

**Ministry of Labour,
Training and Skills
Development**

**Ministère du Travail, de la
Formation et du Développement
des compétences**



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Memorandum To: Literacy and Basic Skills Network

From: Ministry of Labour, Training and Skills Development

Date: August 31, 2020

Subject: 2021-22 Literacy Service Planning for Regional Networks

This memo is to provide the Literacy and Basic Skills (LBS) network with information about the Literacy Service Planning process for 2021-22. The regional network Literacy Service Plan (LSP) template and accompanying Service Delivery Chart are now available for use.

All regional networks are required to complete the LSP template and Service Delivery Charts in consultation with the LBS service providers and relevant community partners within their catchment areas .

The completed LSP template and Service Delivery Charts must be forwarded to the regional networks' respective ministry Employment and Training Consultant (ETC) via email attachment by close of business on October 16, 2020.

The ministry will approve the LSPs by October 30, 2020. Regional networks will then distribute them to the LBS service providers in their catchment area for use and reference during the business planning process.

During business planning, service delivery sites will acknowledge that their business plans align with the community's LSP. The 2021-22 LBS business plan for regional networks should reflect the LSP.

Thank you for your ongoing support of the LBS program. Please contact your local ministry office with any questions.