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## Partnerships with Literacy and Basic Skills – A Community Partner Information Kit

For more information, please contact

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### Purpose

This information kit is meant to provide community partners with information about partnering with Literacy and Basic Skills (LBS) programs. Adult Basic Education Association (ABEA) is the Adult Learning Network in Hamilton. We support and represent the Literacy and Basic Skills (LBS) programs in Hamilton. These programs are also known as Academic Upgrading (AU) Programs. If you work with clients that have upgrading needs, or if you develop and offer training programs, this information kit is for you.

**Partnering with Literacy and Basic Skills can provide your participants with the educational support they need to be successful in their training, further education and employment.**

### About the Literacy and Basic Skills (LBS) Program

The Ontario Literacy and Basic Skills (LBS) program helps adults in Ontario to develop and apply communication, numeracy, interpersonal and digital skills to achieve their goals. The LBS

program serves learners who have goals to successfully transition to

- employment
- post-secondary
- apprenticeship
- secondary school
- greater independence

Each learner has an individualized learner plan that is unique to their goals and includes the supports needed for success. The program is **free** to learners and is ongoing – learners can start when it works for them. They move on when they are ready to transition to their next step. [Watch a short video about the benefits of LBS.](#) Programs are offered full or part-time in the morning, afternoon and evening and online options are available as well.

In Hamilton there are 7 LBS providers

- [CNIB – Deafblind Community Services - Literacy Services](#)
- [Collège Boréal](#)
- [Hamilton Literacy Council](#)
- [Hamilton Regional Indian Centre – Native Learning Centre](#)
- [Hamilton-Wentworth Catholic District School Board – St. Charles Adult Education Centres](#)
- [Hamilton-Wentworth District School Board – Community and Continuing Education](#)
- [Mohawk College – Academic Upgrading](#) – discontinued as of March 31, 2025
- [Mohawk College – Deaf Empowerment Program](#)



## Partnership Opportunities

### What ABEA Can Offer

As the Adult Learning Network, we are your first point of contact for adult education in Hamilton.

We offer

1. **Educational planning presentations** – this one-hour presentation covers skills for success and why they're important for work. It also reviews local educational options (upgrading, Grade 12/equivalent, post-secondary, apprenticeship).
2. **Individual Educational Interviews** – this is a 1:1 discussion with a client to explore their educational options and determine their first step (can be offered directly following a presentation).
3. **Skills Check-Ins** – comprehensive skills assessments or learning exploration assessments with an individualized action plan.

Refer clients who

- a. have been out of school for a long time
  - b. are unsure of their skills
  - c. report learning challenges
  - d. have difficulties with daily literacy tasks
  - e. are looking to retrain
  - f. need a Grade 12/equivalent
  - g. need prerequisites for post-secondary programs
4. **Partnership/Service Coordination** – if you are interested in partnering with a service provider, we can facilitate a meeting with one, several or all service providers as needed.

## **LBS Program Partnerships**

A key component to the LBS program is that it's flexible and customizable. If planned and resourced, programming can be created and delivered to meet specific community needs onsite, online or at a partner location.

### Program partnerships

1. **Client referrals to LBS** (free) – Depending on the type of service you are providing, in many cases, clients can also access upgrading programs to ensure they have the skills they need for their next step. Instructors will work with the learner to find a schedule that works for them.
2. **Customized Training Partnerships** – If you have a specific upgrading need (for example, math upgrading for a specific skilled trade or digital skills for the workplace), a customized training partnership is the answer. To be effective, include the service provider in the planning stages of the project/training – ideally in the proposal phase. Although the LBS program is free for clients, building and delivering customized programs requires staff and resources. This is why it's critical to develop this partnership early.

For programs to offer an accurate proposal, please include

- an overview of the program, jobs that it focuses on (if applicable) and information about the technical skills training
- where you are in the proposal phase and a general timeline for approval, development and delivery
- what specific skills you are hoping to have reviewed/learned/upgraded
- how long the program will deliver the targeted training - how many days/hours
- how much funding you will have for program development (although LBS is free to clients/learners, if specific programming needs to be developed this will have to be resourced and a teacher/instructor assigned) - programs can also provide quotes for this

if needed

- whether you hope to have the LBS program deliver in the program location or at the LBS location



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