



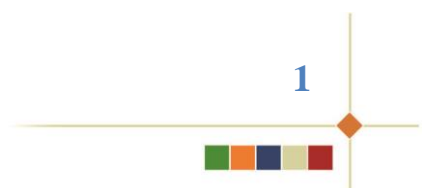
# iCARE Training English Course Catalogue



Immigration Contribution Agreement Reporting Environment

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# iCARE User Training – Settlement Services Modules

## Course Description

Formal training sessions to teach iCARE users about privacy, security, the iCARE SPortal, and data entry in the iCARE Settlement Modules

## Who Should Attend

New iCARE users who have not received iCARE training on the Settlement Modules

Existing iCARE users who would like a review of how to use the iCARE Settlement Modules

## Delivery Method

Webinars using the WebEx System (In person sessions will be offered when possible)

## Course Length

3 hours

## Schedule

The iCARE User Training – Settlement Services Modules (English) course is offered on the 4<sup>th</sup> Monday of every month<sup>1</sup>. The exact date and time of each session is listed on the EventBrite system (please note that the times in EventBrite are in Eastern Time).

## Agenda

1. iCARE Introduction
2. Security & Privacy
3. iCARE Common Features
4. Data entry in the Needs Assessment & Referrals module
5. Data entry in the Information & Orientation module
6. Data entry in the Employment Related Services module
7. Data entry in the Community Connections module
8. Data entry for Settlement Workers in Public Institutions (i.e. SWIS, LSP, etc)
9. Waitlist Module
10. Reports
11. Resources
12. Questions/Comments

## Registration

Participants can register for a session using the following link:

<http://settlementservicesmodules.eventbrite.ca/>

If you require assistance using EventBrite to register, [click here](#) for step-by-step instructions.

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<sup>1</sup> Note that the schedule is subject to change based on trainer availability and statutory holidays. Please confirm the date and time during registration on the EventBrite system.



# iCARE User Training - Language Modules

## Course Description

Formal training sessions to teach new and existing iCARE users about privacy, security, the iCARE SPOrtal, and data entry in the iCARE Language Modules

## Who Should Attend

New iCARE users who have not received iCARE training on the Language Modules

Existing iCARE users who would like a review of how to use the iCARE Language Modules

Please note that this is not for Language Assessors or Language Trainers in Ontario using the HARTs system. If you are interested in training on the HARTs to iCARE upload please [click here](#).

## Delivery Method

Webinars using the WebEx System (In person sessions will be offered when possible)

## Course Length

3 hours

## Schedule

The iCARE User Training – Language Modules (English) course is offered on the 4<sup>th</sup> Friday of every month<sup>2</sup>. The exact date and time of each session is listed on the EventBrite system (please note that the times in EventBrite are in Eastern Time).

## Agenda

1. iCARE Introduction
2. Security & Privacy
3. iCARE Common Features
4. Data entry in the Language Assessment module
5. Data entry in the Language Training module
6. Using Language Training Course Availability
7. Waitlist Module
8. Reports
9. Resources
10. Questions/Comments

## Registration

Participants can register for a session using the following link:  
<http://languagemodules.eventbrite.ca>

If you require assistance using EventBrite to register, [click here](#) for step-by-step instructions.

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<sup>2</sup> Note that the schedule is subject to change based on trainer availability and statutory holidays. Please confirm the date and time during registration on the EventBrite system.



# iCARE User Training – Resettlement Assistance Program (RAP) Module

## Course Description

Formal training sessions to teach new and existing iCARE users about privacy, security, the iCARE SPOrtal, and data entry in the iCARE RAP Module.

## Who Should Attend

New iCARE users who have not received iCARE training on the RAP module

Existing iCARE users who would like a review of how to use the iCARE RAP module

## Delivery Method

Webinars using the WebEx System (In person sessions will be offered when possible)

## Course Length

2 hours

## Schedule

The iCARE User Training – RAP Module (English) course is offered on the 3<sup>rd</sup> Monday of every month<sup>3</sup>. The exact date and time of each session is listed on the EventBrite system (please note that the times in EventBrite are in Eastern Time).

## Agenda

1. iCARE Introduction
2. Security & Privacy
3. iCARE Common Features
4. Data entry in the RAP module
5. Waitlist Module
6. Reports
7. Resources
8. Questions/Comments

## Registration

Participants can register for a session using the following link: <http://rapmodule.eventbrite.ca/>

If you require assistance using EventBrite to register, [click here](#) for step-by-step instructions.

