



ENHANCE YOUR PROGRAM WITH NEW LBS RESOURCES

Discover a wealth of hidden gems
from 2024 & 2025

THURSDAY, JUNE 19
2 — 3:30 pm



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YOUR HOST



FACILITATOR HEATHER ROBINET is the Executive Director of the QUILL Learning Network, serving Huron, Perth, Bruce, Grey, and South Georgian Bay. She comes to QUILL after 25 years in adult Literacy and Basic Skills (LBS) and English as a Second Language (ESL) programs with the Avon Maitland District School Board. In addition to managing a face-to-face Skills Upgrading and Readiness Program there, Heather was instrumental in starting and managing the online, provincial LBS e-Channel program called The LearningHUB, as well as a provincial, online ESL program called Anytime ESL.

Heather has also worked for Conestoga College and Sault College as a facilitator/instructor for the Adult Literacy Educator program. Heather earned a Bachelor of Applied Arts Journalism degree from Ryerson Polytechnical Institute, and an Adult Literacy Educator certificate from Conestoga College.



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STATEMENT OF RECOGNITION

While we meet today on a virtual platform, let's take a moment to recognize, respect and acknowledge the importance of the lands we occupy and from which we benefit.

Today, let's reaffirm our commitment and responsibility to improve relationships between nations -- and our own understanding of local Indigenous peoples and their cultures.

Let's remind ourselves that, wherever we are, we live on the ancestral and unceded territory of Inuit, Métis, and First Nations people.



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ABOUT POP UP PD FOR LITERACY EDUCATORS

- free webinar series developed by Ontario's LBS Regional Networks & the Provincial Support Organizations for Literacy
- supports LBS practitioners with presentations on topics important to them
- English language webinars presented for LBS practitioners annually since 2015-2016
- all webinar presentations, recording links & transcripts here:
[Pop Up PD Resources for LBS Educators](#)
- webinar topic ideas welcome at: e-channel@contactnorth.ca



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Today's Webinar

Learning Networks of Ontario (LNO) and the Provincial Support Organizations for Literacy (PSOL) create many new resources and tools for the LBS field each year.

- This is not an exhaustive list. It's an overview of some of what was created in 2024-2025, sorted by topic/theme.
- A link to the recorded presentation will be sent to you after the webinar.
- Hyperlinks to all resources are active.
- Please complete the short evaluation survey that will be posted in the chat near the end of the webinar.



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Literacy Resources Forum

Community Literacy of Ontario (CLO), Laubach Literacy Ontario (LLO), Contact North (CN)

Resources and tools created for the LBS field are housed in many locations, including the website of the organization that created them.

With the volume of resources created in recent years, and in an attempt to make finding the resources easier for the field, most resources have been uploaded to the Literacy Resources and Discussion Forum.

If you are looking for a resource, check there.

If you have created a resource, consider sharing it with the LBS field via the Forum.



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Administration / HR



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HR Toolkits

Learning Ontario Central South (LOCS)

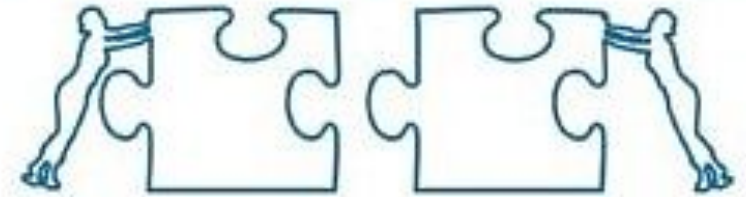
LOCS updated two hiring guides previously developed for the LBS field.

- Hiring an Executive Director
- Hiring a Practitioner

Currently available in English, with updated French translations underway.

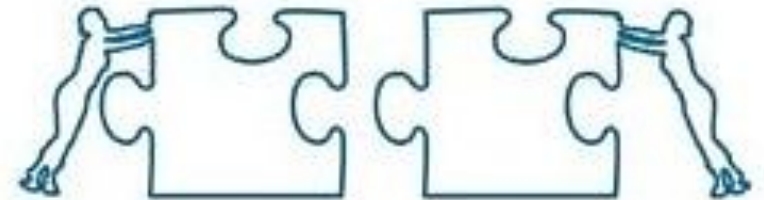
Both are downloadable from the LOCS website:
<https://locs.on.ca/locs-blog/hiring-adult-training/>

HIRING AN EXECUTIVE DIRECTOR



Literacy and Basic Skills

HIRING A PRACTITIONER



Literacy and Basic Skills



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**Learning Networks
of Ontario**

LBS Impact Report Template for Ontario School Board Programs

Continuing Education School Board Administrators (CESBA)

- A template that can be used by school board LBS programs to produce an impact report for their organization.
- Includes 2 videos
 - Brief Walk-Through Video of the template
 - Full Instruction Guide Video on how to use the template to showcase work done in individual school board LBS programs

<https://cesba.com/resources/literacy-and-basic-skills-impact-report-template-for-ontario-school-board-programs/>



Brief walk-through video



Full instruction guide video



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Apprenticeship/Skilled Trades



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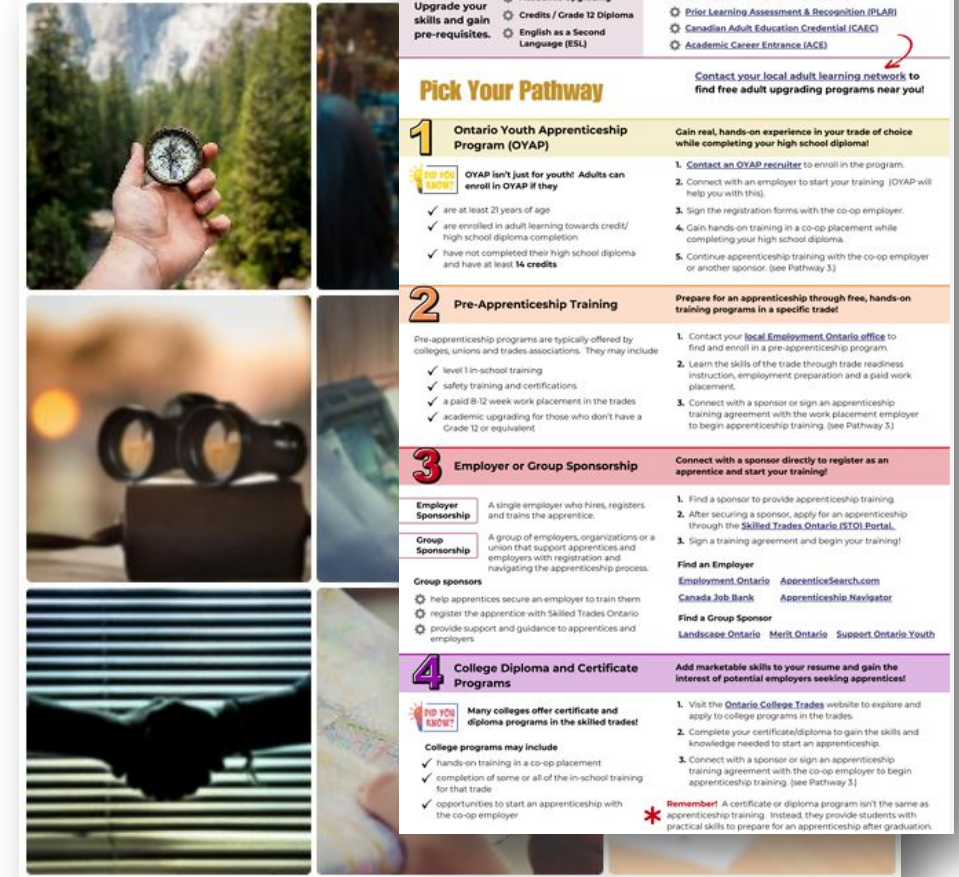
LBS Apprenticeship Toolkit

Literacy Link South Central (LLSC)

- A comprehensive LBS Apprenticeship Toolkit for use by Ontario's adult literacy programs
- Developed in consultation with LBS program facilitators, managers and Literacy Networks across the province
- Contains resources tailored to needs of frontline LBS program staff, including
 - Infographics
 - Videos
 - curriculum booklets
 - recordings of webinars
 - and a navigation guide of existing apprenticeship focused resources

Available in English and French.

https://www.llsc.on.ca/LBS_App_Toolkit



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Enhanced Literacy Service Planning for Apprenticeship: Web Resources Reference List

TriCounty Literacy Network (TCLN)

- A web resources list to help LBS staff find information to assist learners on the apprenticeship goal path
- Includes information about:
 - resources on navigating the Apprenticeship system
 - LBS resources to support apprenticeship readiness
 - LBS prep for using some digital apps
 - LBS preparation for CoQ exams/Red Seal exams
 - Associations to support potential and current apprentices

<https://tcln.on.ca/projects/>

Enhanced Literacy Service Planning for Apprenticeship: Web Resources Reference List



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1. General Information on Navigating the Apprenticeship System	Pg 2
2. Literacy & Basic Skills Resources on Navigating the Apprenticeship System	Pg 3
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5. Literacy and Basic Skills Preparation for Using Some Digital Apps	Pg 7
6. Literacy & Basic Skills Preparation for Certificate of Qualification Exams	Pg 9
7. Literacy & Basic Skills Preparation for Red Seal Exams	Pg 11
8. Associations to Support Potential and Current Apprentices	Pg 12



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Apprenticeship Connections e-Newsletters

Simcoe Muskoka Skillforce (SMSF) and others

- An electronic publication to share information about apprenticeship in Ontario and how Ontario's LBS service providers can support the broader skilled trades community.
- Two e-newsletters produced last fiscal
 - Newsletter 1, released in July 2024 - includes articles about having Fun with Trades Math, Apprenticesearch.com, Helmets to Hardhats non-profit organization, Women in the Skilled Trades Initiative, and more.
 - Newsletter 2, released in November 2024 - includes articles about a successful collaboration between LBS service providers and the Millwright Regional Council's Introduction to Millwrighting Program, Educational Interviews conducted by LBS at Apprenticeship events, and more.



