

Questions and Answers: Literacy and Basic Skills (LBS) Call for Participation

<p>1. What is the purpose of the Call for Participation?</p>	<p>The purpose of the call is to invite representatives of the Literacy and Basic Skills (LBS) network to participate in working tables and reference groups that will cooperatively design program changes and implementation strategies to support the improvement and expansion of literacy and essential skills programming for Ontario.</p> <p>The call builds on the recommendations in the Literacy and Basic Skills program evaluation report and continues the discussion started at the October 2017 Symposium with the LBS network. This discussion focused on the growing need for skills upgrading and support, so more Ontarians can achieve their goals in a technology-driven knowledge economy and society.</p>
<p>2. Why is the ministry making a Call for Participation?</p>	<p>The ministry views partnership with the LBS network as key to the success of work to improve and expand literacy and other essential skills services across the province. This collaboration is also essential to implementing key recommendations of the Cathexis LBS evaluation report.</p> <p>The ministry recognizes the expertise of the people who work to deliver LBS programming every day. The insights and advice provided by this group are essential to identifying an effective approach to improving the program and expanding its reach so more Ontarians can benefit from skills upgrading.</p>
<p>3. How and when is the Call for Participation taking place?</p>	<p>The Call for Participation submission form is available online. The link to access it is provided in the Call for Participation document posted on the Employment Ontario Partners' Gateway (EOPG).</p> <p>The Call for Participation will remain open until Monday, December 4, 2017, 11:55 pm ET.</p>
<p>4. How do I apply to the Call for Participation?</p>	<p>Using the link provided in the Call for Participation document posted on the EOPG, and fill out the online submission form. Ensure all sections/questions are completed in full.</p> <p>In your expression of interest, we ask that you describe the relevant knowledge and experience you would bring to the specific working tables or reference groups you are applying to. Please also describe your current role in advancing literacy and other essential skills in your community.</p> <p>We also ask that you confirm you will be available to participate in the in-person and teleconference meetings. In addition we ask that you confirm you have the endorsement of your organization to participate on working tables or reference groups to which you are applying.</p>

	<p>The ministry is seeking a diversity of skills, insights and experiences related to each of the working tables and reference groups. It is important that participants represent the linguistic, cultural, geographic and sectoral diversity of the LBS program.</p> <p>Up to eight LBS network representatives will be selected to join ministry participants in each table/group.</p>
<p>5. How much time is participation in the working tables and reference groups expected to involve?</p>	<p>The working tables and reference groups are expected to run from January to December 2018. They will meet in-person quarterly and via teleconference as needed. The schedule of these meetings will be established by each individual table or group.</p> <p>Members are expected to review meeting materials prepared by consultants, the ministry and other working table/reference group participants, as well as participate in meetings and contribute ideas.</p>
<p>6. What skills and expertise are you looking for?</p>	<p>Participants on working tables and reference groups should have knowledge and experience related to adult literacy and other essential skills, adult education, employer and industry needs, and/or policy and program design. Skills and experience should match the priorities for each of the respective working tables and reference groups.</p> <p>The ministry is seeking a diversity of skills, insights and experiences related to each of the working tables and reference groups.</p>
<p>7. How will participants be selected and notified of selection?</p>	<p>Up to eight LBS network representatives will be selected for each of the Tables/Groups. It is important that participants represent the linguistic, cultural, geographic and sectoral diversity of the LBS program and that skills and experience match the priorities for each of the respective working tables and reference groups.</p> <p>Please see the Call for Participation document posted on the EOPG for more detailed information, including the objectives, timelines and anticipated deliverables of each of the working tables and reference groups.</p> <p>The ministry will review the submissions and summarize them for the Steering Committee's consideration.</p> <p>Please note, Only successful applicants will be notified directly. The final membership list will be posted to the EOPG.</p>
<p>8. How did the ministry select the Steering Committee members?</p>	<p>The Steering Committee will include representatives of the ministry and of organizations currently providing leadership in the LBS network and providing support to a diversity of LBS service delivery organizations. The ministry has invited the leaders of the support organizations and two representatives</p>

	<p>of the regional networks to serve as members of the Steering Committee.</p>
<p>9. What work will the working tables and reference groups undertake?</p>	<p>This will be a multi-year process to both improve and expand the LBS program in Ontario.</p> <p>Building on the recommendations in the Literacy and Basic Skills program evaluation report and discussed at the LBS symposium in October 2017, the LBS Program improvement and expansion process will include:</p> <ul style="list-style-type: none"> • Program changes and implementation plans designed to strengthen training quality and learner outcomes. • Program changes and implementation plans designed to expand the reach of literacy and other essential skills training. • Updates to program guidelines and processes supporting program administration. <p>The working tables and reference groups will work cooperatively to recommend program changes and implementation plans to support the improvement and expansion of literacy and essential skills programming for Ontario. Program changes and implementation plans will be reviewed by the Steering Committee before being submitted to the ministry for final decision-making.</p> <p>Please see the Call for Participation document posted on the EOPG for more detailed information, including the objectives, timelines and anticipated deliverables of each of the working tables and reference groups.</p>
<p>10. Will the ministry cover the expenses incurred by participants attending working table and reference group meetings?</p>	<p>The ministry has set aside funds to support the expenses directly associated with participation in quarterly in-person Steering Committee, working tables and reference groups meetings. These funds are intended to offset some of the expenses organizations would otherwise incur by participating. Travel, meals and accommodation expenses will be supported according to the rates set out in the Travel, Meal and Hospitality Expenses Directive and the Public Sector Expenses Review Act.</p> <p>Please note that travel does not refer to a person’s regular commute to work. For example, if you regularly commute to Toronto, expenses will not be supported for meetings held in Toronto. If you are traveling from within the Greater Toronto Area, limited accommodation expenses will be supported.</p> <p>Pre-approval of travel, meal and accommodation expenses will be required by the ministry prior to these in-person meetings.</p>

11. How will the ministry keep the LBS network informed about this work to improve and expand the LBS program?	The ministry will leverage the membership from the Steering Committee, working tables and reference group to develop an approach to ongoing communication with the LBS network.
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