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<sup>3</sup> Note that the schedule is subject to change based on trainer availability and statutory holidays. Please confirm the date and time during registration on the EventBrite system.



# iCARE User Training – Pre-Arrival Modules

## Course Description

Formal training sessions to teach iCARE users about privacy, security, the iCARE SPORtal, and data entry in the iCARE Pre-Arrival modules

## Who Should Attend

New iCARE users who have not received iCARE training on the Pre-Arrival Modules

Existing iCARE users who would like a review of how to use the iCARE Pre-Arrival Modules

Note: If you use the iCARE Domestic modules and will also enter data for Pre-Arrival services we recommend that you take this training. The Pre-Arrival modules are different than their Domestic counterparts

## Delivery Method

Webinars using the WebEx System

Recorded sessions are also available for users who are unable to attend the webinars (e.g. conflicting time zone). The links to the videos can be found in the iCARE system under Resources ->Training, in the following document: iCARE Pre-Arrival Training Webinar Recordings.

## Course Length

3 hours

## Schedule

The iCARE User Training – Pre-Arrival Modules (English) course is offered on the 3<sup>rd</sup> Tuesday of every month<sup>[1]</sup>. The exact date and time of each session is listed on the EventBrite system (please note that the times in EventBrite are in Eastern Time). If you are unable to attend training due to significant time differences between time zones please contact us to make alternate arrangements.

## Agenda

1. iCARE Introduction
2. Security & Privacy
3. iCARE Common Features
4. Pre-Arrival Modules
5. Data entry in the Pre-Arrival Needs Assessment & Referrals module
6. Data entry in the Pre-Arrival Information & Orientation module
7. Data entry in the Pre-Arrival Employment Related Services module
8. Data entry in the Pre-Arrival Community Connections module
9. Waitlist Module
10. Reports
11. Resources
12. Questions/Comments

## Registration

Participants can register for a session using the following link:

<https://icareprearrival.eventbrite.ca>

If you require assistance using EventBrite to register, [click here](#) for step-by-step instructions

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<sup>[1]</sup> Note that the schedule is subject to change based on trainer availability and statutory holidays. Please confirm the date and time during registration on the EventBrite system.



# **iCARE User Training – Narrative Report/Annual Project Performance Report (APPR)**

## **Course Description**

Training on the Project Reporting module in iCARE which is used to report on IRCC-funded activities carried out under Contribution Agreements (CAs) for direct settlement services. Includes training on both narrative and annual reports.

## **Who Should Attend**

This training is recommended for Executive Directors and those with the authority to complete Narrative Reports/Annual Project Performance Reports.

## **Delivery Method**

Webinars using the WebEx System (In person sessions will be offered when possible)

## **Course Length**

2 hours

## **Schedule**

The iCARE User Training – Narrative Report/Annual Project Performance Report (APPR) course is offered on the 2<sup>nd</sup> Thursday of every month<sup>4</sup>. The exact date and time of each session is listed on the EventBrite system (please note that the times in EventBrite are in Eastern Time).

## **Agenda**

1. iCARE Introduction
2. Privacy & Security
3. Narrative Report/Annual Project Performance Report (APPR)
4. iCARE Demonstration
5. Resources
6. Questions/Comments

## **Registration**

Participants can register for a session using the following link:

<http://narrativeapprmodule.eventbrite.ca>

If you require assistance using EventBrite to register, [click here](#) for step-by-step instructions.

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<sup>4</sup> Note that the schedule is subject to change based on trainer availability and statutory holidays. Please confirm the date and time during registration on the EventBrite system.

# iCARE User Training - HARTs to iCARE Bulk Upload

## Course Description

Training on the process to upload language assessment and language training data from HARTs to iCARE

## Who Should Attend

Ontario Language Assessors and Language Trainers who use HARTs to collect data

## Delivery Method

Webinars using the WebEx System (In person sessions will be offered when possible)

## Course Length

2 hours

## Schedule

The HARTs to iCARE Bulk Upload course is offered on the 2<sup>nd</sup> Wednesday of every 2<sup>nd</sup> month<sup>5</sup>. The exact date and time of each session is listed on the EventBrite system (please note that the times in EventBrite are in Eastern Time).

## Agenda

1. iCARE Introduction
2. iCARE and HARTs – The Way Forward
3. Security & Privacy
4. HARTs to iCARE Bulk Upload
5. Best Practices, Tips, Suggestions
6. Demonstration
7. iCARE User Accounts
8. Resources

## Registration

Participants can register for a session using the following link:

<http://hartsicareupload.eventbrite.ca>

If you require assistance using EventBrite to register, [click here](#) for step-by-step instructions.