<https://learningnetworks.ca/the-apprenticeship-connection/>



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Bringing LBS to Apprenticeship Webinar

Simcoe Muskoka Skillforce (SMSF) and others

Bringing LBS to Apprenticeship is now a recorded webinar.

- Learn how to better support an LBS learner who wants to pursue an apprenticeship.
- Better understand the differences between a traditional learner and a learner who wants to pursue a career in the skilled trades.
- Discover how to connect with and build trust with a pre-apprentice, how to navigate skills check-in conversations, and how to present LBS supports in a way that help a learner feel safe and increases their desire to utilize the support being offered.
- Learn about the many resources that have been developed for LBS facilitators to support apprentice learners and how to find and use them.



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Three Podcasts related to Apprenticeship

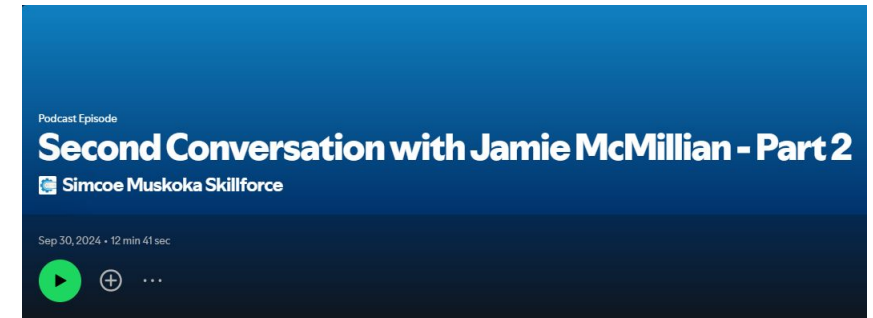
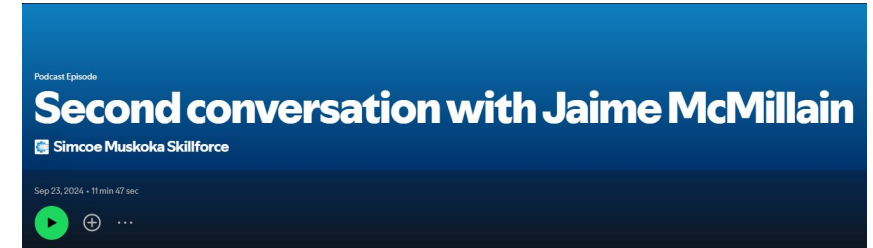
Simcoe Muskoka Skillforce (SMSF)

SMSF created three podcasts last fiscal related to Apprenticeship. They join other previously created podcasts in SMSF's #HereForApprentices Podcast Series. Some topics addressed include:

- Importance of promoting skilled trades to the next generation
- Challenges faced in education and apprenticeship opportunities
- The need for more skilled trades professionals
- The importance of obtaining a Red Seal certification
- The significance of journeyman status in skilled trades

To access the new (and older) podcasts, go to:

<https://smskillforce.ca/hereforapprentices/>



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Routes to Skilled Trades & Apprenticeship

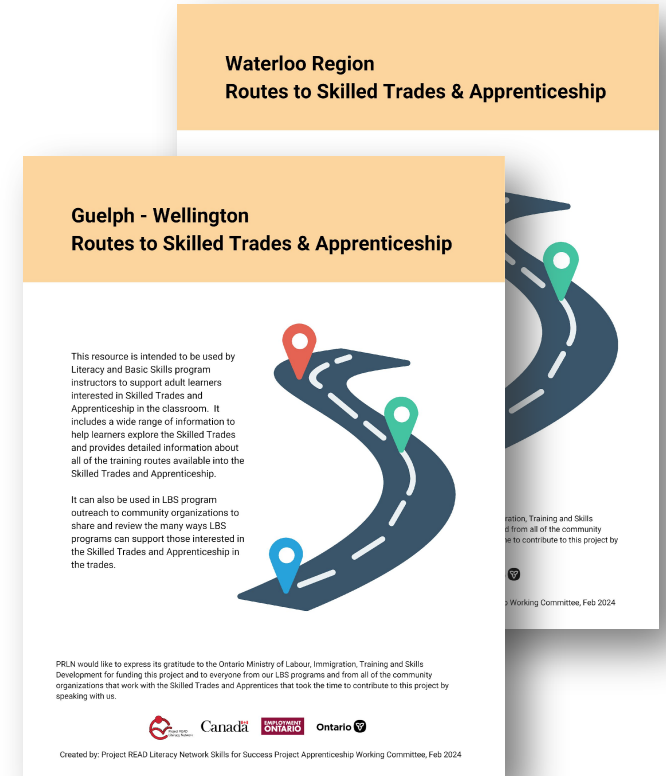
Project Read Literacy Network (PRLN)

Apprenticeship information and routing maps for Waterloo Region and Guelph-Wellington intended for use by LBS instructors to support adult learners interested in Skilled Trades and Apprenticeships

- Includes a wide range of information to help learners explore the Skilled Trades
- Provides detailed information about all of the training routes available into the Skilled Trades and Apprenticeship
- Supports learners by helping them understand and navigate their training options
- Can also be used for community outreach and partnership development
- Can be used as a template for other communities

Downloadable from:

<https://projectread.ca/tools-and-resources/practitioner-resources/publications/>



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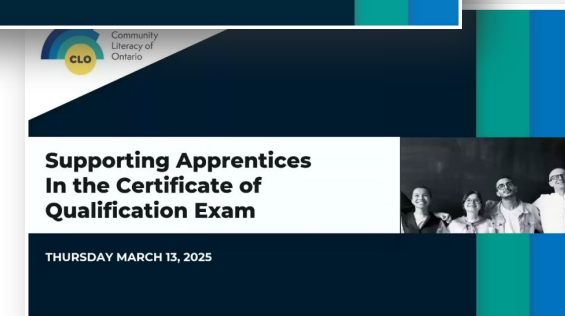
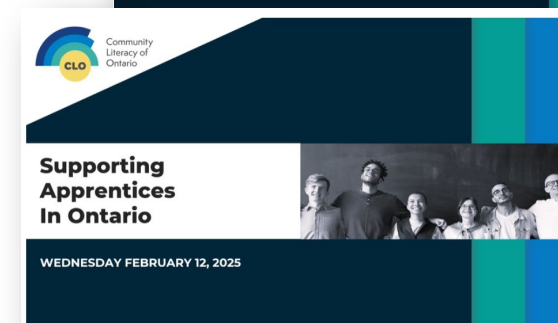


Apprenticeship Webinar Series

Community Literacy of Ontario (CLO)

Three webinars on the topic of apprenticeship:

- Webinar #1 - Pre-Apprenticeship in Ontario
 - How community-based programs support learners employed in or seeking to enter an apprenticeship or skilled trade.
- Webinar #2 - Supporting Apprentices in Ontario
 - How LBS programs can support apprentices who require additional assistance during their apprenticeship journey.
 - Looking at practical challenges of the apprenticeship process, as well as supporting apprentices in completing the Red Seal exam as they navigate this transition.
- Webinar #3 - Supporting Apprentices in the Certificate of Qualification Exam
 - Julia Hawke, Examination Coordinator at Skilled Trades Ontario, discusses exam resources available to LBS organizations to help support their clients' success on the CoQ exam.



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Artificial Intelligence (AI)



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LBS Chatbot Assistant

Literacy Link South Central (LLSC)

“This chatbot, brought to life by the EdTech team at LLSC, is designed to invite adult educators from LBS in Ontario, into the fascinating world of Artificial Intelligence.”

- It focuses on the practical applications of AI in education, offering insights that can transform practitioner teaching strategies.
- It can help LBS practitioners create learning activities that comply with Universal Design for Learning (UDL) principles, align with the OALCF, and are crafted in plain language.

Watch this helpful video to learn how to use Literacy Link South Central's new LBS Assistant: <https://youtu.be/7ysJOWFDWpQ?si=ir3SkUrtm1LkVxin>

Access the LBS Assistant here: <https://poe.com/LBS-Assistant>



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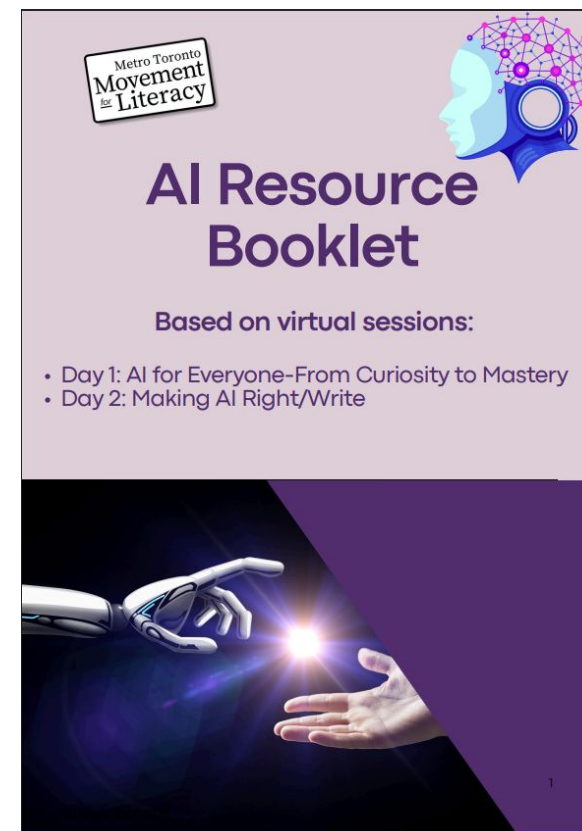


AI Resource Booklet

Metro Toronto Movement for Literacy (MTML)

This booklet contains highlights of two days of AI workshops, annotated resources on AI tools and other resources for professional development

https://drive.google.com/file/d/1qxSXZjAhswo5_7np4e4dywEUvmbKC8Uj/view



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**Learning Networks
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AI Resources for LBS Programs

Community Literacy of Ontario (CLO)

CLO and Laubach Literacy of Ontario (LLO) continue to update the Literacy Resources and Discussion Forum.

