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To: Directors
Employment and Income Assistance

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Subject: **SAMIN Changes in Preparation for a New Training and
Employment Links (TELS) System**

The new TELS system is designed to provide workers with a tool to match Employment and Income Assistance participants to available education, training or employment opportunities in order to assist them to become self-sufficient.

The overall objective with the design of this system is to:

- A) develop a centralized on-line database of Education and Training Programs as well as Job Order information and make it available to EIA workers in the field.
- B) enhance the ability for an EIA worker to match a participant to education, training and employment opportunities.

In order for the TELS system to work efficiently, changes have been made to some SAMIN screens. These SAMIN changes were necessary to the operation of TELS and will assist a worker to:

- capture more detailed information about the referral of a participant to an education or training program.
- capture more detailed information on both education and training undertaken by the participant.
- capture a participant's education, training and/or employment goals and identify skill gaps more effectively.
- identify current labour market occupations related to the participant's work history or goals more accurately.
- identify agencies to which a participant is being referred.

In order for TELS to successfully match a participant to either an employment opportunity or an education or training program, information must be entered into SAMIN. As a result, SAMIN screens used for capturing information on education, training, referrals, employment, and a participant's Action Plan have been modified as shown on the following pages.

If a participant is searching for a job and wants to search in different occupation areas, the Change Action Plan screen allows up to a maximum of seven "Education/Training/Employment Activity" codes.

In the development of TELS, a number of SAMIN changes were recommended. Only those related to the operation of TELS were implemented at this time. All others will be dealt with through the service request process.

Original Signed by Pam Goulet

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