomorrow

Overview

April 2010



MINISTRY OF
EDUCATION, TRAINING,
& EMPLOYMENT
CAYMAN ISLANDS GOVERNMENT



Butterfield



LIME

Messages

Message from Hon. Rolston Anglin, JP Minister of Education, Training and Employment



My Ministry's research among local employers confirmed that large numbers of high school graduates in the Cayman Islands have not been meeting basic skill standards in important areas such as literacy, communication, problem solving and working in teams.

Increasingly, entry level positions in the workforce require higher levels of education and so it is to my great pleasure to introduce Passport2Success as a remedial measure from my Ministry.

Passport2Success will better equip our young people for the workplace. It will provide them with practical hands-on training, valuable work experience, better occupational, personal and job-specific skills, and ultimately greater choice for their future.

The programme also has clear benefits to employers, as

it is designed to improve the general skill levels of the work force, increase levels of employee retention and help tackle social issues such as crime by giving young people a positive direction. This will benefit the wider community and reputation of the Cayman Islands, and ultimately helps to foster a more business friendly environment.

In the not too distant future the Ministry will develop a wide range of TechVoc offerings for the country. These will build on this bridge program allowing citizens to acquire the specialist skills desperately needed by the islands' businesses!

Passport2Success is a tangible bridge to employment created by the UDP Government and it will provide a Better Way Forward.

I thank the programme's corporate sponsors, LIME, CML Offshore Recruitment and Butterfield for their generous support and vision. Together we will help build a stronger workforce for the Cayman Islands and provide opportunities for our young people.

Hon. Rolston Anglin, JP

Message from Mrs. Mary Rodrigues Chief Officer, Ministry of Education, Training and Employment



It is a source of great personal satisfaction that the Ministry of Education, Training and Employment is launching the Passport2Success programme.

This pilot project aims to help our young people to overcome barriers to employment and to enable them to take their place in our society as productive citizens.

Passport2Success will help them to develop the skills they

need to find good jobs and to stay employed. This is an ambitious undertaking, however, given the levels of youth unemployment in our country, it is a national priority.

No doubt much will be learned from this pilot that can be used to enhance the programme, as we move forward with the aim of changing lives, one young person at a time.

I encourage young Caymanians to find out more about the programme and register their interest. I also urge parents, teachers, family members and friends to encourage young people they know who could benefit from the programme to sign up.

Mrs. Mary Rodrigues

Contents

Introduction	3
The social issue	4
About the Passport2Success programme	4
How it works	5
Who it is for	6
Practical information	6
Biographies	7
How to apply	8
Role of employers	8
More information	8

Introduction

Passport2Success helps young Caymanians improve their skills and succeed in the work place.

It is a new government funded, full time, 11 week National Employment Passport Programme (NEPP) that teaches participants essential personal and career skills, gives them valuable work experience and better prepares them for the world of work.

The social issue

Local research has shown that **the majority of high school graduates in the Cayman Islands do not meet the enhanced basic skill standard**, which includes: enhanced literacy, effective communication, problem solving and working in teams. Increasingly entry level positions in the workforce require higher levels of education.

The government has identified this as a major issue and has introduced Passport2Success, a National Employment Passport Programme, as a remedial measure.

Passport2Success relies on the participation of employers to provide opportunities to young people with the desire to improve themselves.

About the Passport2Success programme

Passport2Success is for **recent school leavers and young Caymanians who are struggling to find employment because they lack basic skills**. Many of them have no qualifications and some may not be able to read and write well. They need our help.

To succeed on the Passport2Success programme, **participants are required to be actively looking to improve their skills** and demonstrate a commitment to hard work. The programme provides them with:

- Practical hands-on training
- Valuable work experience
- Better occupational, personal and job-specific skills
- A clearer idea of what kind of job suits them
- A chance to impress potential employers
- A monthly stipend (funded by the government) with potential performance related bonus
- More control over their lives

The programme is supported by corporate sponsors, LIME, CML Offshore Recruitment and Butterfield.

How it works

Each participant receives a 'passport', and earns stamps in it for successfully completing parts of the programme. **Each stamp tells a potential employer that the passport holder is skilled in a particular area.**

Each participant will take part in the following core components of the programme:

Education – attend classes to provide them with basic skills. Classes will use a face-to-face delivery method, in which the tutor shares a physical space with programme participants

Employability workshop – attend workshops about subjects such as: resume writing; dressing for success; interview skills; and pride in performance

Work experience – go on job placements in companies and organisations whose business is related to participants' chosen career; gain work experience and develop decision-making skills

Extra-Curricular activities – such as: attending service clubs; playing sports; obtaining a driving license; obtaining a diving certificate

Other features of the programme include:

- Participants can customize their programme to suit their areas of interest
- Activities are hands-on and practical
- Emphasis on adult literacy
- Integration of general life skills and career specific vocational education
- A career pathways approach
- Adult based learning methods (such as group and practical exercises)
- Real world perspective
- Guest speakers from local businesses and industry
- Fun team building activities

To succeed in the Passport2Success programme participants will need to:

- Attend classes at the International College of the Cayman Islands (ICCI)
- Attend work placements
- Keep a good attendance record
- Maintain a positive attitude
- Take part in group activities
- Demonstrate practical skills
- Be able to evaluate themselves and their peers
- Work hard during work placements

Who it is for?

