



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 ● 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 ● 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:	UCDSB T.R. Leger 				St. Lawrence College 
Goal Specialization:	Secondary School, Post-Secondary, Employment, Apprenticeship, Independence				Post-Secondary, Employment, Apprenticeship
Delivery Method:	<ul style="list-style-type: none"> ● e-learning with teacher support ● small groups ● classes, independent learning (in person) 				<ul style="list-style-type: none"> ● classes ● independant learning - in person ● e-learning with teacher support
Training Specialization:	<ul style="list-style-type: none"> ● Skills Training and Employment Preparation (STEP) Program ● prior learning assessments ● occupational courses ● apprenticeship and skilled trades prep ● employment and soft skills 		<ul style="list-style-type: none"> ● digital skill courses ● secondary school credit support ● financial literacy ● career/college prep courses 		<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
Hours:	Monday to Friday: 9:00 a.m. to 2:30 p.m.				Monday to Thursday: 6:00 p.m. to 9:00 p.m. ● Tuesday: 12:00 p.m. to 3:00 p.m. ● Friday: virtual class 12:00 p.m. to 3:00 p.m.
Location:	163 Ormond Street Brockville ON	1000 Edwards Street North Prescott ON	175 William Street South Gananoque ON	40 Curtis Avenue Kemptville ON	288 Parkedale Avenue Brockville ON
Contact:	Phone: 613-342-1127 Email: trleger.step@ucdsb.on.ca	Phone: 613-925-1834 Email: trleger.step@ucdsb.on.ca	Phone: 613-258-8519 Email: trleger.step@ucdsb.on.ca	Phone: 613-382-5285 Email: trleger.step@ucdsb.on.ca	Phone: 613-933-6080 ext. 5528 Email: ccpbrockville@sl.on.ca