

## **BC Employment Program**

### **Standards for 'Participant Plan' (PDF)**

July 4, 2006

#### **MINISTRY STANDARDS FOR BASIC ISS PARTICIPANT PLAN**

The purpose of the ISS Participant Plan is to assist each ISS Client to develop their employment goals, and to document the services and Supports that will be provided in order to achieve increased employability and employment objectives.

The ISS Participant Plan is developed by the Contractor in consultation with the ISS Client.

An ISS Participant Plan may include, but is not limited to:

- Client name and other basic identification such as client program number;
- Date the plan was developed and updated;
- Contractor name;
- Client's skills, strengths and barriers to BCEP Employment;
- The type of occupations the Client may enter with work search assistance or other short-term services;
- A listing of the services determined appropriate for the Client;
- The name of the organization providing any externally provided training or services, if applicable;
- Any additional services required such as referrals to other community organizations (e.g. housing assistance, child care);
- Supports required for the Client to participate in services or undertake work search activities (e.g. transportation, work clothing, etc.);
- The Client's expectations for participation (e.g. attendance required, reporting);
- How progress will be reviewed; and
- Signatures of commitment from both the Client and the Contractor.

ISS Participant Plans will be provided to the ministry upon request.