

Referral Guide to Adult Upgrading Programs in Muskoka

Serving Gravenhurst, Bracebridge, Huntsville, Novar, Mactier, Dwight, Dorset, and Bala, Students from other areas welcome

Agency Name and Contact Information	Instruction Method			Client Goal						Other Services		
	1-1 tutoring	Small group (2-6 people)	Class (7+ people)	Personal Growth & Independence	High School Credits Preparation	Post-Secondary Preparation/ACE	GED Preparation	Apprenticeship Preparation	Employment Preparation	Francophone	Evening	Summer
Please see page 2 for glossary of terms used.												
Learning for Living South Muskoka 690-2 Muskoka Rd. S. Gravenhurst, ON Tel: 705-687-9323 Fax: 705-687-2020 www.literacysocietysouthmuskoka.org	•	•		•	•	•	•	•	•		•	•
YMCA Literacy Services 60 King William Street, Huntsville, ON Tel: 705-789-1850 Fax: 705-789-7155 www.ymcaofsimcoemuskoka.ca/literacyservices	•	•		•	•			•				•
Alternate Education and Training Centre 57 Armstrong, Bracebridge, ON Tel: 705-646-5651 Fax: 705-645-3852 www.anewstart.ca		•	•		•	•		•	•			•
Georgian College 111 Wellington St. Bracebridge, ON P1L 1E2 Tel: 705-646-7629 Fax: 705-646-2120 www.georgiancollege.ca			•			•		•	•			•
Georgian College 60 King William Street, Huntsville, ON P1H 1G3 Tel: 705-646-7629 Fax: 705-646-2120 www.georgiancollege.ca			•			•		•	•		•	•

- All Programs have**
- eligibility - aged 19+ and out of school (some exceptions apply)
 - individual learning plans, based on client goals
 - task-based instruction
 - continuous intake
 - accessible facilities
 - assistive technology available
 - computer training
 - e-learning/ distance education supports
 - supported independent study
 - transportation support

For additional referral information, call the Simcoe/Muskoka Literacy Network at 705-326-7227 or 1-888-518-4788 or visit www.literacynetwork.ca

These *Employment Ontario* services are funded in part by the Government of Canada and the Government of Ontario and through the Canada- Ontario Job Fund Agreement.

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Glossary of Terms Used in Chart

A. Adult upgrading	<p>Improving or refreshing literacy, numeracy, document use, computer and other essential skills needed for work, learning and life. Literacy means “using printed and written information to function in society, to achieve one’s goals, and to develop one’s knowledge and potential.” Upgrading includes a wide range of training, from basic reading, writing and math to the final prep for college entrance.</p>
B. Instruction Method	<p>Students can receive instruction on a one-to-one basis, in a small group of 2 - 6 people, or in a class of 7 or more people. Class sizes typically vary from 10 to 25 people.</p>
C. Client Goal	<p>A student’s learning plan and instruction is based on the student’s main goal. Activities in the learning plan are determined based on the student’s current skills and knowledge and the skills/knowledge they will need to achieve their goal.</p>
<ul style="list-style-type: none"> • Personal growth & independence 	<p>Upgrading literacy and numeracy skills for personal reasons, such as managing personal finances or health, being able to read to a child or help them with homework, learning to use a computer and the Internet, getting a driver’s license, etc. These are all things that help people in their daily lives and in their community.</p>
<ul style="list-style-type: none"> • High school credits preparation 	<p>Upgrading or refreshing literacy, numeracy and other essential skills before moving on to credit courses to complete the secondary school diploma. Sometimes a student will work on upgrading for one topic while doing credit courses in others.</p>
<ul style="list-style-type: none"> • Post-secondary preparation/ACE 	<p>Upgrading or refreshing literacy, numeracy and other essential skills before moving on to post-secondary programs at colleges, etc. Ontario public colleges also offer a certificate program called Academic & Career Entrance (ACE) - available in French and English. This certificate is recognized as equivalent to a Grade 12 diploma by all the colleges, the Ministry of Advanced Education and Skills Development and by many employers.</p>
<ul style="list-style-type: none"> • GED preparation 	<p>Upgrading to prepare for the General Education Development (GED) certificate, which is recognized as equivalent to a Grade 12 diploma nationally and by employers.</p>
<ul style="list-style-type: none"> • Apprenticeship preparation 	<p>Upgrading or refreshing literacy, numeracy and other essential skills needed to be successful in an apprenticeship, especially the in-school portions of apprenticeship training. This upgrading does not teach technical skills, but can take learning activities from the tasks and activities needed on the job.</p>
<ul style="list-style-type: none"> • Employment preparation 	<p>Upgrading or refreshing literacy, numeracy and other essential skills needed to be successful in getting and keeping a job, or getting a better job. Training includes the “soft skills” needed by all employees. It can also use learning activities from the tasks and activities needed in a particular type of occupation.</p>
D. Francophone	<p>Upgrading services delivered in French. Designed for those who speak or used to speak French as their main language.</p>