




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
<b>For Example:</b>	<ul style="list-style-type: none"> <li>● meet diploma requirements for work or entrance into a post-secondary program, BJO funded training or an apprenticeship</li> <li>● complete for personal satisfaction</li> <li>● prepare to complete credits</li> <li>● prior learning assessments</li> <li>● upgrade skills in reading, writing and numeracy, computers, communication, problem-solving and collaboration</li> </ul>	<ul style="list-style-type: none"> <li>● gain missing credits</li> <li>● complete ACE (Academic Career Entrance) courses</li> <li>● refresh skills before starting training</li> <li>● reading, writing, numeracy, digital, communication</li> <li>● upgrade skills in reading, writing and numeracy, computers, communication, problem-solving and collaboration</li> </ul>	<ul style="list-style-type: none"> <li>● for job seekers needing skills before entering a trade</li> <li>● for those working in a trade, but in need of help to maintain their job</li> <li>● preparing for in class level 1, 2, or 3 training</li> <li>● prepare to write the Certificate of Qualification (CofQ) exams</li> <li>● numeracy (trades math) digital skills, communication, problem-solving and collaboration, reading and writing skills</li> </ul>	<ul style="list-style-type: none"> <li>● for job seekers</li> <li>● for those working, but in need of help to retain their position or to advance</li> <li>● specific programs: Customer Service, POS, PSW prep, Smart Serve, digital skills, soft skills and employment and military entrance exam prep</li> <li>● digital, communication, problem-solving, reading, writing, numeracy and collaboration</li> </ul>	<ul style="list-style-type: none"> <li>● book online doctors' appointments, send emails and complete online applications</li> <li>● prepare a budget</li> <li>● financial literacy, digital skills, and driver's licence prep</li> <li>● help children with homework</li> <li>● upgrade skills in reading, writing and numeracy, computers, communication problem-solving and collaboration</li> </ul>

**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:	<b>Kingston Literacy &amp; Skills</b> 	<b>Connections Adult Learning</b> 	<b>St. Lawrence College</b> 
<b>Goal Specialization:</b>	Employment, Secondary, Apprenticeship, Independence, Post Secondary	Employment, Secondary, Apprenticeship, Independence	Post-Secondary, Apprenticeship, Employment
<b>Delivery Method:</b>	<ul style="list-style-type: none"> <li>● one-to-one tutoring</li> <li>● individual support</li> <li>● e-learning with teacher support</li> <li>● small groups</li> </ul>	<ul style="list-style-type: none"> <li>● small class</li> <li>● independent learning - in person</li> <li>● e-learning with teacher support</li> <li>● classes</li> </ul>	<ul style="list-style-type: none"> <li>● e-learning with teacher support</li> </ul>
<b>Training Specialization:</b>	<ul style="list-style-type: none"> <li>● communications, reading, writing, math, digital skills</li> <li>● pre-PSW and pre-ECE</li> <li>● working with incarcerated/reintegrated individuals</li> <li>● skilled trades and apprenticeship preparation</li> <li>● virtual reality program</li> </ul>	<ul style="list-style-type: none"> <li>● high school credit program prep</li> <li>● communications</li> <li>● math</li> <li>● E-Lab online diploma program with Loyalist College</li> </ul>	<ul style="list-style-type: none"> <li>● digital skills</li> <li>● ACE (Academic Career Entrance) certificate</li> <li>● Career/College Prep program</li> <li>● computers/technical/interpersonal/pre-apprenticeship skills</li> <li>● strategies for college and work</li> </ul>
<b>Hours:</b>	Monday to Thursday: 8:30 a.m. to 3:00 p.m. Friday by appointment	Monday to Thursday: 8:30 a.m. to 4:00 p.m.	Monday to Friday: 8:00 a.m. to 4:00 p.m.*some evening classes
<b>Location:</b>	9 Advance Avenue Napanee ON	12497a Hwy 41 Unit #2 Northbrook ON	100 Portsmouth Avenue Kingston ON
<b>Contact:</b>	Phone: 613-547-2012 Email: info@klsread.ca	Phone: 613-279-2499 Email: info@ncalc.ca	Phone: 613-544-5400 ext. 5527 Email: ccpkingson@sl.on.ca