

Employment		
Plan Item	Formerly Known As / Abbreviation	Definition
Acquire Employment		This plan item is selected when it is agreed that an individual will seek and accept employment (casual, part-time, full-time, summer, self-employment). The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. Update the Employment screen. An outcome of incomplete indicates that the activity was not completed.
Apply Disability Supports		This plan item is selected when it is agreed that an individual will complete an application for Disability Related Employment Supports to request financial assistance for the job search and/or workplace supports needed to overcome the barrier(s) created by their disability. The plan item start date is set to reflect the date of request and the plan item end date is set to reflect the date the application is made. An outcome of complete indicates that the application was completed. An outcome of incomplete indicates that the application was not completed.
Attend Appointment		This plan item is selected when it is agreed that an individual will arrange an appointment with the person(s) responsible to provide the needed support. For example career consultant, Doctor, counsellor, school, service manager, bank, etc. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Attend Employment Interview	Attend Emp Interview	This plan item is selected when it is agreed that an individual will attend an employment and/or information gathering interview. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Attend Exposure Course	Complete Exposure Crse	This plan item is selected when it is agreed that an individual will complete a course(s) to obtain the needed job specific skills required to procure employment. This plan item is to be linked to an Alberta Supports centre via the Programs and Services Catalogue. The plan item start date is set to reflect the expected start date of training. The plan item end date is set to reflect the expected end date. An outcome of complete indicates that the course was completed. An outcome of incomplete indicates that the course was not completed.

Attend Job Placement		This plan item is selected when it is agreed that an individual has the knowledge, skills and attitude needed for employment and will participate in would benefit from completing an approved Job Placement service (Regular Job Placement, Contract for Persons with Disabilities) to acquire job search and/or job maintenance skills. This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed and will reflect the most appropriate reason the activity was not completed.
Attend Transition to Employment Service	Attend Transition to Emp	This plan item is selected when it is agreed that an individual has the knowledge, skills and attitude needed for employment and will participate in would benefit from a variety of work directed services by completing an approved Transition to Employment Service to reintegrate into the workforce. This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed and will reflect the most appropriate reason the activity was not completed.
Attend Workforce Development		This plan item is selected when it is agreed that an individual has the knowledge, skills and attitude needed for employment and will participate in an approved Workforce Development service specially designed for individuals with an assessed barrier to reintegrate into the workforce. This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed and will reflect the most appropriate reason the activity was not completed.
Attend Workforce Development for Persons with Disabilities		This plan item is selected when it is agreed that an individual has the knowledge, skills and attitude needed for employment and will participate in an approved Workforce Development service specially designed for Persons with Disabilities to reintegrate into the workforce. This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed and will reflect the most appropriate reason the activity was not completed.

Attend Workforce Development - Additional Support Activity		This plan item is selected when it is agreed that an individual has the knowledge, skills and attitude needed for employment and will participate in an approved Workforce Development service (Exposure Course, Employment Supports) to reintegrate into the workforce. This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed and will reflect the most appropriate reason the activity was not completed.
Attend Workforce Development - Work Exposure		This plan item is selected when it is agreed that an individual has the knowledge, skills and attitude needed for employment and will participate in an approved Workforce Development - Work Exposure component to reintegrate into the workforce. This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed and will reflect the most appropriate reason the activity was not completed.
Attend Workshop		This plan item is selected when it is agreed that an individual will attend a workshop to increase/acquire skills, knowledge and information. Workshops are a group activity that emphasize a member's involvement and participation. The topics covered may include but are not limited to self-development, employment retention, job search, career and educational planning. The plan item start date is set to reflect the expected workshop start date. The plan item end date is set to reflect the expected workshop completion date. An outcome of complete indicates that the workshop was completed. An outcome of incomplete indicates that the workshop was not completed.
Compile a Portfolio		This plan item is selected when it is agreed that an individual will gather the required documents and create a portfolio to support their job search. A portfolio may include employment and/or educational history, samples of work, etc. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Complete Supplementary Support Activity - Transition to Employment		This plan item is selected when it is agreed that an individual will complete a supplementary support activity (Employment Readiness Support, Short Course, Unpaid Work Exposure) as outlined in the Transition to Employment Service (TES) policy. The plan item start date is set to reflect the expected start date of the activity. The plan item end date is set to reflect the expected activity end date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.

