



Does your client need help with any of these skills?

- Adaptability
- Collaboration
- Communication
- Creativity and Innovation
- Digital
- Numeracy
- Problem-Solving
- Reading
- Writing

Is Your Client's Goal:	Secondary School Earn a Grade 12 Diploma	Post-Secondary Meet entrance requirements	Apprenticeship Gain trades specific skills	Employment Gain skills needed for work	Independence Gain skills to manage independantly
For Example:	<ul style="list-style-type: none"> > Meet diploma requirements for work or entrance into a post-secondary program, BJO funded training or an apprenticeship. > Complete for personal satisfaction. > Prepare to complete credits. > Prepare to complete PLAR. > Reading, Writing and Numeracy. 	<ul style="list-style-type: none"> > Gain missing credits. > Complete ACE (Academic Career Entrance) courses. > Refresh skills before starting training. > Reading, Writing, Numeracy, Digital, Communication and Return to Learn programs. 	<ul style="list-style-type: none"> > For job seekers needing skills before entering a trade. > For those working in a trade, but in need of help to retain their job. > Prepare to write the Certificate of Qualification (CofQ) exams. > Numeracy (trades math) digital, communication, problem solving and collaboration. 	<ul style="list-style-type: none"> > For job seekers. > For those working, but in need help to retain their position or to advance. > Specific programs: Customer Service, POS, PSW prep, Smart Serve, digital skills, soft skills and employment and military entrance exam prep. > Digital, Communication, Problem-solving, Reading, Writing, Numeracy and Collaboration. 	<ul style="list-style-type: none"> > Book online doctors' appointments, send emails and complete online applications. > Prepare a budget. > Financial literacy, digital skills, and driver's licence prep. > Help children with homework.

Intake Process: Phone, Email or In Person Referral - Continuous Intake for individuals 18+
Assessments: Everyone completes a skills assessment to ensure they are eligible for our fully funded programs.
Assessment results determine needs, they are not pass/fail. They guide learning plan development. Plans are customized to learner goals.

Support Available: Training supports are available to all eligible learners. Supports may include transportation, childcare, and technology.

Agencies:	Community Learning Alternatives 			Loyalist College - Career and College Prep 	
Goal Specialization:	Employment, Secondary, Apprenticeship, Independence			Post-Secondary, Apprenticeship, Employment	
Delivery Method:	<ul style="list-style-type: none"> > Virtual and In-person Learning > One-to-One > Small Groups > Supported Independent Learning 			<ul style="list-style-type: none"> > In-person Classes > Independent Learning > E-learning 	
Training Specialization:	<ul style="list-style-type: none"> > Communications, Math, Digital Skills > Employment Skills > Financial Literacy 			<ul style="list-style-type: none"> > Employment & Military Exam Prep > Credit Support > Returning to Learning Support 	
Hours:	Monday to Thursday: 8:30 a.m. to 4:00 p.m. Friday: By Appointment			Monday to Friday: Mornings and Afternoons	
Location:	Belleville: 32 Bridge Street East	Madoc (Tues., Wed., Thurs.): 151 St. Lawrence Street East	Trenton: 46 Dundas Street West	Belleville: 376 Wallbridge-Loyalist Road, Pioneer Building	Bancroft: 195 Hastings Street North
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