







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:	Iohahi:io 	Tri-County Literacy Council 	UCDSB T.R. Leger 	St. Lawrence College 	Centre moi j'apprends 	Carrefour des formations pour adultes 
Goal Specialization:	Secondary School, Employment, Apprenticeship, Independence	Employment, Apprenticeship, Independence	Secondary School, Post-Secondary, Employment, Apprenticeship, Independence	Post-Secondary, Employment, Apprenticeship	Employment, French Language, Secondary Credit Support	Post-Secondary, Employment, French Language
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"> ● one-to-one tutoring ● e-learning with teacher support ● small groups 	<ul style="list-style-type: none"> ● classes, independent learning (in person) ● e-learning with teacher support ● small groups 	<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"> ● classes ● independant learning - in person ● e-learning with teacher support
Training Specialization:	<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 	<ul style="list-style-type: none"> ● communications, math, digital skills ● employment skills ● military exam prep ● financial literacy ● secondary school credit support ● returning to learning support ● apprenticeship and skilled trades prep ● Health Care Support Worker program ● Daycare Worker program ● mental wellness programs 	<ul style="list-style-type: none"> ● Skills Training and Employment Preparation (STEP) Program ● prior learning assessments ● employment and soft skills ● secondary school credit support ● digital skills courses ● financial literacy skills 	<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 ● apprenticeship and skilled trades prep 	<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 ● apprenticeship and skilled trades prep
Hours:	Monday to Friday: 9:00 a.m. to 3:00 p.m.	Monday to Thursday: 8:30 a.m. to 4:30 p.m. Friday: 8:30 a.m. to 1:00 p.m.	Monday to Friday: 9:00 a.m. to 2:30 p.m.	M-W: 12 p.m. to 3 p.m. ● M-Th: 6 p.m. to 9 p.m. Friday: virutal class 12 p.m. to 3 p.m.	Monday to Thursday: 8:30 a.m. to 3:30 p.m. Friday: 8:30 a.m. to 3:00 p.m.	Mon - Wed -Thur: 8:30 a.m. to 3:30 p.m. Tuesday: 6:15 p.m. to 9:00 p.m.
Location:	6 Iohahi:io Road, Akwasasne QC	101 Second Street West, Cornwall ON	Alexandria, Chesterville, Cornwall, Morrisburg	2 St. Lawrence Drive, Cornwall ON	610 McConnell Ave #218, Alexandria ON	431 South Main Street, Unit E, Cornwall ON
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