

Orientation Materials for Literacy Practitioners

Beginner's guide for Program Coordinators of Smaller Literacy Organizations

This manual is designed to help the new Literacy and Basic Skills (LBS) program coordinator adjust to the adult literacy delivery environment in Ontario. Efforts have been made to keep the terminology and the description of processes as simple as possible and to focus on what will help new program coordinators get started in their positions and experience success.

The requirements of the program coordinator position will not be the same for every organization. For example, some program coordinators are not expected to maintain the financial records, but in other organizations this may be a requirement. These expectations are determined as part of the hiring process and will be detailed in the job description.

<https://www.northernliteracy.ca/upload/documents/mnn-proj/beginners-guide-final-v2-may-26-16.pdf>

The EOIS-CaMS User Guide for New Staff

This user guide is intended as an informal guide for new users of EOIS-CaMS to help provide more details on the functionality of this system. This user friendly guide features screen grabs directly from the MTCU's information website, "Employment Ontario Partner's Gateway". This guide walks you through step-by-step of the basics of the Employment Ontario Information System- Case Management Systems known as EOIS-CaMS.

http://www2.tcu.gov.on.ca/eng/eopg/eotransformation/cams_reporting/eois-cams_reporting_yjc_case_activity.pdf

Common Assessment for the OALCF Goal Paths

The North Region of the Learning Networks of Ontario has extensive resources posted on their website.

The Common Assessment for the OALCF Goal Paths Resource Package provides the LBS service providers with tools and information needed to:

- Adapt/develop an assessment strategy that describes what tools are used for; what purpose (initial, ongoing, exit); what goal path; and what circumstances the assessment is done
- Adapt/develop a process used for assessment results to inform overall agency targets
- Support agency efforts to fully implement the OALCF
- Ensure integrity and accurate assessment results that support appropriate learner referrals
- Support efficient and effective program planning and delivery
- Help smooth transition of learners' goal completion

<https://www.northernliteracy.ca/upload/documents/common-assessment/ca-oalcf-employment-resource-package.pdf>

Sample Ontario Literacy Curriculum Framework Implementation Tracking form

Community Literacy of Ontario has developed a sample Ontario Adult Literacy Curriculum Framework Implementation Tracking Tool to support LBS agencies by capturing the different ways that LBS agencies are working towards implementation of the OALCF.

Community Literacy of Ontario has divided this sample tracking form into the following four areas:

1. Transition-Oriented Programming
2. Service Coordination
3. Task-Based Approach
4. Task-Based Assessment

http://www.communityliteracyofontario.ca/wp/wpcontent/uploads/2013/08/oalcf_implementation_tracking_form_2012.pdf

Literacy Basics Website

Literacy Basics is a free, self-directed online training website for Ontario literacy practitioners. This innovative training website was researched, written and designed by Community Literacy of Ontario. The training modules on Literacy Basics are self-directed; therefore participants can choose content and tools appropriate to their interests, needs, and skill levels.

<http://literacybasics.ca/>

Literacy Practitioner Training Website

Professional development support for Literacy and Basic Skills educators in Ontario website

This Ontario Association of Continuing Education of School Board Administrators (CESBA) site offers professional support for practitioners who work with adult learners in the Literacy and Basic Skills (LBS) Program of Ontario. There are free, professional development courses for LBS managers as well as instructors, supports for the new Ontario Adult Literacy Curriculum, downloadable curriculum materials and resources, and links to other key LBS websites. As part of our commitment to continuous improvement, the six foundation modules of PD training are currently being revised and updated with new information and a greater emphasis on task-based, transition-oriented programming.

www.lbspractitionertraining.com