As part of the ongoing development, 20 new resources supporting the use of AI in LBS programs have been added to the Forum and can be found by searching the term "AI" in the Digital Literacy section.

The resources can also be found on the CLO website at the link below, and a PDF is available as well.

<https://www.communityliteracyofontario.ca/all-resources/ai-for-lbs-programs>



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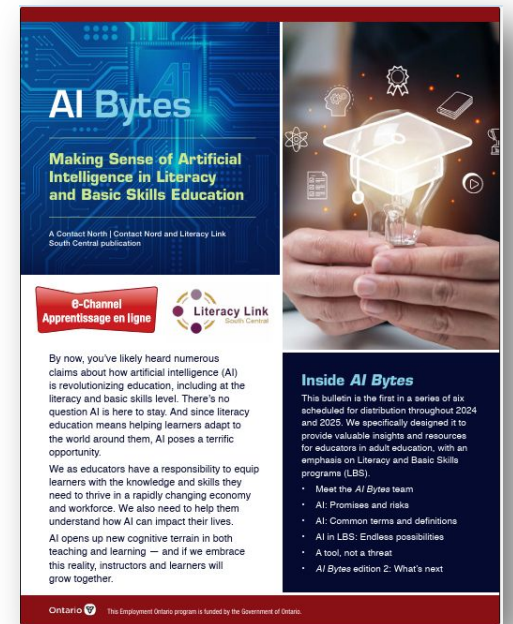


AI Bytes e-Bulletins & “Under the Eye of AI” webinar

Contact North (CN), Literacy Link South Central (LLSC)

- A series of 6 bulletins specifically designed to provide valuable insights and resources for educators in adult education, with an emphasis on LBS programs
- Topics include
 - An Intro to AI and how LBS practitioners can use it in their practise
 - A look at AI tools and assistants
 - Harnessing Chatbots and mastering effective prompt writing
 - The importance of AI literacy for LS practitioners, including its role in shaping the future of work and enhancing job search strategies
 - How AI is transforming accessibility and education for all learners
 - An overview of AI legislation in Canada
- The webinar talks about Privacy as it relates to AI, and the difference between Privacy and Security.

<https://e-channel.ca/practitioners/resources/ai-bytes/>



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Assessment



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Milestones & Culminating Tasks

Provincial Support Organizations for Literacy (PSOL), Learning Networks of Ontario (LNO)

During 2024-25 fiscal, most regional networks and provincial support organizations created new milestones and culminating tasks to supplement what is currently in use by the field. These are used for ongoing and exit assessments in LBS.

- 24 new milestones created
- 37 new culminating tasks created

Culminating Tasks Master List – Current and To Be Developed in 24/25

Goal Path	Title	Description	Information
Apprenticeship	Carpenter	Use various documents to find, interpret and calculate information related to the General Carpenter apprenticeship	Created in 2022 English and French
Apprenticeship	Construction Craft Worker	Complete documents and calculations related to the Construction Craft Worker apprenticeship	Created in 2022 English and French
Apprenticeship	Early Childhood Educator	Review documents and complete forms related to the Early Childhood Educator apprenticeship	Created in 2022 English and French
Apprenticeship	*Experiences and Income Previously Employment Information	Use various documents to find, record, and interpret information about apprenticeship experiences and income levels	Created in 2011-2014 English and French
Apprenticeship	*Swimming Pool Construction	Use various documents to find and interpret information and perform calculations related to constructing a backyard swimming pool	Created in 2011-2014 English and French

Milestone Master List- Current and Developed in 24/25

Fill on the following under the correct competency:

Indicator: Indicator code from the OALCF curriculum framework

Description: Brief summary of the milestone

Goal Paths: Suggested goal paths to which the milestone is related: E = Employment, A = Apprenticeship, S = Secondary School Credit, P = Postsecondary, I = Independence

Organization: The name of your organization

Find and Use Information			
#	Indicator	Milestone Description	Goal Paths
1	A1.1	Read a classified advertisement to extract details such as a company's services. Read an email message to identify the sender, recipient and purpose.	E A I
2	A1.1	Read a brief course description to identify course details. Read an email to identify requests.	S P
3	A1.2	Read a detailed information sheet to obtain company and product information.	E A I
4	A1.2	Read a detailed course description to identify course requirements.	S P



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Developing “Mid-Level” Milestones in Level 1

Laubach Literacy Ontario (LLO)

- Documents created to help with mid-level 1 milestone development
- Each document breaks a Level 1 Task Group into two levels: Level 1A and Level 1B
- These are draft documents meant to provide guidance only.

<https://sites.google.com/laubach-on.ca/oalcf-enhancement-initiative/milestone-development-materials?authuser=0>

Communicate Ideas and Information

Complete and Create Documents Level 1 Breakdown

Level 1A

Description

At this level, learners can make very straightforward entries to complete extremely simple documents. They create documents with minimal information that are used in everyday situations and are highly familiar.

Performance Descriptors

To complete documents, the learner:

- Makes a direct match between what is requested and what is entered.
- Uses familiar vocabulary for entries.

To create documents, the learner:

- Follows conventions to display information in very simple lists and labels.
- Organizes information to suit basic purposes.
- Includes titles where necessary.
- Uses labels and headings to organize very minimal content.
- Presents text and numbers in simple lists.

Scope of Task

- Involves one very simple document up to half a page in length.
- Requires very few entries with clearly labeled fields.
- Entries use highly familiar vocabulary.
- Context is highly familiar and concrete.
- Purpose is very explicit and simple.
- Documents may require entering a few words or phrases.

Example Tasks

- **Complete a simple personal information form:** Enter name, address, and phone number on a form.
- **Write a “to do” list:** List 3-5 tasks to be completed in a day.
- **Create a basic label:** Label a folder or a file with a title.
- **Write a cheque:** Fill in the date, payee, amount, and signature on a cheque.

Level 1B

Description

At this level, learners can complete documents that are slightly more detailed and create documents that organize a bit more information. The tasks are still straightforward but may involve handling slightly more content and using it in practical, day-to-day contexts.

Performance Descriptors

To complete documents, the learner:

- Makes a direct match between what is requested and what is entered.
- Uses familiar but slightly broader vocabulary for entries.

To create documents, the learner:

- Follows conventions to display information in lists, labels, simple forms, and signs.
- Organizes lists to suit the purpose more effectively.
- Includes titles and uses headings to organize content.
- Presents text and numbers below headings in more structured lists.

Scope of Task

- Involves one document up to a full page in length.
- Requires a few more entries, but still clearly labeled fields.
- Entries use common and slightly broader vocabulary.
- Context remains familiar but may be slightly varied.
- Purpose is explicit but may involve a bit more detail.
- Documents may require entering up to one paragraph of text.

Example Tasks

- **Record an appointment in an agenda or calendar:** Enter date, time, and description of an appointment.
- **Create a sign to inform visitors that an elevator is out of order:** Include a title, short message, and any necessary instructions.
- **Complete a slightly more detailed form:** Enter personal details along with additional information like emergency contacts.
- **Write a brief note or message:** Compose a short paragraph informing a colleague about a meeting or update.



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Assessment Tool Database

Learning Ontario Central South(LOCS), QUILL Learning Network, Adult Basic Education Association (ABEA), Literacy Northwest (LNW)

MLITSD requires that all LBS learners complete an assessment. This spreadsheet lists assessments that are used and endorsed by LBS organizations across Ontario.

- It can help LBS agencies find and select assessments that will meet the specific needs of their learners.
- It can also be used to onboard new LBS practitioners.

In it, you will find the names of various assessments, some information on how to access the assessment, including training and costs. You will also find information that will help you make decisions and determine the best fit for learners.

This assessment database is a resource for the guide: Initial Assessment: A Policies and Best Practices Guide for Literacy and Basic Skills.

<https://lbsresourcesandforum.contactnorth.ca/mod/data/view.php?d=12&mode=single&page=12>



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 **Learning Networks**
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LBS Needs Assessment Tool & Video

Continuing Education School Board Administrators (CESBA)

The LBS-NAT document was created with the intention of providing Adult & Continuing Education administrators and staff with a process for evaluation of any relationships that exist between LBS and credit programing, and for identifying any further actions necessary to increase and deepen that relationship. It is envisioned this tool will be used by LBS programs to develop and enhance service coordination and referrals.

- It is divided into 3 sections: professional coordination, shared vision, and learner success.
- A full instruction guide video was created to inform use of the LBS-NAT.

<https://cesba.com/resources/literacy-and-basic-skills-needs-assessment-tool-for-ontario-school-board-programs/>



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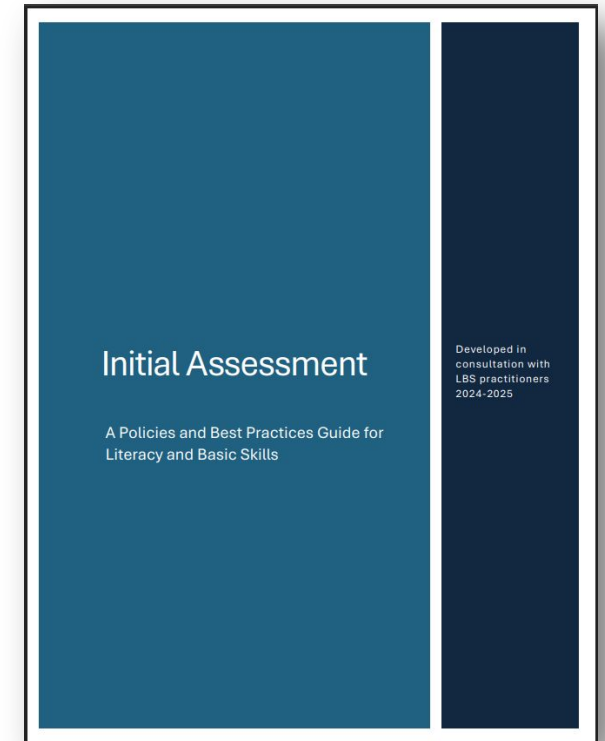
Initial Assessment: A Policies and Best Practices Guide for LBS

Learning Ontario Central South (LOCS), QUILL Learning Network, Adult Basic Education Association (ABEA), Literacy Northwest (LNW)

This guide draws on the information gained during 4 working group meetings facilitated in 2024 for Literacy and Basic Skills (LBS) practitioners across Ontario. It is divided into two sections:

- Section One, “Developing Assessment Policies”, includes information that can be used to develop assessment policies for LBS organizations and assessors.
- Section Two, “Assessment Best Practices”, includes assessment best practices covering all stages of the assessment process.