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<sup>5</sup> Note that the schedule is subject to change based on trainer availability and statutory holidays. Please confirm the date and time during registration on the EventBrite system.





# **iCARE Training for IRCC Settlement Officers**

## **Course Description**

A high level overview of the iCARE system, including security requirements, the information collected, iCARE reports, and SPO compliance

## **Who Should Attend**

IRCC Settlement Officers who manage Contribution Agreements with (Re) Settlement Service Provider Organizations (SPOs)

## **Delivery Method**

Webinars using the WebEx System (In person sessions will be offered when possible)

## **Course Length**

3 hours

## **Schedule**

The iCARE Training for IRCC Settlement Officers (English) course is offered on the 1<sup>st</sup> Tuesday of every 2nd month<sup>6</sup>. Please contact your IRCC Training Coordinator for further details.

## **Agenda**

1. iCARE Introduction
2. Security & Privacy Requirements of SPOs
3. Data Collected in iCARE
4. Narrative Reporting/Annual Project Performance Reports (APPR)
5. Minimum Security Requirement Checklist compliance
6. Reporting compliance
7. iCARE Reports
8. Suggestions

## **Registration**

To register for the iCARE Training for IRCC Settlement Officers complete the "Training Application and Authorization" form GC-211. The completed and approved form should be forwarded to the attention of your training coordinator.

Your training coordinator will register you in PeopleSoft and send you a registration confirmation.

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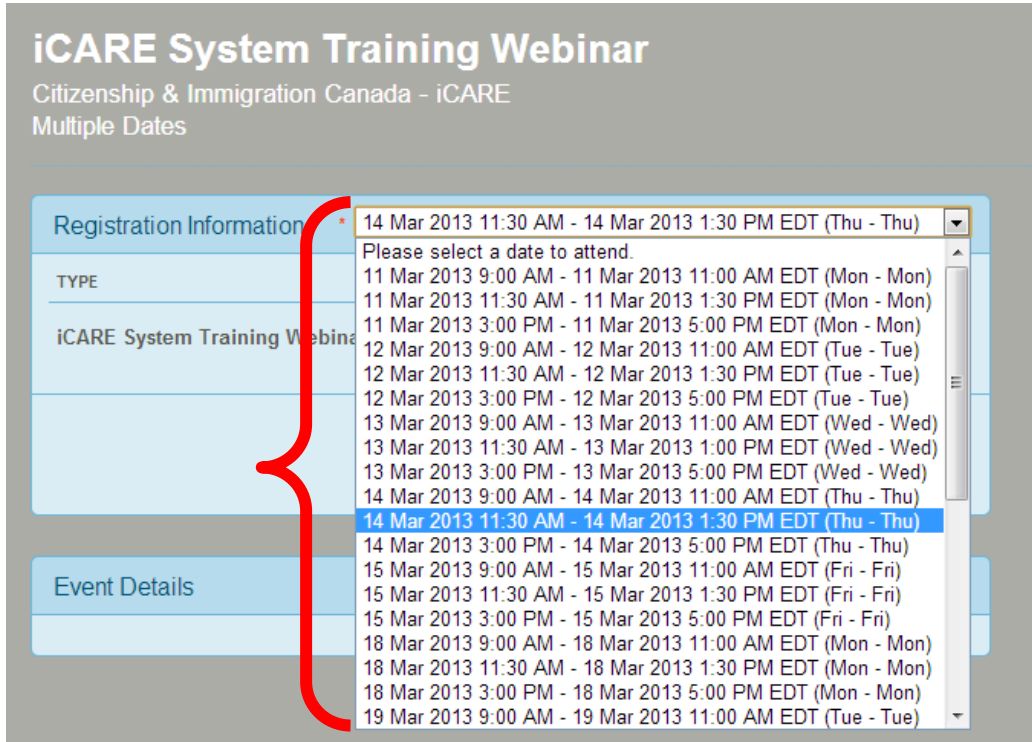
<sup>6</sup> Note that the schedule is subject to change based on trainer availability and statutory holidays. Please confirm the date and time by contacting your IRCC Training Coordinator.



## How to use EventBrite ([Cliquez ici pour le français](#))

Please note that the EventBrite system is used to register for a training session, it is not how you participate in training. Registration for each session closes 24 hours prior to the scheduled start time. Those who have registered will receive the webinar joining instructions the day before the session.