Passport2Success is for recent high school graduates and young Caymanian school leavers, who have not yet found suitable employment.

- Caymanians, 16-19 years of age
- Recent school leaver
- Unemployed
- Looking for career direction and guidance
- Actively interested in gaining practical skills
- Looking to gain work experience and a job placement
- Willing to show commitment

Participants will be chosen using a strict selection procedure. Places are limited, however candidates who do not secure a place may be accepted in the next programme. Programmes run 4 times a year.

It is not necessary to have high school qualifications or work experience to join the Passport2Success programme. It is necessary for participants to want to improve their skills and be willing to work.

Practical information

Venue: International College of the Cayman Islands (ICCI), Savannah Newlands.

Time commitment: Full-time, 5 days a week, from 8:30am to 4pm. The programme lasts for 11 weeks. There will be 2 weeks of work placement and a week of community service.

Timing: The next NEPP programme starts on 19th April, 2010. Orientation sessions commence on the 12th April. There will be 4 programmes a year.

Availability: There are 25 available spaces for the programme starting April 2010.

Proposed schedule for next programme

Weeks 1-6	Assessment, orientation and work skills curriculum
Weeks 7-8	Community service
Weeks 9-10	Work placement
Week 11	Programme wrap up and commencement ceremony

Key dates:

Orientation week starts	April 12th
Programme starts	April 19th
Awards	July 2nd

Biographies

Shannon Seymour

Shannon Seymour, local business owner and Clinical Psychologist, has led the design of the Passport2Success programme and its curriculum.

Shannon Seymour is the **Director and Clinical Psychologist at The Wellness Centre Ltd.**, a private comprehensive counseling and corporate training service provider. Shannon provides counseling for a wide range of individuals and families, as well as facilitates group programming on a variety of personal development topics. She specializes in issues primary to children and family. As a corporate trainer, Shannon works with organizations to develop workplace programmes designed to promote better work-home balance and enhance the wellbeing of both the organization and its employees.

Shannon Seymour earned a Master of Arts degree in Clinical Psychology from the University of Regina, in Saskatchewan, Canada. During her studies she became the first Canadian awarded the prestigious Graduate Research Fellowship from the American Psychological Association's Society for the Psychological Study of Social Issues (SPSSI).

She recently completed extended training in the area of assessment and diagnosis of Autism Spectrum Disorders, and currently provides social skills programmes and verbal behaviour therapy to children with Autism Spectrum Disorders.

Lynne Banker

Lynne is leading the delivery of the Passport2Success programme to participants and has been a key collaborator on the programme's design.

Lynne is an educator with over 20 years of teaching experience in the Language Arts at several colleges and universities in the United States, including the University of Hawaii and the University of the Virgin Islands. She has Bachelor of Social Work from Temple University and a Masters of Education/Reading from California State University, Fullerton.

Since moving to the Cayman Islands in 1995, she served as the **Director of Human Resources at leading local law firm, Maples**, for over 10 years and has been an adjunct instructor at the International College of the Cayman Islands since 1998.

As a Human Resources professional, Lynne understands employers' expectations for new employees, as well as the problems new employees often encounter. She sees the Passport2Success program as a way to help young Caymanians, "smooth out the rough edges", allowing their full potential to shine.

Lynne is a **Certified Professional Business Trainer**, in the areas of Business Etiquette and Business Communication, and recently attained the CELTA, Certification for English Language Training to Adults.

How to apply?

To apply for a place on Passport2Success applicants must **fill in and submit a registration form**. Forms may be requested using the contact details below or filled in online.

Assistance is available with filling in the form.

Contact for registration:
Shannon Seymour
Email: info@wellnesscentre.ky
Phone: 345 949-9355

Role of employers

The Ministry of Education, Training and Employment is **looking to partner with local employers who can:**

- provide job placement opportunities for 2 weeks
- mentor participants
- provide on the job training and guidance
- measure and report on performance, attendance and behaviour

The long term benefits of Passport2Success to local employers will be:

- improved general skill levels of work force
- an easily accessible means of identifying and recruiting young local talent with a commitment to hard work
- increased levels of employee retention and lower expenses of staff turnover
- good community relations and high profile public relations opportunities
- tackling social issues such as crime by giving young people a positive direction. This is good for the wider community and reputation of the Cayman Islands, and ultimately helps to foster a more business friendly environment.

Research showed that 88% of employers surveyed agreed that NEPP was a useful way forward for up-skilling graduates.

More information

Shannon Seymour
Email: info@wellnesscentre.ky
Phone: 345 949-9355

Louis Payne
Email: louis@tower.com.ky
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www.Passport2Success.ky