<https://lbsresourcesandforum.contactnorth.ca/mod/data/view.php?d=12&mode=single&page=13>



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Learning Exploration Tool (LET)

Adult Basic Education Association (ABEA)



Learning Exploration Tool (LET)

Educational Interview + Learning
Strengths and Challenges



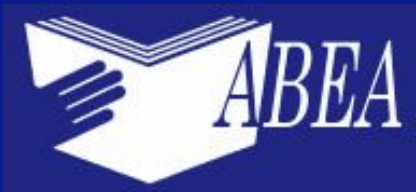
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Why are we talking about this?

- We often hear from practitioners and networks that they want more training/resources to support learners with learning challenges.
- ABEA developed and has been using the Learning Challenges Assessment Tool (LCAT) since 2005.
- Over the years, we've offered learning challenges and assessment training with varying results. It's too much!
- We've adapted the first 2 sections of the LCAT into a comprehensive educational interview and added training to our business plan this year.



ABEA's Educational Pathway Planning Services



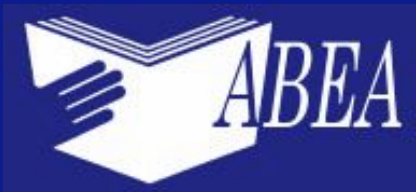
ABEA (regional literacy network) has been offering centralized assessment and planning since 1983.

Our services help clients

- explore their education and training options - LBS, credits, training, apprenticeship, post-secondary and employment
- identify their strengths/upgrading needs
- connect with the programs and services they need



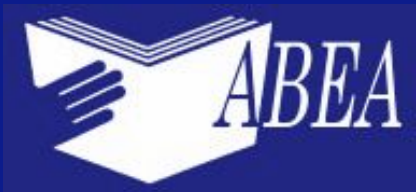
Our Educational Pathway Planning Service



Choose Your Own Adventure Model

1. Referral In (self-referral or [referral form](#) on website)
2. Educational Interview/Learning Exploration Tool (LET)
(30-45 min) with screener (phone)
 - a. stop here
 - b. task-based assessment - in-person/remote
 - c. learning challenges assessment – in-person/remote
3. Report Review (20 min)
4. Referral Out
5. Follow-Up (10 min)
6. Stats and Case Notes

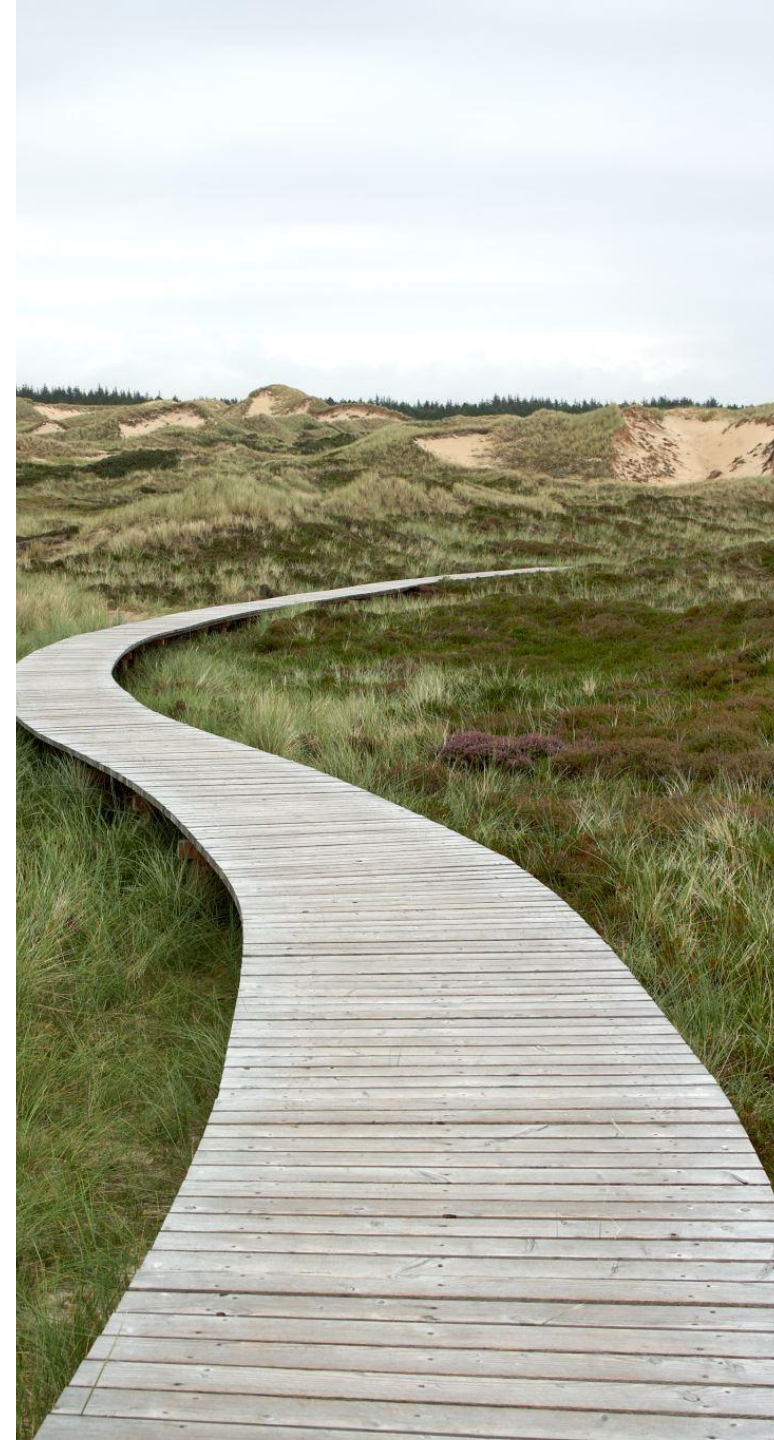
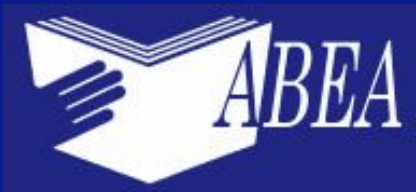
Learning Exploration Tool (LET)



- The LET is a comprehensive educational interview and report template.
- What sets it apart is that it includes a learning challenges pre-screen and background interview. These are from ABEA's Learning Challenges Assessment Tool, Steps 1-2.
- Practitioners only use the pieces of the template they think are relevant to the client/learner.
 - For example, if there's no evidence of learning challenges in the pre-screen, you wouldn't continue with the other background interview/checklists.
 - It can be integrated into your existing tools

LET Sections – Use What Will Work for You

- Goals
- Learning Summary/Pathway Plan
- Strengths
- Canadian Status and Language
- Education Details
- Learning Preferences
- Learning Challenges
- Pre-Screen (LCAT Step 1)
- Learning Processing, School Experiences (LCAT Step 2)
- Skills Results (if using)



Training Agenda

1. Welcome and Introductions
2. What We Know
3. An Overview of Learning
Challenges and Markers
4. Learning Exploration Tool
5. Learning Strategies
6. Key Takeaways

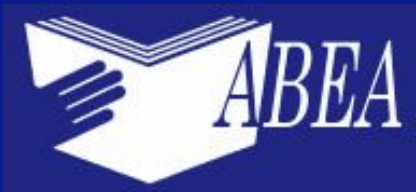


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[Unsplash](#)



Questions



- Would you or your colleagues be interested in more training around learning challenges?
- Would you or your colleagues be interested in this tool?
- Would you attend training? (5-6 hours) – 2 sessions? (provincial would have to be remote)
- Would people use it?
 - 30-45 minute interview
 - practitioners – learn and teach the strategies

Training Details

Learning Exploration Tool (LET) Training

The LET is an educational interview tool that includes learning strengths as well as a learning challenges pre-screen and background interview. This tool can be customized to fit your existing intake and assessment tools. It includes a conversation with learners about their past and present learning and which strategies might work for them in the program and beyond.

The training will include an overview of

- ✓ learning challenges and markers
- ✓ the Learning Exploration Tool (LET)
- ✓ learning strategies



Training Dates (total training = 5 hours)

Thursday January 22, 2026 (9:30 am - 12:00 pm)

Thursday January 29, 2026 (9:30 am - 12:00 pm)



Register Here

For more information please
connect with Sara Gill -
sara.gill@abea.on.ca.

Questions /
Comments?

Sara Gill

sara.gill@abea.on.ca

905-527-2222 x 1



Governance



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Recruiting and Orienting Board Members

Project Read Literacy Network (PRLN)

This resource is for LBS program staff and leadership teams responsible for board governance. It includes

- best practices
- key considerations
- checklists for effective recruitment and onboarding of new board members
- guidance for reviewing and refreshing orientation processes with existing members.

This tool supports strong organizational governance and capacity building within LBS agencies.

