

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 independently
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 ● prior learning assessments ● upgrade skills in reading, writing and numeracy, computers, communication, problem-solving and collaboration 	<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 ● "Return to Learn" programs ● upgrade skills in reading, writing and numeracy, computers, communication, problem-solving and collaboration 	<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 maintain their job ● preparing for in class level 1, 2, or 3 training ● prepare to write the Certificate of Qualification (CofQ) exams ● numeracy (trades math) digital skills, communication, problem-solving and collaboration, reading and writing skills 	<ul style="list-style-type: none"> ● for job seekers ● for those working, but in need of help to retain their position or to advance ● specific programs: Customer Service, POS, PSW prep, Smart Serve training ● employment and military entrance exam prep ● upgrade skills in reading, writing and numeracy, computers, communication, problem-solving 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 ● upgrade skills in reading, writing and numeracy, computers, communication problem-solving and collaboration

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:	Kingston Literacy & Skills	Loyola School of Adult and Continuing Education	Connections Adult Learning
Goal Specialization:	Employment, Apprenticeship, Independence	Secondary School, Employment, Apprenticeship	Employment, Apprenticeship, Independence
Delivery Method:	<ul style="list-style-type: none"> ● one-to-one tutoring ● e-learning with teacher support ● small groups 	<ul style="list-style-type: none"> ● individual support ● small classes ● e-learning with teacher support ● 6 week courses 	<ul style="list-style-type: none"> ● one-to-one tutoring ● e-learning with teacher support ● small groups
Training Specialization:	<ul style="list-style-type: none"> ● communications, math, digital & employment skills ● secondary school credit support ● returning to learning support ● preparing for apprenticeship and skilled trades ● Pre-ECE (Early Childhood Education) ● POS (Point of Sale) ● ESL (English as a Second Language) support 	<ul style="list-style-type: none"> ● French Second Language (FSL) ● Point of Sales (POS) program ● Return to Earn and Learn (REAL) program ● secondary school credit program ● Personal Support Worker (PSW) program ● pre-health and science program 	<ul style="list-style-type: none"> ● communications, math, digital skills ● employment skills ● secondary school credit support ● returning to learning support ● preparing for apprenticeship and skilled trades ● military exam prep ● financial literacy
Hours:	Monday to Friday: 8:30 a.m. to 3:00 p.m. *evening courses available	Monday to Friday: 8:30 a.m. to 12:30 p.m.	Monday to Thursday: 8:30 a.m. to 4:00 p.m.
Location:	16 Bath Road, Suite #104, Kingston ON	Loyola: 1440 Princess Street, Kingston ON Open Book: 559 Bagot Street, Kingston ON	24719 Highway 7, Sharbot Lake ON
Contact:	Phone: 613-547-2012 Email: info@klsread.ca	Phone: 613-544-3361	Phone: 613-279-2499 Email: info@ncacl.ca




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Agencies:	St. Lawrence College 	La route du savoir 	Limestone District School Board 
Goal Specialization:	Post-Secondary, Employment, Apprenticeship	Secondary School, Employment, Independence	Secondary School, Employment, Apprenticeship, Independence
Delivery Method:	<ul style="list-style-type: none"> ● classes ● independant learning - in person ● e-learning with teacher support 	<ul style="list-style-type: none"> ● classes ● independant learning - in person ● e-learning with teacher support 	<ul style="list-style-type: none"> ● individual support ● small classes ● e-learning with teacher support ● employment readiness ● pre-apprenticeship training ● resume/cover letter and interview preparation
Training Specialization:	<ul style="list-style-type: none"> ● ACE (Academic Career Entrance) Certificate ● Career/College Prep program ● computers, technical, interpersonal ● apprenticeship and skilled trades prep ● strategies for college and work 	<ul style="list-style-type: none"> ● French language training and skills development ● communications, math, digital skills ● employment skills ● secondary school credit support ● returning to learning support 	<ul style="list-style-type: none"> ● secondary school credit support ● Personal Support Worker prep course ● prior learning and assessment recognition support ● commuication and soft skills ● math skills ● digital learning support ● pre-employment training
Hours:	Monday to Friday: 8:00 a.m. to 4:00 p.m. *some evening classes	Monday to Friday: 8:00 a.m. to 4:00 p.m. *evening courses available	Monday to Thursday: 8:30 a.m. to 2:30 p.m. Friday: 8:30 a.m. to 2:00 p.m. (some location hours may vary)
Location:	100 Portsmouth Avenue, Kingston ON	1290 Wheathill Street, Unit #116, Kingston ON	Locations in Kingston, Sydenham, and Napanee
Contact:	Phone: 613-544-5400 ext. 5527 Email: ccpbrockville@sl.on.ca	Phone: 613-544-7447 Email: administration@laroutedusavoir.org	Phone: 613-542-7369 Email: lbsprogram@limestone.on.ca