



**MEMORANDUM TO:** Literacy and Basic Skills (LBS) Service Providers

**FROM:** Virginia Hatchette  
Director, Strategic Policy and Programs.

**DATE:** April 17 2014

**SUBJECT:** **Enhanced Milestones for one-on-one delivery and revised User Guide**

**MEMO #:** **LBS 2014-2015 # 01**

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**OBJECTIVE:**

The purpose of this bulletin is to provide your organization with information about new resources that are available on the Milestones Portal.

**BACKGROUND:**

- The Milestones Review project carried out in 2012-13 examined practices associated with the use of milestones in agencies offering the LBS Program. Drawing on the findings from that project, CESBA enhanced the existing set of milestones by creating 22 alternate versions of milestones that are designed for one-to-one administration. These alternate versions (in English and French) set out which instructions assessors should read or sign to learners, and which responses assessors should record on learners' behalf. The User Guide was also revised to address changes to administrative procedures in the following adapted milestones:
  - level 1 (1, 2, 8, 9, 15, 18, 19, 20, 27, 28, 37, 41, 45, 48, 49);
  - no reading, writing or numeracy required (14, 36, 57, 58, 59, 60); and
  - no level assigned (54).
- The Enhanced Milestones will benefit learners, practitioners and MTCU by removing barriers to some learners' abilities to demonstrate progress. Learners in the following circumstances will benefit from adapted one-to-one administered milestones:
  - learners with emerging reading text skills;
  - learners in Native and Deaf stream programs; and

- learners with visual impairments.

**NEXT STEPS:**

If your organization has any questions regarding the Enhanced Milestones for one-on-one delivery and revised User Guide, please contact your Employment and Training Consultant (ETC).