



**MEMORANDUM TO:** Literacy and Basic Skills Program Service Providers

**FROM:** Teresa Damaso, Director  
Program Delivery Support Branch  
Employment Training Division  
Ministry of Training, Colleges and Universities

**DATE:** February 21 2014

**SUBJECT:** Clarification regarding the Administration of Milestone and  
Culminating Task Assessments for learners accessing  
multiple LBS sites

**MEMO #:** LBS 2013-14 #05

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## Objective

The purpose of this memo is to provide clarification to Literacy and Basic Skills (LBS) program service providers regarding the coordination, administration and reporting of LBS Milestone and Culminating Task Assessments with learners who are attending more than one LBS program service delivery site.

## Background

The Ministry recognizes that, on occasion, LBS program learners may access services at multiple service delivery sites within the province. This may occur when learners attend more than one in-person service delivery site or when they utilize a blended learning approach, by complementing in-person programming with LBS e-Channel service delivery. In such circumstances, it is important that LBS service providers coordinate their services to ensure that learners receive the assessment and training they need in order to meet their goals.

In the event more than one service provider is providing training to a learner that prepares them to complete a specific Milestone assessment, it is acceptable for both service providers to report on the same Milestone. When more than one service delivery site contributes to a learner successfully completing a Milestone assessment, it is acceptable for one service provider to conduct the assessment with the learner and for both service delivery sites to document the achievement in their reporting to the ministry (either through the Employment Ontario Information System – Case Management System or through the e-Channel Interim Reporting Solution).

Similarly, under certain conditions, more than one service provider may report the completion of the same Culminating Task. When more than one service delivery site has provided training which contributed to a learner successfully completing a Culminating Task, it is acceptable for one service provider to conduct the Culminating Task assessment with the learner and for both service providers to document the achievement in their reporting to the ministry.

In all cases, LBS service delivery sites must demonstrate that the training they provided was relevant to and contributed to the successful achievement of the Milestone or Culminating Task. Service providers must document the completed learning activities related to the milestone or culminating task within the learner's file.

In the event a learner is accessing services at more than one LBS service delivery site at the same time, it is expected that both LBS service providers will coordinate the services they provide to ensure that:

- each service delivery site maintains a separate but complementary learner plan for the learner, avoiding duplication in programming while supporting the learner to achieve their goals;
- assessment results, including milestone and culminating task assessments, are documented within the learner's files at both service delivery sites regardless of which site conducted the assessment with the learner; and
- protection of personal information is strictly maintained. In all cases, learners must be aware and provide documented consent for the sharing of any personal information including but not limited to learner plans, participant registration forms and assessment results.

## **NEXT STEPS:**

If your organization has any questions about milestone or culminating task assessments, please contact your MTCU consultant.