

College Self-Assessment Tool

Is your college ready to deliver Reboot Plus?

Overview & Purpose

This self-assessment checklist is designed to help your college evaluate its readiness to implement the Reboot Plus program successfully. It outlines the critical partnerships, resources, infrastructure, and operational capacities required.

This tool is an exploratory planning tool, not a pass / fail test. If your institution does not currently have every element in place, it does not mean you cannot offer the program. Instead, use these gaps to identify strategic areas for development, establish internal and external capacity or workarounds, or build community partnerships to compensate for missing resources.

Assessment

1. Strategic Partnerships & Community Relations

- ☐ **School District Alignment:** A strong, collaborative relationship with the school district(s) within your college's catchment area to support student recruitment and referral.
- ☐ **Business Community Networks:** Active partnerships with local boards of trade, chambers of commerce, or business associations to facilitate the identification of professionals to conduct informational interviews and act as guest speakers in class.
- ☐ **Inter-Institutional Collaboration:** Relationships with regional colleges, institutes, and universities to coordinate campus tours and information sessions (applicable primarily to non-rural areas).
- ☐ **Substantial Employer and Professional Networks:** Relationships with employers, businesses, professionals and subject matter experts, both internally within the college and externally, that can be leveraged to identify in-class guest speakers, field trip hosts and information interview candidates for the participants.

2. Institutional Capacity & HR Operations

- ☐ **Contract Management and Contract Delivery Experience:** Reboot Plus has so far operated through contracted funding agreements rather than direct college funding. Host colleges should therefore have the experience and capacity to meet contracted terms, project goals and deliverables, financial and budgeting requirements, and funder tracking and reporting obligations.

- ☐ **Labour Relations Alignment:** A flexible labour relations environment that allows the program to operate without conflicting with existing collective agreements or college programming.
- ☐ **Staff Recruitment:** Reliable human resources and hiring processes to ensure the program is staffed (or contracted) adequately and in a timely manner, as well as the ability to recruit / hire staff or contractors with experience working with marginalized youth.
- ☐ **Staff Professional Development: Budget** and capacity to provide instructors and facilitators with specialized training, including:
 - ☐ Trauma-informed facilitation
 - ☐ Mental Health First Aid
 - ☐ Myers-Briggs Type Indicator (MBTI) certification
 - ☐ Emotional intelligence training

3. Campus Infrastructure & Accessibility

- ☐ **On-Campus Facilities:** Dedicated classroom spaces and access to college amenities to ensure a welcoming and authentic post-secondary experience.
- ☐ **Transit & Location Accessibility:** A campus location that is easily reachable via public transit, close to local high schools, or supported by dedicated student transportation solutions.
- ☐ **Field Trip Logistics:** Operational capacity to organize, approve, and execute off-site educational field trips and community excursions.

4. Student Integration, Technology, & Wraparound Supports

- ☐ **Student Cards / Student Numbers:** Systems to provide participants with formal student identification (cards or numbers) that gives participants access to campus resources.
- ☐ **In-Class Technology:** Capacity to provide computers, laptops and/or other technology for participant use during class.
- ☐ **Wraparound Support Services:** Capabilities to offer participant supports, including:
 - ☐ Food and meals during class times
 - ☐ Public transit tickets or passes
 - ☐ Access to on-campus or partner counselling services

5. Curriculum Delivery & Funding

- ☐ **Funding for Short-Term Certifications:** Budget to cover certifications for participants, such as First Aid, SuperHost, and Serving It Right.
- ☐ **Career Exploration Tools:** Knowledge and resources to license and administer proven self-exploration assessments, including:
 - ☐ VARK Learning Preferences Inventory
 - ☐ Psychometrics Canada Assessments
 - ☐ Knowdell Card Sorts
 - ☐ Self-Directed Search (SDS) Career Test

If your institution is interested in delivering Reboot Plus or you would like more information about the program, contact Peter Wilkins, Faculty Research Liaison, at Douglas College by email: wilkinsp@douglascollege.ca or by phone: 604.307.0750