



## Literacy and Basic Skills



These Employment Ontario programs are funded in part by the Government of Canada and the Government of Ontario.

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## ABEA

We are funded as a support organization for our local Literacy and Basic Skills (LBS) programs.

- facilitate literacy services planning
- network with other Employment Ontario agencies
- assist with service coordination – including referral protocols
- represent LBS at local planning tables
- provide information and referrals to programs through our educational planning services

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## The LBS Program

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### LBS

- helps adults in Ontario to develop and apply communication, numeracy, interpersonal and digital skills to achieve their goals
- serves learners who want to transition to employment, postsecondary, apprenticeship, secondary school, and increased independence
- includes learners who may have a range of barriers to learning

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## Benefits of LBS

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- Clients can access LBS and Employment Services at the same time
- Individualized learner plan focused on their goals
- Learner plan focuses on the quickest route to the next step
- Flexible learning options – in-class, online, full/part-time
- Task-based learning – directly connected to goal path
- Targeted training is available for topics such as digital technology, driver training and employment-specific exploration like healthcare and food handling

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## LBS Eligibility

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- must be an Ontario resident
- skills are assessed at intake as being less than the end of Level 3 in the curriculum framework in one or more of
  - Find and Use Information, Communicate Ideas and Information, Understand and Use Numbers
- at least 19 years old (some exceptions apply)
- proficient enough in speaking and listening to benefit fully from the language of instruction (English or French)

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## Suitability

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- Education – history of interrupted education in elementary and secondary, has less than Grade 12
- Source of Income – OW, ODSP, no income, crown ward
- Time out of School/Training – more than 6 years
- Age – 45 – 64
- Identifies as a person with a disability, a person of Indigenous ancestry, Deaf, Francophone

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## Connection to CAT

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From the Common Assessment Tool (CAT)

Did you and your client identify education as a barrier to their goals? For example

- a. Highest level of schooling completed is > Grade 12
- b. Completed schooling many years ago
- c. Went to school outside of Canada
- d. Finds one or more essential skill challenging – reading, writing, speaking/listening, math, digital technology

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## Refer to LBS

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In addition to the CAT education barriers - refer those that

- report difficulties with literacy/numeracy skills (or do not meet the essential skills requirements for their employment goal)
- have little experience or have difficulty with digital technology
- are unsure of their skills or the program they need
- want options and information to meet their upgrading needs
- have or may have a learning disability or learning challenge

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## Referral Protocol

A formal referral will be considered to have taken place if one or more of the following has occurred

- a. Walk-in referral
- b. Intake appointment booked
- c. Direct email or phone contact
- d. Targeted outreach presentation

A formal referral form is no longer needed.

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## How to Refer

If you are unsure of what program might be best for your client, refer them to ABEA.



Looking for a Program?

Refer a Client

Home About Services Programs Events and Awards Literacy Planning Contact Tools and Resources

### Refer a Client

ABEA is the learning network in Hamilton. We offer educational planning services.

Refer clients who

- want to explore options or have educational questions
- have been out of school/learning for a long time and are unsure of their skills
- have difficulties with daily literacy tasks or essential skills for work
- would like to upgrade their skills for further education (grade 12 equivalent, apprenticeship, post-secondary)
- need training information (i.e., short-term courses, courses)

Note: You will receive an email copy of your submission. For detailed descriptions of the assessments offered please click here.

### Referrer Information

Agency  
 or Other Agency

Contact Person

Contact Phone

Contact Email\*

We offer

- program information
- referrals
- educational planning
- assessment

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## How to Refer

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If you know the specific program that your client will benefit from, you are welcome to refer to them directly.

Please use the referral protocol to find contact information.