Downloadable from:

<https://projectread.ca/tools-and-resources/practitioner-resources/publications/>



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Life Stabilization



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New Podcast Series on Life Stabilization

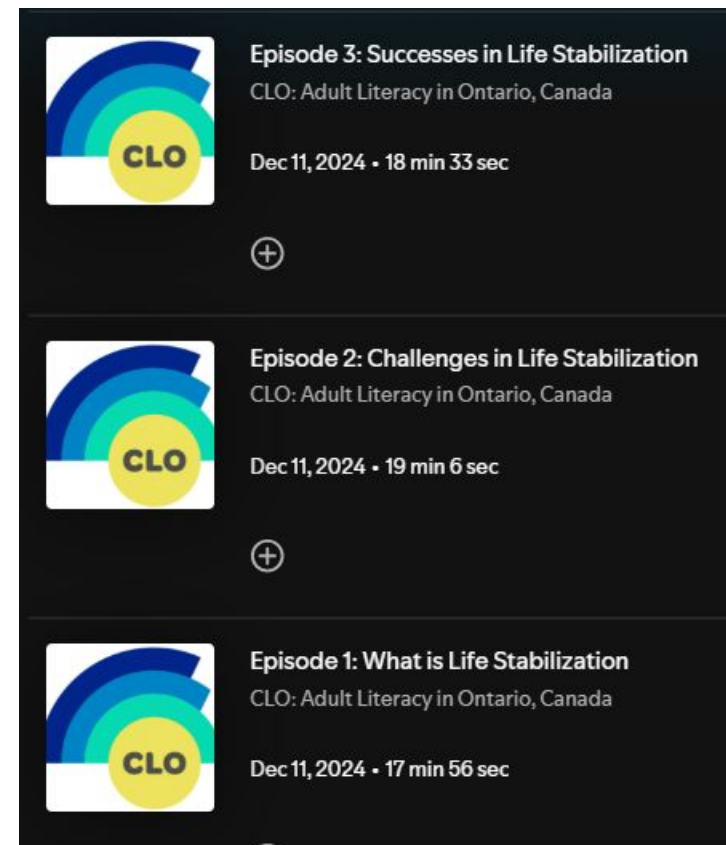
Community Literacy of Ontario (CLO)

CLO has developed a Podcast Series of three short episodes that share the successes, challenges, and strategies relevant to the life stabilization of learners in community-based LBS programs from across Ontario.

- Episode 1 - What is Life Stabilization and the role of LBS programs
- Episode 2 - Challenges in Life Stabilization
- Episode 3 - Successes in Life Stabilization

Click the link to hear the podcasts on Spotify. Then press the PLAY button beside each episode. You do not need a Spotify account.

<https://www.communityliteracyofontario.ca/all-resources/podcast-series>



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Factsheets: Life Stabilization

Community Literacy of Ontario (CLO)

CLO developed a series of three fact sheets to highlight the successes, challenges, and strategies related to supporting Life Stabilization among learners in LBS programs.

Drawing on insights from community-based LBS agencies across Ontario, these Fact sheets are designed to assist LBS providers in addressing the often complex and interconnected life stabilization needs of their learners.

<https://www.communityliteracyofontario.ca/all-resources/fact-sheets-supporting-life-stabilization>



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e-Channel



**Learning Networks
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Program Capacity



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LBS Data Definitions Guide

Learning Ontario Central South (LOCS), QUILL Learning Network

The goal of this spreadsheet was to create a standardized set of definitions for the terms LBS organizations see on program forms and in the EOIS CaMS database - to help build data consistency across the province.

It contains:

- definitions for the terms found on the “Participant Registration Form” and “Exit and Follow Up Form”.
- definitions for the terms used to track Referrals In to and Referrals Out of LBS programs.
- information related to Suitability or Service Quality Standard (SQS)
- examples and tips to help you with decision making.
- quick references to terms important in LBS but not currently recognized by the ministry, e.g., Word of Mouth.

Soon to be shared with LBS Resources Forum. Currently available at:

<https://quillnetwork.com/wp-content/themes/quill/pdf/LBS%20Data%20Definitions%20Guide.xlsx>

Employment Ontario Participant Registration Form (PRF) - Form 3006E

The 'Participant Registration Form' is usually the first ministry form completed when a learner enters an LBS program. Below you will find data terms and common descriptions or definitions for each. Mandatory fields (those that must be entered) are highlighted in blue. The 'Criteria/Specific Questions' column is highlighted in blue that data is tracked in CaMS towards the Suitability performance measure. The 'Notes' column includes additional information and the 'Comments' column is for additional information specific to each region and organization.

Data Fields	Suitability Indicator	Criteria/Specific Questions	Description/Definition	Notes
Employment Ontario Programs	no		Choose Literacy and Basic Skills from the check boxes provided at the top of the form.	When you open the form to save/print it, be sure to select LBS at the top to ensure all of the correct fields for LBS appear on the form. There are a few discrepancies between fields on the PRF and corresponding fields in CaMS.
Service Provider Use Only	no	Case Reference	This is generated after a client is registered in CaMS.	Be sure the Case Reference number is recorded accurately on the PRF.
	no	Person Reference	This is generated when registering a client in CaMS.	Be sure the Case Reference number is recorded accurately on the PRF. Click on the Learner's name in CaMS to link to their Person Home Page where the Person Reference Number is listed.
	no	Date of Registration	The date the Employment Ontario case is created in CaMS.	The Date of Registration entered in CaMS must match the date on the PRF. If there is an existing EO case for the client, the date may already be in there, so it won't match the date on the current PRF.



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Updated Practitioner Training Modules

Continuing Education School Board Administrators (CESBA)

CESBA's LBS Practitioner Training modules were updated in 2024-25, and made available on their website in April 2025. They are:

- LBS Practitioner Training 101: Essentials for LBS Instruction
- LBS Practitioner Training 102: Supporting Success in LBS

For anyone that may be interested in some PLAR learning, the PLAR modules are always being updated, and can be found on this same page.


<https://elearning.cesba.com/>

Courses / CESBA eLearning / LBS

LBS

CESBA eLearning / LBS Search courses


LBS Practitioner Training 101: Essentials for LBS Instruction



This course provides foundational knowledge of Literacy and Basic Skills (LBS) programs in Ontario to inform and assist new practitioners.

Revised April 2025

LBS Practitioner Training 102: Supporting Success in LBS



This course adds many helpful tips and offers important information that will assist Ontario practitioners as they enter a career in LBS instruction. This course includes a final quiz.

Revised April 2025



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Foundational Training Modules 1, 2, 3

Community Literacy of Ontario (CLO)

- Foundational Training Module 1, LBS Program Leadership
This includes links to many resources as well as information about:
 - CaMS
 - EOPG
 - My EOIS
 - SP Connect
 - Funding
 - Financials
 - Community Stakeholders
 - Staff Management
 - Volunteer Management
 - Governance
- Foundational Training Module 2, LBS Instructors
This was created to help frontline staff understand the OALCF and includes
 - A variety of training materials, videos, and guides to assist staff and volunteers.
 - An outline for OALCF levels, competencies, Milestones and Culminating Tasks, OALCF curriculum developed for the field, small group vs. 1:1 training
- Foundational Training Module 3, LBS Program General Introduction
This comprehensive guide was created for LBS staff and volunteers in Ontario.
 - It outlines the significance of adult literacy and the various programs available. It provides insights into the structure and goals of the LBS programs.
 - There are two sections within this resource: Section 1 focuses on introducing skills to new staff. Section 2 focuses on the need for literacy.



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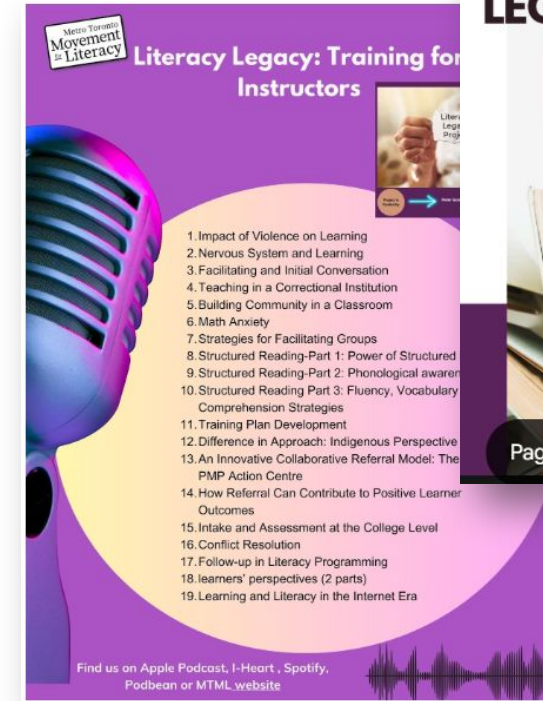
Podcast Series for Instructor Training

Metro Toronto Movement for Literacy (MTML)

This series of 20 podcasts, funded by Peter Gzowski Foundation, is a Literacy Legacy Project intended to educate the next generation of literacy practitioners.

- It features conversations with experienced literacy practitioners and captures topics and insights related to 5 key literacy services – Information/Referral, Assessment, Training Plan Development, Training, and Follow Up.
- Podcasts are available on the MTML website, Apple Podcast, Podbean, Spotify, I-HeartRadio, and Player FM.
- There is also a printed resource that includes a collection of all podcast transcripts.

