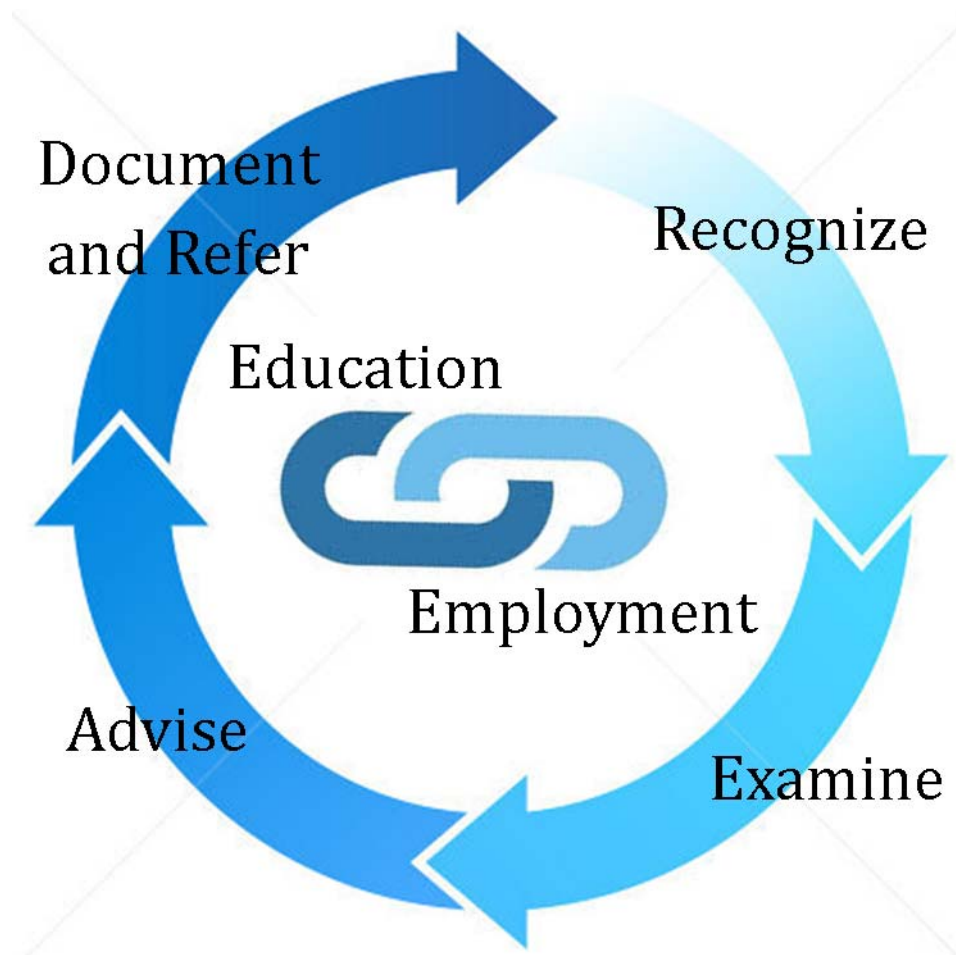


READ Kit

2.0

Upgrading Referral Guide for Community Partners



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READ—A Basic Skills Referral Kit for Use with Ontario Works Clients, 2000

(Adult Basic Education Association, Workforce Planning Hamilton)

R

Recognize

Step 1

Complete this checklist after you have met with your client to determine if they may benefit from upgrading to reach their goals.

Literacy Upgrading

Your client may need literacy upgrading if they

- report always having difficulties with reading, writing or math
- report not liking school
- avoid completing reading, writing or math tasks (such as forms, notes, letters, etc.) or working with computers
- have difficulties performing daily tasks such as filling out forms, reading their mail, etc.
- do not follow written instructions
- report having learning problems or have been diagnosed with learning disabilities as a child

Education/Training

Your client may need education/training (including upgrading) if they

- have been out of school for a long time
- are unsure of their skills
- are looking to retrain
- need a Grade 12 or equivalent (e.g., GED)
- need prerequisites for post-secondary programs
- have an employment goal that requires post-secondary

If you have checked more than 2 in either list your client would benefit from upgrading.

E

Examine

Step 2

Employment Goal

Examine goals, skills and needs.

Find the Essential Skills profile for the employment goal (see resources page).

Ask the following questions and fill in the chart below.

- a. What do you typically read and write in a day? (e.g., reads mail, email, books, writes notes)

- b. Do you have any difficulties with reading and writing?