Conduct Follow-up	Complete Follow-up	This plan item is selected when it is agreed that a follow-up interview will be conducted after the completion of a Service Plan. The responsible Service Manager will update this plan item and include the outcome at the specified interval, verify and/or update the Education screen and if an individual identifies that they have found employment, the Employment screen. The plan item start date is set to reflect the expected follow up due date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the follow up interview was completed. An outcome of incomplete indicates that the follow up interview was not completed or attempts to contact were unsuccessful.
Conduct Progress Review	Complete Progress Rev	This plan item is selected as part of the service management process for an individual attending in an approved training program. At a minimum one progress review interview will be conducted per term or every six months, whichever is less. A review may contain information regarding attendance, progress, issues identification and resolution and rationale for any adjustments made to the service plan. The plan item start date is set to reflect the date the interview is planned. The plan item end date is set to reflect the date the interview is conducted. An outcome of complete indicates that the interview was completed. An outcome of incomplete indicates that the interview did not occur.
Conduct Specialized Assessment (I)	Complete Specialzd Asmt (I)	This plan item is selected when it is agreed that an individual will participate in a Specialized Assessment conducted by a service provider under contract to the Government of Alberta. This counselling tool is used to identify an individual's strengths and disability related limitations that may affect career choice, skills development methods, employment outcomes and/or performance. Approval of this plan item has been delegated to authorized internal staff members. External users may add, but cannot approve this plan item. The plan item start date is set to reflect the date of the referral and the plan item end date is set to reflect the date the assessment process concludes. An outcome of complete indicates that the assessment was completed. An outcome of incomplete indicates that the assessment was not completed.
Consider DRES Job Search Support (I)	Apply DRES Job Search (I)	This plan item is selected when an individual has requested Disability Related Employment Supports to obtain financial assistance for the job search supports needed to overcome the barrier(s) created by their disability. (Assistive Services, Assistive Technologies). Approval of this plan item has been delegated to authorized internal staff members. External users may add, but cannot approve this plan item. The plan item start date is set to reflect the date of request and the plan item end date is set to reflect the date the decision is made. An outcome of approved indicates that the request for job search supports was granted. An outcome of not approved indicates that the request was not granted. An outcome of incomplete indicates that a decision could not be reached.

Consider DRES Workplace Support (I)	Apply DRES Wrkplc Supp (I)	This plan item is selected when an individual has requested Disability Related Employment Supports to obtain financial assistance for the workplace supports needed to overcome the barrier(s) created by their disability. (Assistive Technologies, Workplace Modifications, On the Job Supports, Vehicle Modifications). Approval of this plan item has been delegated to authorized internal staff members. External users may add, but cannot approve this plan item. The plan item start date is set to reflect the date of request and the plan item end date is set to reflect the date the decision is made. An outcome of approved indicates that the request for workplace supports was granted. An outcome of not approved indicates that the request was not granted. An outcome of incomplete indicates that a decision could not be reached.
Consider Exposure Course	Complete Exposure Crse	This plan item is selected when a job-ready individual requests financial assistance to acquire the needed job specific skills to get employment in a specific occupation. The plan item start date is set to reflect the date of the request. The plan item end date is set to reflect the date the decision is made. An outcome of approved indicates that the request was granted. An outcome of not approved indicates that the request was not granted. An outcome of incomplete indicates that a decision could not be reached.
Determine Ready Willing Able	Determine RWA	This plan item is selected when an individual has participated in an interview to ensure an informed choice has been made, as required by policy, and it has been determined and agreed that they are ready, willing and able to participate in an approved program. The plan item start date is set to reflect the date of the interview will occur and the plan item end date is set to reflect the date the determination is rendered. An outcome of complete indicates that an individual is considered to be ready, willing and able to make the commitment to successfully complete training. An outcome of incomplete indicates an individual does not meet one or more of the required elements.
Develop Network		This plan item is selected when it is agreed that an individual will build and expand their network/relationships and provide a progress report as part of the job search process. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Develop Resume		This plan item is selected when it is agreed that an individual will develop a resume and provide a progress report as part of the job search process. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.

Discover Lifestyle Impacts	Det Lifestyle Impacts	This plan item is selected when it is agreed that an individual needs to determine issues/solutions relative to lifestyle choices that may or are impacting training. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Obtain Documentation		This plan item is selected when it is agreed that an individual will obtain the necessary documentation and provide a progress report as part of the job search process. Documentation may include criminal records check, work permit/visa, Social Insurance Number, etc. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Obtain Information		This plan item is selected when it is agreed that an individual will obtain information about the resources available to address an identified information need. For example employers, employees, associations and other sources of occupational, educational and labour market information, etc. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Obtain References		This plan item is selected when it is agreed that an individual will identify and/or discuss with former employers/colleagues/friends the reference that they may provide to potential employers conducting reference checks as part of the job search process. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Participate Job Tryout		This plan item is selected when it is agreed that an individual will participate in one or more job tryouts to see if their skills, interests and abilities match the employment they are pursuing as part of the job search process. The opportunity may also be used to market skills to employers and develop references. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.

Prepare for Interview		This plan item is selected when it is agreed that an individual will prepare for an employment interview and report on the progress. Activities may include but are not limited to conducting research about the employer, preparing questions and answers, conducting up a mock interview with friend or counsellor, etc. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Record Result		This plan item is selected by external service delivery partners to record the Contract Outcome Reporting data. This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the date on which result collection commenced. The plan item end date is set to reflect the date the result is acquired. Select the most appropriate result from the outcome list provided.
Research Employers		This plan item is selected when it is agreed that an individual will seek and obtain information about potential employers and report on the progress. Research may include, but is not limited to, employer demographics, target market, future plans, products and services, etc. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Waive International Qualification Assessment Service Fee	Waive IQAS Fee	This plan item is selected when it is agreed that an individual with foreign educational credentials will complete an application to have an International Qualification Assessment Service completed and it is recommended that the associated fee be waived. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of approved indicates that the service fee was waived. An outcome of not approved indicates that a waiver of the fee was not granted. An outcome of incomplete indicates that a decision could not be reached.