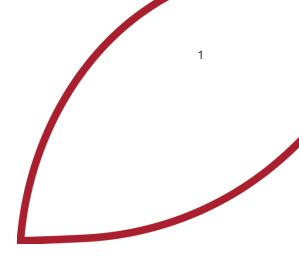**NORQUEST COLLEGE**

Program and Progression Charts

Alberta Routes

Tip Sheet 7

5 Steps to Starting an ELL Program

Steps	Guiding questions and tips	Alberta Routes resources
1. Orientation and initial engagement	• What do you need to know about the field of ELL? • Who are the learners? How will you connect with them? • What community resources do you have to work with? • How will you recruit volunteers?	**Tip Sheets:** 9 – The Canadian Language Benchmarks (CLBs) 15 – ELL Acronyms **Workshops:** • Introduction to the CLBs • Starting or Inheriting an ESL Program: Steps to Success
2. Community needs assessment	• What are the learners' goals and reasons for learning English? • What skills are they focusing on? • What are the learners' availability?	**Tip Sheets:** 11 – Needs Assessment 14 – EAP/ESP/EWP **Resources:** Assessing Learning Needs: Data Collection Guide for Community Organizations

3. **Program development**	• What is the best way to meet this population's needs given your resources? • What will be your general outcomes, goals, and procedures?	**Tip Sheets:** 2 – Starting a Classroom **Resources:** Roots and Connections
4. **Resource identification**	• What resources do you have? • What curriculum will you use? • What materials can you obtain?	**Tip Sheets:** 13 – ELL Essential Resources **Workshops:** • ATESL Best Practices • Alberta Routes Tools and Resources
5. **Staff and volunteer development**	• What staff training opportunities can you access? • What volunteer training opportunities can you access?	**Tip Sheets:** 5 – ELL Essentials for the New Tutor 10 – Teaching English as a Second Language (TESL) **Workshops:** • ELL Tutor Training • Working with Trauma Affected ESL Learners

Learner Stages of an ELL Program

Stages	Description	Alberta Routes resources

1. **First contact and needs assessment**	• Assess learners' goals, needs, interests, availability, and language level using:
	   ○ Initial interview
	   ○ Questionnaire
	   ○ Language assessment
		Tip Sheets:
		8 – Learner Assessment
		11 – Needs Assessment
		Workshops:
		ESL Assessment
		Resources:
		Alberta Routes Placement Tool

2. **Connection**	• Identify potential curriculum, learning opportunities, resources, and materials. • Assign learner to an appropriate learning opportunity, such as a class or tutor, conversation or reading group. • Share relevant information with instructor/tutor.	**Tip Sheets:** 13 – ELL Essential Resources 14 – EAP/ESP/EWP 16 – Working with ELL Literacy Learners **Workshops:** Learning Disabilities

3. **Planning and learning**	• Tutor/instructor and learner together:
	  o Develop an initial plan / framework for working together.
	  o Determine logistics (timing, place, length of commitment, etc.)
	• Tutor/instructor identifies:
		Tip Sheets:
		1 – Useful Websites for ELL Tutors and Learners
		5 – ELL Essentials for the New Tutors
		13 – ELL Essential Resources
		Workshops:
		• Foundations for Task-Based Teaching

	o Potential teaching/learning strategies. o Materials, resources, and learning opportunities (i.e., field trips.)	• Lesson Planning Made Easy • Strategies for Teaching Reading/Writing/Listening • Interactive Strategies for Teaching Speaking
4. **Ongoing instruction, feedback, and adjustments**	• Adjustments are continually made to learning plan, strategies, and activities based on learners' needs and progress. • Tutor/instructor and learner evaluate progress regularly. • Tutor/instructor provides feedback to help learner progress.	**Tip Sheets:** 8 – Learner Assessment 12 – Learning Disabilities – working with neurodiverse learners 16 – Working with ELL Literacy Learners
5. **Evaluation**	• Conduct outgoing assessment. • Gather feedback from learner and tutor/instructor. • Refer learner to other learning opportunities and programs.	**Tip Sheets:** 6 – Settlement Services and Language Assessment 8 – Learner Assessment **Workshops:** ESL Assessment

Alberta Routes Workshops

https://albertaroutes.norquest.ca/services/workshops.aspx

Resources

Norquest

- [Alberta Routes tip sheets](#)

Next Review Date

January 2026

Revision History

January 2015: Sara Gnida (creator)
June 2020: Martha Urquhart
January 2024: Karen Cook-Newbury