

# LBS REFERRAL Quick Reference Sheet (PETERBOROUGH)

**CLIENT REQUIRES LBS**

## FLEMING COLLEGE ACADEMIC UPGRADING PROGRAM

- 19 years of age or older
- Wants to study in a mature learner environment
- Does not have "Grade 12 or Equivalent" credentials needed for college, apprenticeship, or work OR
- Has OSSD or equivalent but needs some prerequisites for college or apprenticeship (e.g.: sciences, upper level math) OR
- Has necessary credentials but wants to refresh Math, Communications or Computer skills before college or apprenticeship

## KPRD SCHOOL BOARD PACE 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)

## TRENT VALLEY LITERACY

- 19 years of age or older
- Adult Literacy and Basic Skills Levels 1 - 3
- One-to-one tutoring
- Small class instruction
- Skill Assessment and training plans
- Continuous Intake
- Employability Skills
- Computer Literacy
- Outreach to Norwood & Havelock
- Tutor Training

## PETERBOROUGH NATIVE LEARNING PROGRAM

- 19 years of age or older
- Do not have to be an Aboriginal person
- Requires reading, writing, and computer skills upgrading for apprenticeship, employment or independence
- one-to-one tutoring to improve reading, writing and math skills from basics all the way to writing a grade 12 equivalency (GED) exam. Our instructors are certified teachers
- Job readiness skills
- Computer training
- Services in Lakefield and Curve Lake

**COMPLETE COMMUNITY REFERRAL FORM TO EITHER  
KPRD, TVLA, PNL, 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: The client may be eligible if?**

- 19 years old
- Ontario resident

*Note: an assessment of their skills by the LBS program is the final step to determine eligibility.*

**STEP 3: Determine which agency is appropriate.**

**STEP 4: Complete Community Referral Form.**

*See contact info on reverse*

**LBS PROGRAMS OFFER:**

- Continuous Intake
- Flexible Timetabling
- Free Programming
- Travel and Childcare subsidy 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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FLEMING COLLEGE	TVLA	KPRD SCHOOL BOARD	PNLP
<p><b>Heather Scrimshaw</b>  Student Advisor – Academic Upgrading  Fleming Crew Employment Centre  1550 Lansdowne St W.  Peterborough ON  K9J 2A2  Phone: (705) 775-1311  Fax: (705) 749-5070</p> <p><i>heather.scrimshaw@flemingcollege.ca</i>  <a href="http://flemingcollege.ca/programs/academic-upgrading">http://flemingcollege.ca/programs/academic-upgrading</a></p>	<p><b>Teresa Kerr</b>  825 Chemong Rd, Unit 4  Brookdale Plaza  Peterborough ON  K9H 5Z5</p> <p>Phone: (705) 749-0777  Fax: (705)-749-0084</p> <p><i>info@trentvalleyliteracy.ca</i>  <a href="http://www.trentvalleyliteracy.ca">http://www.trentvalleyliteracy.ca</a></p>	<p><b>Megan Hennessy</b>  LBS COORDINATOR  Peterborough Collegiate  201 McDonnel St,  Peterborough ON  K9H 2W1</p> <p>Phone: 905-372-1697  Fax: (705) 745-4886</p> <p><i>megan_hennessy@kprdsb.ca</i>  <a href="http://pace.kprdsb.ca/">http://pace.kprdsb.ca/</a></p>	<p><b>Pat Powell</b>  Unit 6 - 360 George St. N.,  Peterborough ON  K9H 7E7</p> <p>Phone: (705) 741-0798  Fax: (705) 741-5796</p> <p><i>info@pnlp.org</i>  <a href="http://www.pnlp.org">www.pnlp.org</a></p>

**The LBS service providers** work with the learners 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
- If there is a need for further education or training beyond the LBS program, and if so
- What preparation is needed for this further education or training

**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?
- 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?