

**Ministry of Training, Colleges
and Universities**

Program Delivery Support Branch
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**Ministère de la Formation et des Collèges
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Memorandum

To: Literacy and Basic Skills network

From: Jacqueline Cureton
Director, Program Delivery Support Branch

Date: February 7, 2019

Subject: Training supports for Literacy and Basic Skills learners

The ministry would like to provide some clarity around the use of training support funds for learners participating in the Literacy and Basic Skills program.

Various consultations with service providers, including Indigenous service providers, have identified that there are some differences across the network regarding the use and understanding of training supports.

The Literacy and Basic Skills service provider guidelines and agreement both state that training supports for learners are flow-through funds that are meant to be used to remove barriers to participation in the Literacy and Basic Skills program. They are not meant to incentivize program participation.

Training supports could cover various needs such as, but not limited to: child care, transportation, academic credential assessment, and accommodation(s) for persons with disabilities.

Training supports should reflect the individual needs of learners, based on a needs assessment, to help them to participate in the Literacy and Basic Skills program. Service providers should use their discretion in deciding how to use training supports for learners but must follow the audit and accountability requirements outlined in the agreement.

We encourage service providers to review their policies around training supports to ensure that their policy supports the needs of learners and removes barriers to participation in the Literacy and Basic Skills program.

Thank you for your ongoing efforts to support Literacy and Basic Skills learners in Ontario.

If you have any questions, please contact your Employment and Training Consultant.