

Xperience Annex Project Outline and Work Plan		
Date	Activity	Current Action Status
October 2015 to December 2015	<ul style="list-style-type: none"> Formalize the Learning Annex Steering Committee and the Hamilton Employment and Education Partnership Network Learning Annex project team appointed Hire new staff Develop project charter Conduct youth engagement process to determine the needs, assets, type of programming and services required Develop a marketing approach for the Learning Annex Rename and rebrand the Learning Annex Develop a youth working group 	<ul style="list-style-type: none"> Youth Steering Committee established and monthly meeting held since January 2016 Community Partner Network established and continues to meet. Roles and responsibilities to be established in 2016 Youth Navigator hired Youth Engagers Hired Charter defined by LPRF grant project outline and direction Ongoing and continuous evaluation based on the needs of youth who attend Branding exercise completed and being marketed throughout City by all Xperience Annex staff. Not required as Steering Committee is youth lead

	<ul style="list-style-type: none"> • Develop protocols and partnerships to provide navigation support to enhance and strengthen connections for youth who are interested in training, upgrading, employment and career aspirations 	<ul style="list-style-type: none"> • Ongoing by Youth Navigator
October 2015 to January 2016	<ul style="list-style-type: none"> • Refine the program evaluation strategy 	<ul style="list-style-type: none"> • Evaluation strategy completed and implementation of evaluation underway
January – February 2016	<ul style="list-style-type: none"> • Develop a detailed operations and implementation plan • The plan will outline programs and services to be offered at the Learning Annex. (N.B. this will continue to grow and evolve with time) • Prepare a draft action plan 	<ul style="list-style-type: none"> • Operations plan completed and implemented with the launch of the Xperience Annex. Day to day operations continue to evolve based on the needs of the youth who attend • Plan completed, but will continue to evolve based on the needs of the youth who attend • Completed and resulted in operation ongoing today
March 2015 to June 2018	<ul style="list-style-type: none"> • Create innovative and flexible opportunities to engage youth in training and employment <ul style="list-style-type: none"> • Explore stackable, micro-credentials to incentivize participant motivation and engagement. Micro-credentials allow learners to take compact, flexible and job-focused credentials that can be combined over time to be full college credit. Micro-credentials are an important component of active learning and promote early success 	<ul style="list-style-type: none"> • All actions currently underway and evolving based on the needs/interests of youth attending the annex and supported through the partnerships within the network

	<p>in tentative learners.</p> <ul style="list-style-type: none"> • Develop innovative training programs using a variety of modalities (e.g. pop-up classrooms, virtual and mobile platforms) • Links to current employment and labour market needs • Essential employability skills development to help provide career clarity • Build and strengthen relationships with employers • Develop strategies designed to raise aspirations around education, training and employment with neighbourhood and community organizations (expand/refine youth navigator role) • Work closely with the Education and Training sub-committees of partnering organizations and neighbourhood planning teams 	
<p>March 2016</p>	<ul style="list-style-type: none"> • Launch the Learning Annex (renamed and branded) in downtown Hamilton 	<ul style="list-style-type: none"> • Completed with Launch June 9, 2016 and doors open June 13, 2016
<p>Beyond March 2016</p>	<ul style="list-style-type: none"> • Continue to explore existing and new partnership opportunities with community partners • Work with partners to develop workshops, seminars and courses to help youth with skill-building and knowledge • Continue the evaluation to monitor outcomes of youth and adjust initiative as necessary • Follow/Submit reports progress reports to 	

	Ontario Trillium Foundation	
January 2017	<ul style="list-style-type: none">Initiate discussions regarding long term sustainability of Xperience Annex beyond the grant expiry of September 2018	