<https://www.mtml.ca/resources/podcasts-for-training/literacy-legacy-podcasts-for-instructor-training>



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Capacity Building is Just Capability Enhancement

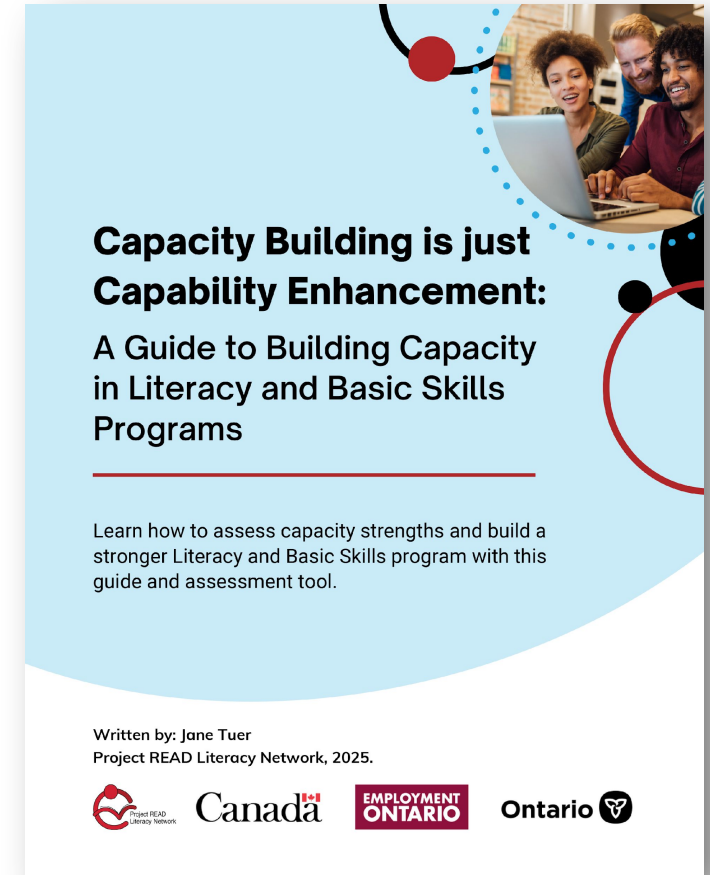
Project Read Literacy Network (PRLN)

This Guide to Building Capacity in Literacy and Basic Skills Programs is designed for program coordinators and managers working in LBS settings who aim to assess and enhance their program's internal capacity.

- It includes a capacity assessment tool and strategies to strengthen key areas such as staffing, program delivery, partnerships, and evaluation.
- This resource supports continuous improvement and organizational sustainability in the LBS sector.

Downloadable from:

<https://projectread.ca/tools-and-resources/practitioner-resources/publications/>



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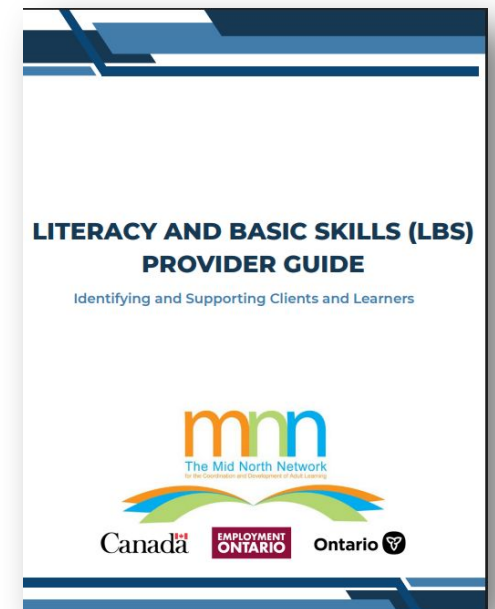
LBS Guide: Identifying & Supporting Clients & Learners

Mid North Network (MNN)

This guide offers LBS providers across Ontario a collection of practical, community-informed strategies to enhance outreach, learner engagement, and program retention.

- It is grounded in the findings of a sector-wide survey, informed by the foundational work of MNN, and shaped by years of dialogue at Literacy Service Planning and Coordination (LSPC) tables.
- It reflects both provincial and regional trends, alongside the lived experiences of local program delivery.
- It features insights, promising practices, and tools to help LBS organizations respond to the evolving needs of their communities.
- As a living document, it will continue to grow and adapt over time, integrating emerging perspectives, innovations, and feedback from the field to remain relevant and responsive

Use this guide alongside your existing policies and the Ministry's Service Provider Guidelines to tailor outreach, engagement, and retention strategies that reflect your community's needs. The best practices presented here are flexible and meant to be adapted based on your organization's capacity and circumstances.



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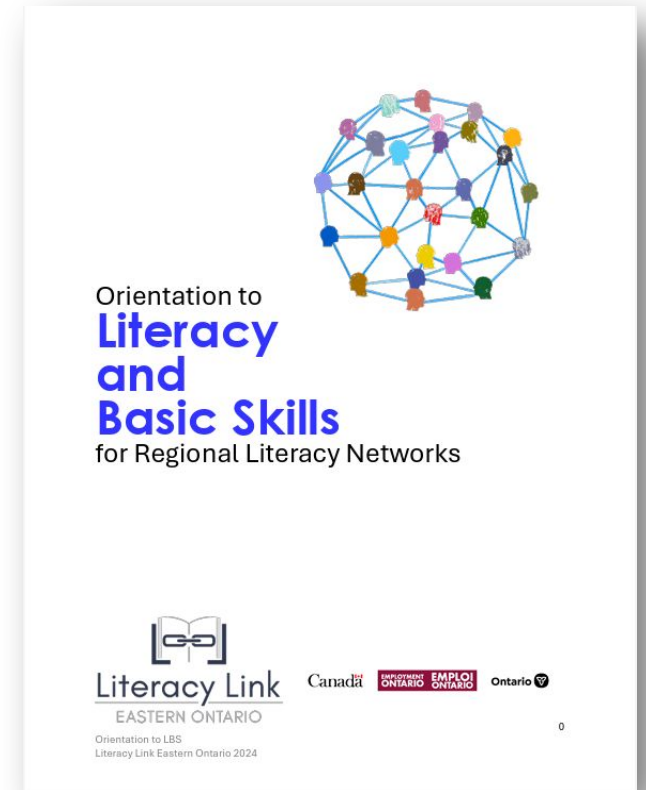


Orientation to Literacy and Basic Skills

Literacy Link Eastern Ontario (LLEO)

- An overview of the LBS Program as it relates to Employment Ontario, the Ministry of Labour, Immigration, Training and Skills Development, provincial LBS support organizations and LBS service providers.
- An overview of the roles & responsibilities of Regional Literacy Networks.
- Ideal for new Regional Literacy Network and Provincial Support Organization Executive Directors, managers, staff and board members.
- Each literacy organization in Ontario has unique roles, characteristics, services and requirements, however, there are many commonalities that are broadly introduced in this guide.
- Each section in this guide includes supplementary reading that provides a deeper understanding and context as well as on the job resources.

<chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.lleo.ca/wp-content/uploads/2025/01/Orientation-to-LBS-for-RNs-FINAL-DRAFT.pdf>



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Ontario LBS System Overview

Literacy Link Eastern Ontario (LLEO)

This one page graphic with live links provides an at-a-glance organizational chart of Ontario's Literacy and Basic Skills system, and access to additional information as required.

It is a nice supplement to the Orientation to Literacy Basic Skills document also created by LLEO.

<chrome-extension://efaidnbnmnibpcajpcglclefindmkaj/https://www.lleo.ca/wp-content/uploads/2025/01/LBS-System-Overview-with-links.pdf>



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Research



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The Impact of the ES Transformation on LBS Community-Based Agencies

Community Literacy of Ontario (CLO)

As the ES transformation process continues across the province this research report provides valuable insights into its impact on LBS agencies.

- This report highlights the successes, challenges, and strategies that have emerged throughout the transition and offers practical guidance and key learnings to support the work of LBS agencies.

<https://www.communityliteracyofontario.ca/all-resources/impact-of-es-transformation-on-lbs-agencies>



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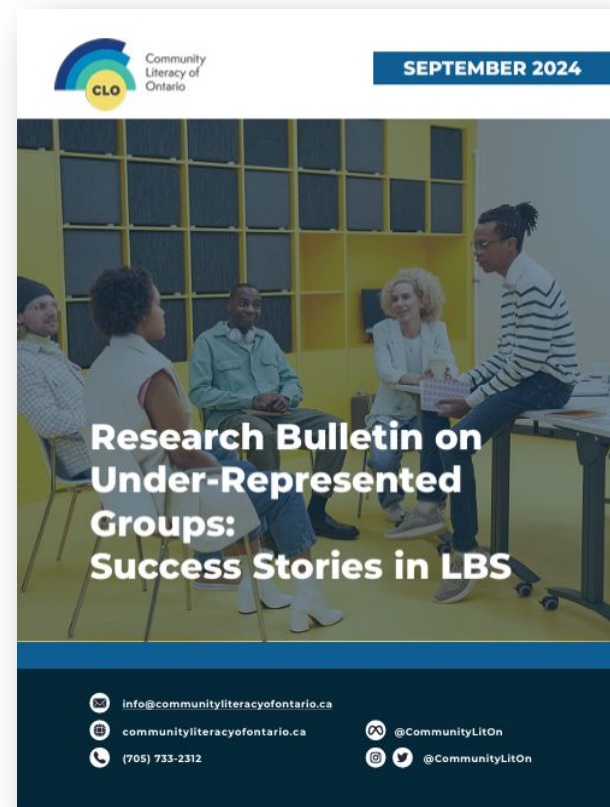


Research Bulletin on Under-Represented Groups: Success Stories in LBS

Community Literacy of Ontario (CLO)

In this resource, five LBS programs share their success stories and strategies for working with learners from under-represented groups - to support an increased knowledge and understanding among LBS providers.

<https://www.communityliteracyofontario.ca/all-resources/success-stories-in-lbs>



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Training Resources



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Task-Based Activities Portal for LBS

QUILL Learning Network

- Last fiscal QUILL reviewed and updated all tasks on the portal related to the Employment goal path, including adding Google Forms and Fillable PDFs for those tasks that warranted them.
- New Employment Tasks, as well as Employment Task Bundles were also created. Uploads of those tasks are nearing completion.
- This year, QUILL is reviewing and updating tasks related to the other goal paths - apprenticeship, secondary credit, post-secondary education, and independence.
- Plans are also underway to rebuild the TBA website to make it more user friendly and allow QUILL to share additional resources that have been created. Stay tuned!



