

LBS REFERRAL Quick Reference Sheet

CLIENT REQUIRES LBS SERVICES

FLEMING COLLEGE LBS PROGRAM

- 19 years of age or older
- Out of school for a while and does not feel ready for college studies
- Has high school diploma, but requires some prerequisites for college program or apprenticeship you'd like to apply for
- Needs to refresh Math, Communications or Computer skills before re-entering the workforce
- You need your "Grade 12 Equivalency" to improve your career prospects

KPRD SCHOOL BOARD LBS PROGRAM

- 19 years of age or older
- Not enrolled in school for at least one year
- Does not have Ontario Secondary School Diploma (OSSD)
- Requires reading, writing, and computer skills upgrading to complete OSSD, apprenticeship, employment or independence
- Credit readiness through Prior Learning Assessment Recognition (PLAR)
- Computer Basic Skills for Secondary School or workplace program

COMPLETE COMMUNITY REFERRAL FORM TO EITHER KPRD OR FLEMING

LBS agencies help adults improve their communication, numeracy, digital and self-management skills in order to pursue further education, prepare for or maintain employment, and to support personal independence and greater participation in their communities

STEP 1: Client requires LBS training services for

- Employment
- Apprenticeship
- Secondary School Credit
- Post-secondary
- Independence

STEP 2: Is Client eligible

- 19 years old
- Ontario resident
- Out of school for more than a year

STEP 3: Determine what agency is appropriate.

STEP 4: Complete Community Referral Form.

See contact info on reverse

LBS PROGRAMS OFFERS:

- Continuous Intake
- Flexible Timetabling
- Available at NO cost
- Funding for those who qualify

INDICATORS OF SUITABILITY

- Less than grade 12
- Source of Income: OW, ODSP, no source of income or Crown Ward
- Out of school or training for more than 6 years
- Between 45 and 64 years of age
- History of interrupted school
- Self-identified persons
 - *With a disability*
 - *Aboriginal/First Nations/Metis*
 - *Deaf/Deaf blind*
 - *Francophone*

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The LBS service providers work with the learner to identify and document the learning activities that prepare them for transition to their goal. The learner plan ensures that learners understand the steps required to achieve their goal, the sequence for training, and the time necessary to achieve the learning identified.

The agency will expect to work with the client to determine:

- That the client needs an LBS Program
- That the client is eligible for the LBS Program
- That there will be communication between the client and LBS staff in order to ensure that the client has the best possible chance of success
- If there is a need to prepare for training and education
- To prepare for further education

Many adults will not reveal they have a literacy problem, and in some cases they don't recognize that they have a need. The following are clues that might suggest weak literacy skills are an issue for your client.

Does your client:

- Ask very few questions about printed information (ignoring or dismissing it, or glancing over it quickly and putting it away to look at later)?
- Ask an excessive number of questions about information that is in the printed materials?
- Have trouble filling in forms accurately and completely?
- Appear to have another person help him complete forms or write notes?
- May "forget" his / her glasses on a regular basis?
- Become restless, distracted or even frustrated when you are using printed information?
- Have trouble following up on written or printed instructions?
- Consistently show up very early, very late or not at all for appointments and not record appointments anywhere?
- Have a child doing poorly in school but has not discussed this with the school?