1. Click the link provided in the iCARE Training Course Catalogue
2. Select the date and time you would like to register for using the dropdown menu. Please note: if a session is full, it will not show up as an option in the dropdown menu.



**iCARE System Training Webinar**  
Citizenship & Immigration Canada - iCARE  
Multiple Dates

Registration Information \* 14 Mar 2013 11:30 AM - 14 Mar 2013 1:30 PM EDT (Thu - Thu)

TYPE

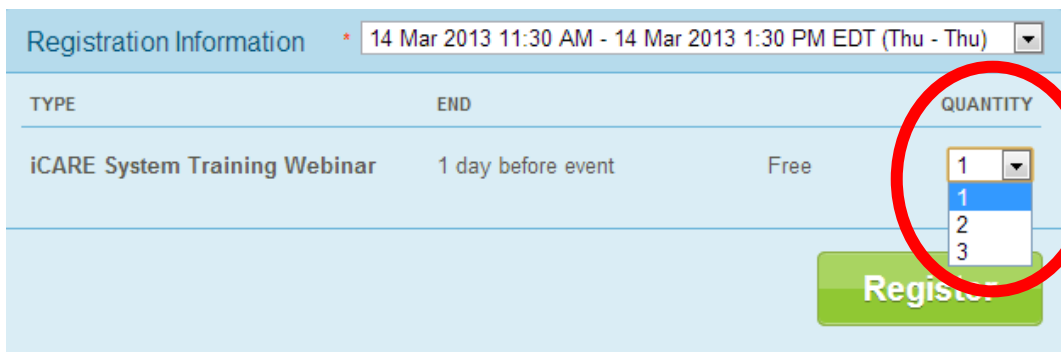
iCARE System Training Webinar

Event Details

Please select a date to attend.

- 11 Mar 2013 9:00 AM - 11 Mar 2013 11:00 AM EDT (Mon - Mon)
- 11 Mar 2013 11:30 AM - 11 Mar 2013 1:30 PM EDT (Mon - Mon)
- 11 Mar 2013 3:00 PM - 11 Mar 2013 5:00 PM EDT (Mon - Mon)
- 12 Mar 2013 9:00 AM - 12 Mar 2013 11:00 AM EDT (Tue - Tue)
- 12 Mar 2013 11:30 AM - 12 Mar 2013 1:30 PM EDT (Tue - Tue)
- 12 Mar 2013 3:00 PM - 12 Mar 2013 5:00 PM EDT (Tue - Tue)
- 13 Mar 2013 9:00 AM - 13 Mar 2013 11:00 AM EDT (Wed - Wed)
- 13 Mar 2013 11:30 AM - 13 Mar 2013 1:00 PM EDT (Wed - Wed)
- 13 Mar 2013 3:00 PM - 13 Mar 2013 5:00 PM EDT (Wed - Wed)
- 14 Mar 2013 9:00 AM - 14 Mar 2013 11:00 AM EDT (Thu - Thu)
- 14 Mar 2013 11:30 AM - 14 Mar 2013 1:30 PM EDT (Thu - Thu)
- 14 Mar 2013 3:00 PM - 14 Mar 2013 5:00 PM EDT (Thu - Thu)
- 15 Mar 2013 9:00 AM - 15 Mar 2013 11:00 AM EDT (Fri - Fri)
- 15 Mar 2013 11:30 AM - 15 Mar 2013 1:30 PM EDT (Fri - Fri)
- 15 Mar 2013 3:00 PM - 15 Mar 2013 5:00 PM EDT (Fri - Fri)
- 18 Mar 2013 9:00 AM - 18 Mar 2013 11:00 AM EDT (Mon - Mon)
- 18 Mar 2013 11:30 AM - 18 Mar 2013 1:30 PM EDT (Mon - Mon)
- 18 Mar 2013 3:00 PM - 18 Mar 2013 5:00 PM EDT (Mon - Mon)
- 19 Mar 2013 9:00 AM - 19 Mar 2013 11:00 AM EDT (Tue - Tue)

3. Under "quantity", please select the number of people who will be attending the training session (up to a maximum of 3).