<https://taskbasedactivitiesforlbs.ca/>



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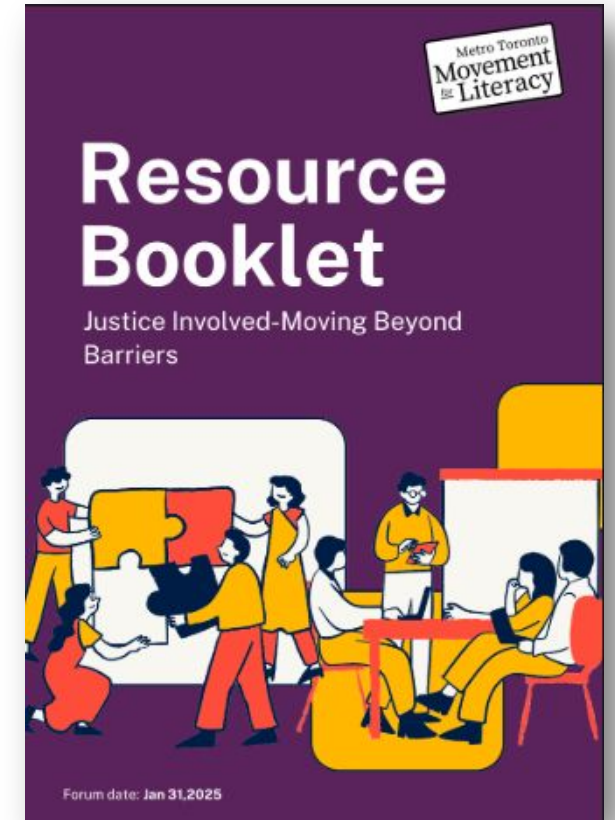
Justice Involved – Moving Beyond Barriers

Metro Toronto Movement for Literacy (MTML)

This Resource Booklet includes

- Highlights of workshops and panel discussions
- A curated list of resources to support individuals involved in the justice system
- Highlights of different sessions by Toronto Workforce Innovation Group, Centennial College (Correctional Literacy Initiative) and PTP

<https://drive.google.com/file/d/1dKZhomLU6UNHqk3Mv96d5aN1AD67q-tl/view>



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Supporting Under-represented Groups

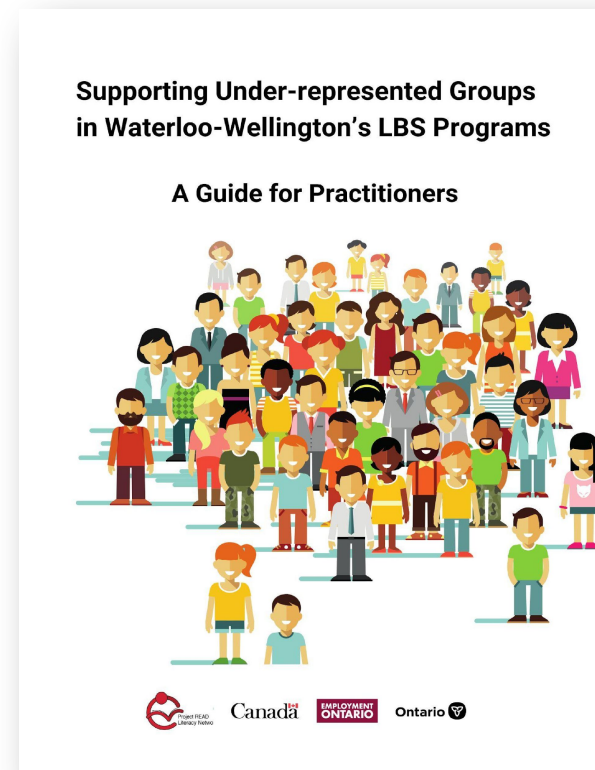
Project Read Literacy Network (PRLN)

This Guide includes resources based on Skills for Success Project Phase 1 research and Phase 2 community organization outreach and interviews.

It is designed for the LSP Under-represented Groups Working Committee members. They are intended to help our LBS programs best support Indigenous persons, Transient/Homeless persons and persons with Moderate to Significant Anxiety as Under-represented groups in local LBS programs.

Downloadable from:

<https://projectread.ca/tools-and-resources/practitioner-resources/publications/>



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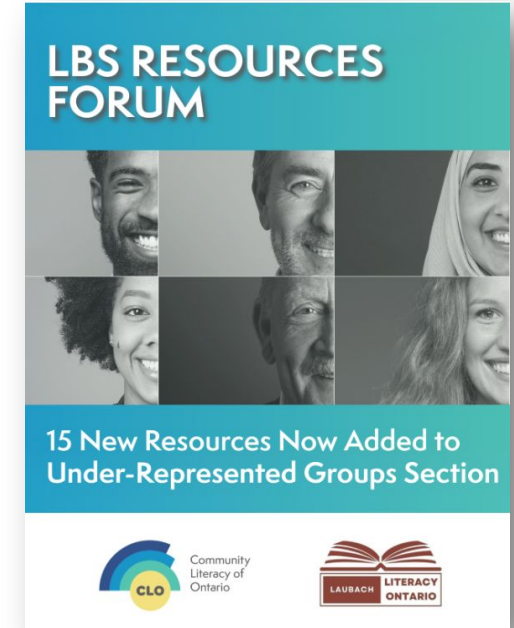
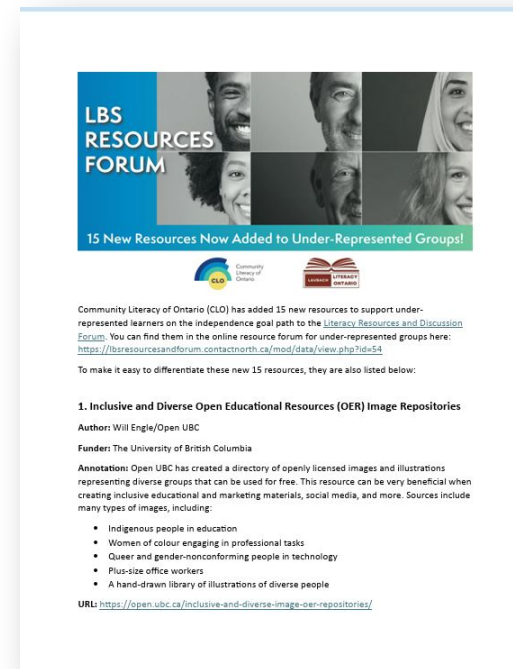


LBS Resource Forum – Resources for UR Groups

Community Literacy of Ontario (CLO), Laubach Literacy Ontario (LLO)

As part of the site's ongoing development, CLO added 15 new resources focused on underrepresented groups and the Independence goal path to the LBS Resources Forum (repository). These new resources can also be found in a PDF.

<https://www.communityliteracyofontario.ca/all-resources/lbs-resource-forum-15-resources-for-underrepresented-groups>



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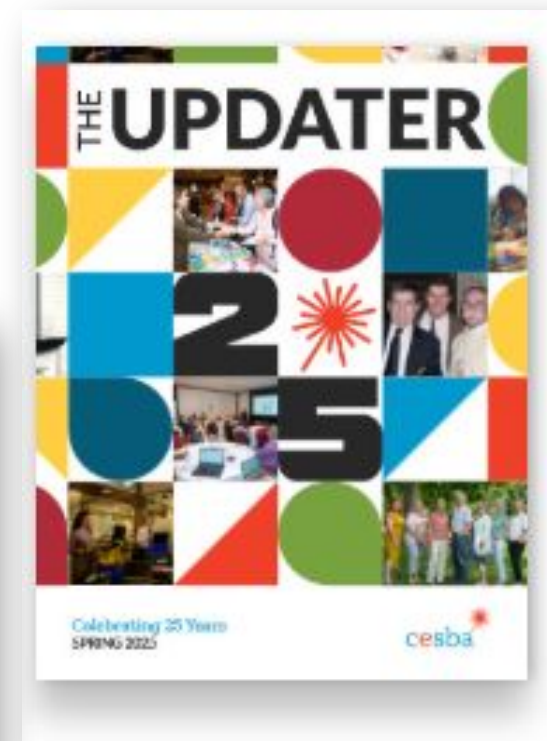
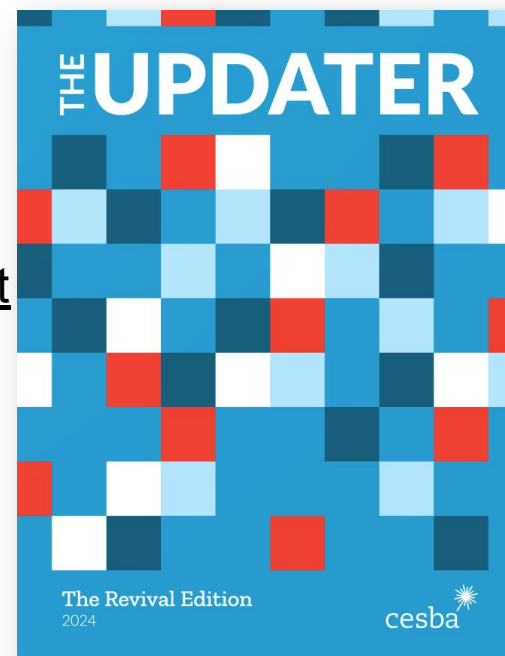
The Updater

Continuing Education School Board Administrators (CESBA)

CESBA produced two editions of The Updater last fiscal. These are a great source of LBS information, articles and descriptions and links to resources.

Click through version online, or downloadable.

- <https://cesba.com/resources/the-updater-spring-edition-2025/#>
- <https://cesba.com/resources/the-updater-vol-1/#>



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CESBA SFS Website Video Welcome

Continuing Education School Board Administrators (CESBA)

- A video introduction to CESBA's Skills for Success e-learning platform at <https://sfs.cesba.com/>

<https://cesba.com/resources/skills-for-success-website-walk-through-video/>



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WHMIS and SIMDUT training

Mid North Network (MNN)

MNN has partnered with NORCAT to offer WHMIS and SIMDUT training for the Deaf and Hard of Hearing community.