- c. Are you comfortable with daily math tasks? (e.g., banking, shopping, measuring, budgets)

- d. Are you comfortable with digital technology? (e.g., cell phones, Internet/email)

- e. How far did you get in school?

- f. Your level of education and your skills are 2 separate things. Are you comfortable with your skills for your employment goal?

- g. Are you interested in upgrading your skills for further education and/or employment?



Examine Cont.

Using the Essential Skills profile of the employment goal and education or other requirements for the job, fill out the chart below.

For each skill/education check the appropriate boxes to determine if upgrading or education is needed or put N/A if it is not applicable to the employment goal.				
Skills/Education Required for Employment Goal	N/A	Yes	No	Unsure
Has reading skills appropriate for goal				
Has writing skills appropriate for goal				
Has math skills appropriate for goal				
Has digital technology skills appropriate for the goal				
Has Grade 12/Equivalent				
Has post-secondary				
Has completed apprenticeship training				

If you have checked anything in the “No” column your client would benefit from an education referral. If you are unsure, connect with the Learning Network for assistance.

Notes



Advise

Step 3

Advise clients of their options. For assistance consider connecting with

- Your local learning network www.learningnetworks.ca
- 211.ca www.211ontario.ca
- Your local CLARS Centre to find yours use 211ontario.ca

Upgrading/Training Options

Referral Options	Referred (check)
Literacy and Basic Skills (LBS) Refer clients who need upgrading based on Recognize/Examine sections	
Newcomer Information/Language Training (ESL/LINC)	
Employment Services Refer clients who need employment resources, workshops, assisted services	
High School Credit Refer clients who are comfortable with their literacy skills and who need their Grade 12 diploma or prerequisite credits.	
GED (General Educational Development) For GED Preparation – refer clients to LBS. GED Testing – Independent Learning Centre (www.ilc.org)	
Post-Secondary (community colleges/private career colleges) Refer clients who have the necessary prerequisites Community Colleges - ontariocolleges.ca Private Career Colleges - www.ontario.ca/education-and-training/search-or-register-private-career-college	
Training Refer clients who require short-term training/licenses (i.e., smart serve, AZ)	
Other Refer clients who require other community supports such as housing, food banks, mental health resources, etc.	

Referral Notes

D

Document & Refer

Step 4

Based on the option you chose in Step 3, complete the referral.

Making the Referral - Check all that apply.

Checked referral protocol.

Submitted a referral form.

Phoned in the referral.

Gave information to the client.

Note You could complete the Information and Referral Form—this can be given to the client to take with them and/or sent electronically if authorization is given in writing and it is password protected.

Notes

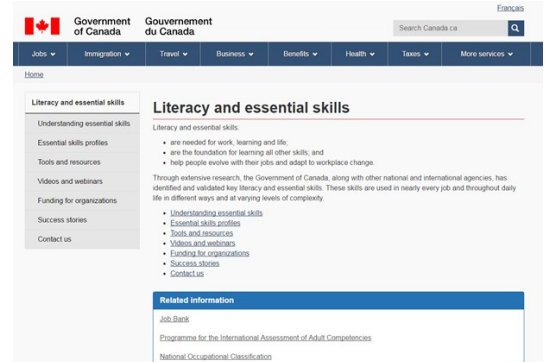
Resources

Literacy and Essential Skills - ESDC

<http://www.edsc.gc.ca/eng/jobs/les/index.shtml>

Readers Guide to Essential Skills Profiles

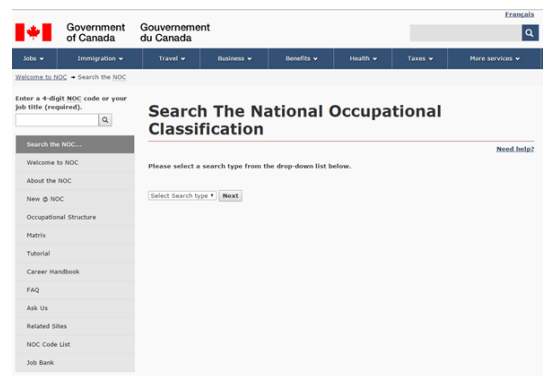
Tools, Assessments and Training Support



National Occupational Classification (NOC) Profiles

<http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/SearchIndex.aspx>

To determine education/training required



Ontario Skills Passport

<http://www.skills.edu.gov.on.ca/OSP2Web/EDU/Welcome.xhtml>

Search for Tasks—By Occupation to view Essential Skills Profile for Specific Employment Goals



Working in Canada

http://www.jobbank.gc.ca/occupation_search-eng.do

Explore Careers by Occupation

See Education and Job Requirements - Canada for Essential Skills