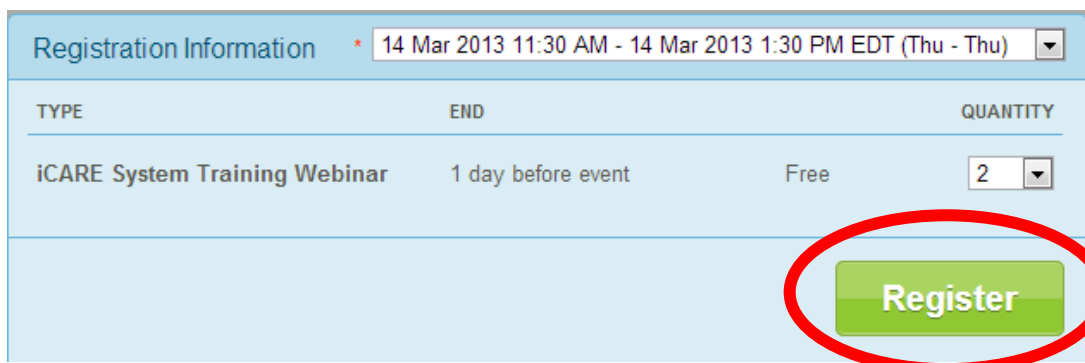


Registration Information \* 14 Mar 2013 11:30 AM - 14 Mar 2013 1:30 PM EDT (Thu - Thu)

TYPE	END	QUANTITY
iCARE System Training Webinar	1 day before event	Free

Register

4. Click "Register"



Registration Information \* 14 Mar 2013 11:30 AM - 14 Mar 2013 1:30 PM EDT (Thu - Thu)

TYPE	END	QUANTITY
iCARE System Training Webinar	1 day before event	Free

Register

5. Fill out the contact information for all attendees in the fields provided

**Your Information**

Hi, NHQ-RE-iCARE@cic.gc.ca. Not you? [Sign Out](#)

First Name: \*

Last Name: \*

Email Address: \*

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**Registration #1 - iCARE System Training Webinar**

First Name: \*

Last Name: \*

Email Address:

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**Registration #2 - iCARE System Training Webinar**

Copy data from:

First Name: \*

Last Name: \*

Email Address:

6. Click "Complete Registration"

**Registration #1 - iCARE System Training Webinar**

First Name: \*

Last Name: \*

Email Address:

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**Registration #2 - iCARE System Training Webinar**

Copy data from:

First Name: \*

Last Name: \*

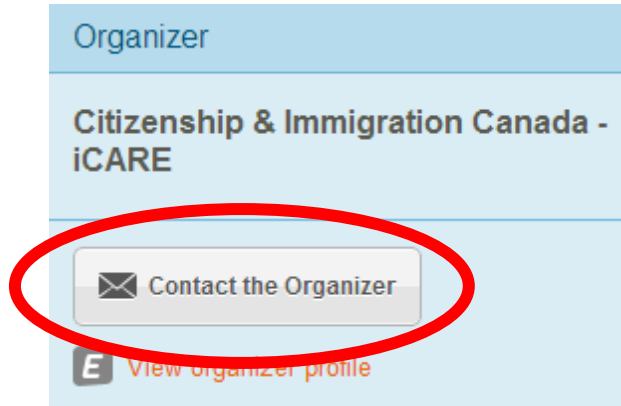
Email Address:

**Complete Registration**

7. You will receive an email confirming your registration in the iCARE System training.



8. If at any point you require further assistance, please click "Contact the Organizer" to email us:

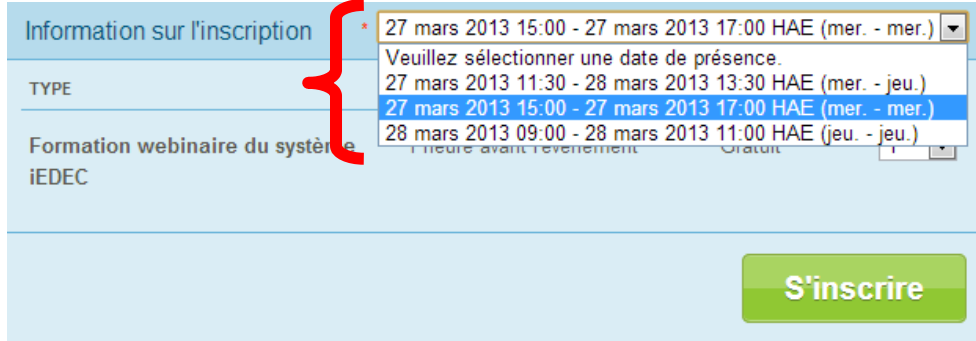


## Comment utiliser EventBrite

Veillez noter que le système EventBrite est utilisé pour l'inscription à une séance de formation, ce n'est pas la façon dont vous participez à la formation. L'inscription pour chaque séance ferme 24 heures avant le début de la séance. Tous ceux qui sont inscrit le lien et les instructions pour joindre au webinaire la veille de la séance.