This was a collaborative project with MNN and Canadian Hearing Services (CHS), where the online WHMIS training was adapted into ASL and LSQ to make essential safety information accessible to everyone.

- Video - <https://www.dropbox.com/t/5pmkgfLTGh1qgKIV>
- WHMIS (ASL) & SIMDUT (LSQ) Training | NORCAT



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Deaf Resources

S5 Dynamic Learning Initiative (S5 DLI)

S5DLI created a number of resources last fiscal for the Deaf Stream. These included:

- 31 Ongoing Assessment Tools (to be released before September 2025)
 - Level 1 – 24 tools
 - Level 2 – 7 tools
- 2 ASL Video Based Milestones
 - 217 – Use grocery flyer to compare costs
 - 57 – Begin to manage learning
- 2 Culminating Tasks
 - Independence Goal Path – Create a Personal Budget
 - Employment Goal Path – Use documents to follow safety information for the workplace
- A Banking App Simulator – will be used with OGAT and in-class activities

The collage displays four distinct educational materials:

- OGAT Tool:** A screenshot of the 'On-Going Assessment Task' interface, showing a 'Deaf Night Out at Grotto Pub Flyer' and a table of recommended milestones categorized by task groups (e.g., Read, Interpret, Interact, Manage Money, Use Digital Technology, Manage Learning, Engage with Others).
- Task Overview:** A document titled 'Practitioner Instructions' detailing the task's purpose, initial steps (providing the flyer, ensuring it's printed, showing it to the learner), discussion points (engaging in a discussion, encouraging the learner to share thoughts), support for reading (explaining text, using ASL signs), and encouragement for the learner to respond (accepting responses, paying attention).
- ESKARGO Skills Matrix:** A table mapping specific skills (e.g., 'Reads short texts to locate a single piece of information', 'Follows simple, straightforward instructions') against various assessment criteria (e.g., 'Can read and understand a personal letter', 'Can read and understand a personal letter').
- Deaf Night Out at Grotto Pub Flyer:** A promotional flyer for a 'Saturday May 24, 2026' event from 5 pm to 10 pm. It lists a cost of \$30, no cash at door, and includes details about e-transfer payments, limited seating, and RSVP by May 21, 2026. The flyer also promotes 'Pizza and Wings Social Night'.



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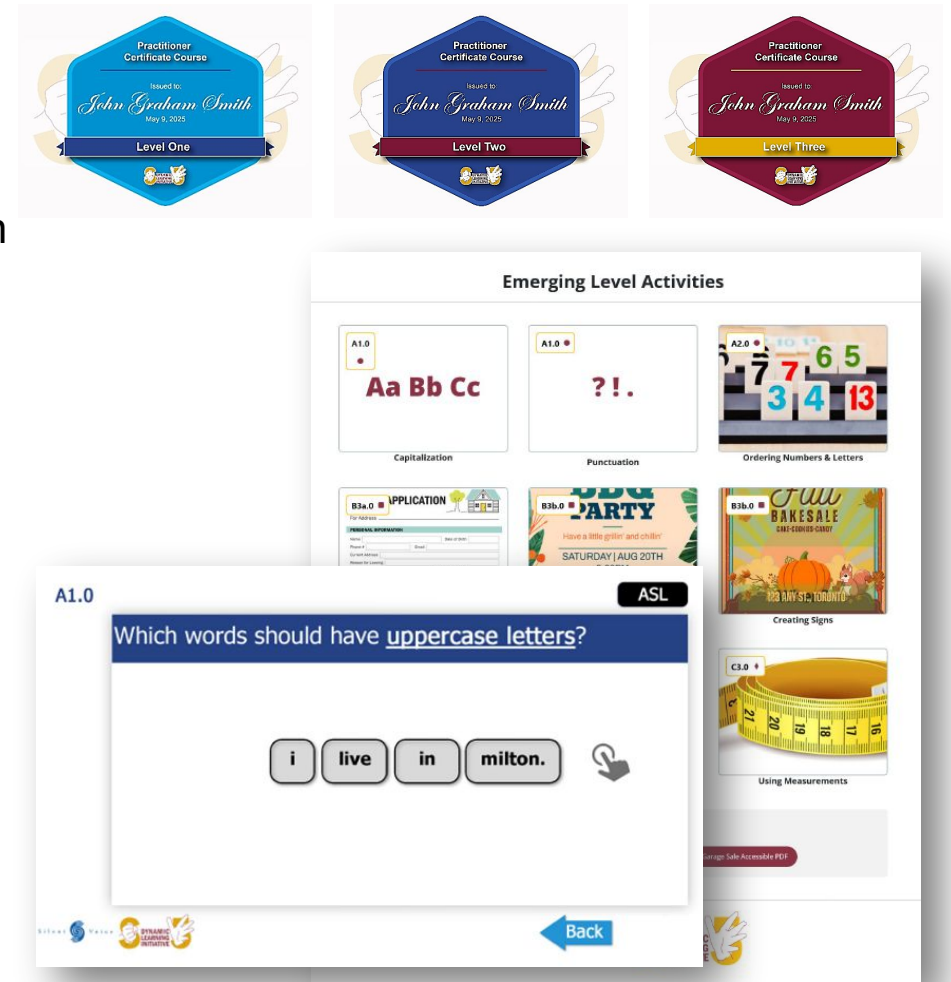
**Learning Networks
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Deaf Resources 2

S5 Dynamic Learning Initiative (S5 DLI)

S5DLI also created:

- Practitioner Certificate Course – for Deaf Practitioners to register on Canvas
 - Content Development – Level 202
 - LMS Canvas build – Level 201
 - Digital badges for each level course – 100, 200 and 300
- Emergent Level Task Based Activities (to be released before September 2025)
 - Created a series of digital task-based activities where learners can answer questions interactively
 - Used a simple interface that does not require detailed knowledge
- Created a blueprint of what to develop this fiscal (to be released April 2026)



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Deaf Resources 3

S5 Dynamic Learning Initiative (S5 DLI)

Workforce Literacy (WFL) courses for Deaf Learners – Learners register on Canvas – 19 digital badges

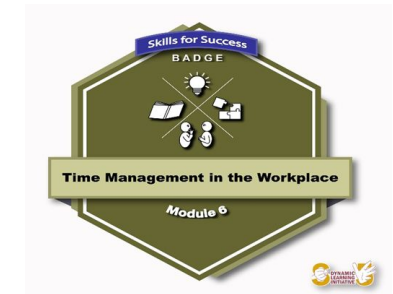
Level 1 – Empowering Employment Growth (10 modules)

- Building Employability Skills
- Workplace Communication Basics
- Time Management
- Workplace Manners
- Workplace Ethics
- Teamwork and Collaboration
- Workplace Expenses
- Workplace Signs
- Digital and Social Awareness
- New Job Onboarding



Level 2 – Skills for Success (9 modules)

- Navigating the Workplace
- Payroll management
- Workplace Maintenance
- Problem Solving
- SMART Goals
- Time Management in the Workplace
- Soft Skills
- Navigating Hearing Culture in the Workplace
- Professionalism in the Workplace



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**Learning Networks
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Use of Technology



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11 Videos related to Technology, e-Channel

Contact North (CN)

Contact North created 11 video resources last fiscal related to technology and/or e-Channel. They are:

- [Getting Started with BigBlueButton v2.7](#)
- [Creating a Job Interview Simulation with InStage](#)
- [Blended Learning with e-Channel](#)
- [The LearningHUB](#)
- [ACE Distance](#)
- [Good Learning Anywhere](#)
- [Formation@Distance](#)
- [Deaf Learn Now](#)
- [XR in Education and Training \(Extended Reality\)](#)
- [Connected Learning: Expanding Adult Literacy Through blended Solutions](#)



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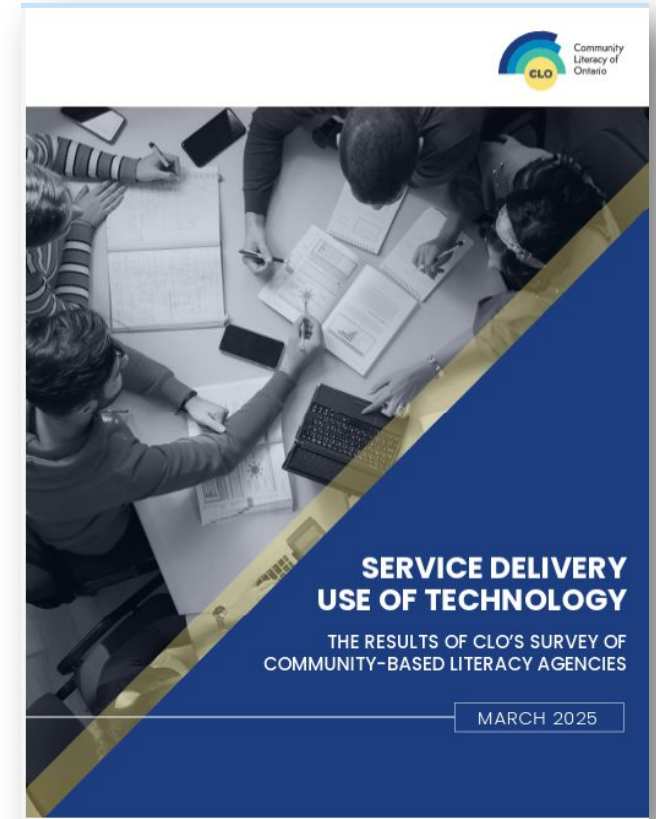
Service Delivery Use of Technology

Community Literacy of Ontario (CLO)

In January 2025, CLO conducted a provincial survey of Ontario's community-based LBS agencies to assess the technology used in service delivery across literacy organizations.

This report presents the findings from that survey.

<https://www.communityliteracyofontario.ca/all-resources/service-delivery-use-of-technology>



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THANK
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