Cliquez sur le lien le Catalogue de séance de formation iEDEC

1. Sélectionnez une date et une heure de participation dans le menu déroulant au haut de la boîte de dialogue. Veillez prendre note que si une séance est complète, elle ne figurera pas comme option dans le menu déroulant.



Information sur l'inscription \* 27 mars 2013 15:00 - 27 mars 2013 17:00 HAE (mer. - mer.)

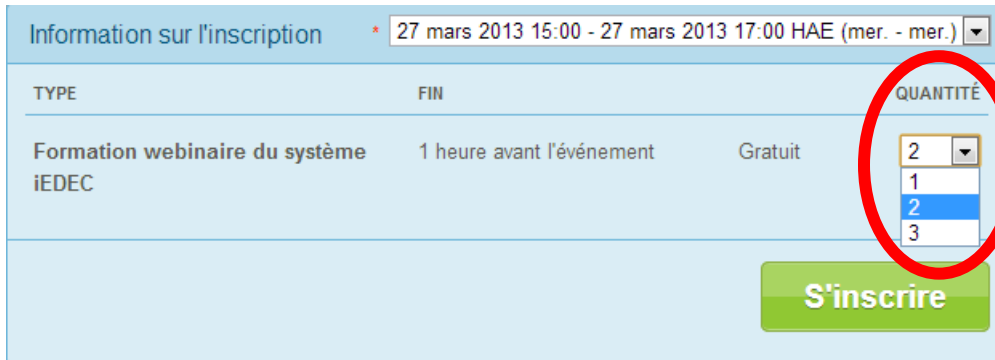
TYPE

Formation webinaire du système iEDEC

27 mars 2013 11:30 - 28 mars 2013 13:30 HAE (mer. - jeu.)  
27 mars 2013 15:00 - 27 mars 2013 17:00 HAE (mer. - mer.)  
28 mars 2013 09:00 - 28 mars 2013 11:00 HAE (jeu. - jeu.)

S'inscrire

2. Sous « Quantité », veuillez sélectionner le nombre de personnes qui participeront à la séance de formation [nombre maximal de trois (3)].



Information sur l'inscription \* 27 mars 2013 15:00 - 27 mars 2013 17:00 HAE (mer. - mer.)

TYPE	FIN	QUANTITÉ
Formation webinaire du système iEDEC	1 heure avant l'événement	Gratuit

2  
1  
2  
3

S'inscrire

3. Cliquez sur « S'inscrire ».



Information sur l'inscription \* 27 mars 2013 15:00 - 27 mars 2013 17:00 HAE (mer. - mer.)

TYPE	FIN	QUANTITÉ
Formation webinaire du système iEDEC	1 heure avant l'événement	Gratuit

2

S'inscrire

4. Indiquez les coordonnées de tous les participants dans les champs prévus à cette fin.

**Vos informations**

Bonjour, [NHQ-RE-ICARE@cic.gc.ca](mailto:NHQ-RE-ICARE@cic.gc.ca). Ce n'est pas vous?  
[Déconnexion](#)

Prénom : \*

Nom de Famille : \*

Adresse de courriel : \*

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**Inscription #1 - Formation webinaire du système iEDEC**

Prénom : \*

Nom de Famille : \*

Adresse de courriel : \*

---

**Inscription #2 - Formation webinaire du système iEDEC**

Copier les données de :

Prénom : \*

Nom de Famille : \*

Adresse de courriel : \*

**Terminer l'inscription**

5. Cliquez sur « Terminer l'inscription ».

**Inscription #1 - Formation webinaire du système iEDEC**

Prénom : \*

Nom de Famille : \*

Adresse de courriel : \*

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**Inscription #2 - Formation webinaire du système iEDEC**

Copier les données de :

Prénom : \*


Nom de Famille : \*


Adresse de courriel : \*

**Terminer l'inscription**

6. Vous recevrez un courriel confirmant votre inscription à la formation sur le système iEDEC.
7. Si vous avez besoin d'aide, veuillez cliquer sur « Communiquez avec l'organisateur » pour nous envoyer un courriel.

**Organisateur**

 **Communiquez avec l'organisateur**

 Voir le profil d'organisateur

