

# Simcoe/Muskoka Literacy Network E-Bulletin

## March 2018



*Simcoe/Muskoka  
Literacy Network*

Welcome to Simcoe/Muskoka Literacy Network's E-Bulletin, a round-up of information and news of interest to agencies supported by SMLN. All hyperlinks were working properly at the time of publication.

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## 1. Tips and Tools to Help You Master On-line Privacy, Safety and Security

In the way that we protect our personal privacy, we must also protect our on-line privacy. But in the digital world, it's a little trickier than simply closing the blinds and locking the door. Because on-line privacy matters more than ever, AlphaPlus Centre has included [tips and resources](#) in their January newsletter. These have been written by technology consultant Maria Moriarty to help you better protect your privacy on-line.

## 2. Personal Health Information Privacy Act (PHIPA) awareness

Employment Ontario (EO) service providers collect a lot of personal information from their learners/clients. With an increasing focus on mental health issues and our clients becoming more comfortable with sharing their information, we need to understand our role as custodians of personal health information.

Any personal health information held by service providers must be protected. Hard copy files must be kept in a locked filing cabinet and electronic files must be password protected. Only individuals who **need** to access the information should be allowed to view the files.

It seems that people in general are becoming more comfortable in disclosing health information to service providers. Therefore, we have to be extra careful we do not inadvertently disclose information that might identify an individual.

While protecting of health information is important, there is another side to the PHIPA – that of client access. Service providers must provide to the client all agency documents that contain their health information and correct or amend the information, as the client requests.

For more information on PHIPA, you can read the Ontario Office of the Privacy Commissioner's [PHIPA FAQ](#) .

## 3. [CMEC Copyright Consortium Policy Statement on Fair Dealing](#)

The Copyright Consortium of the Council of Ministers of Education, Canada (CMEC), has released the [Education Ministers' Policy Statement on Fair Dealing](#). The Statement underlines the provincial and territorial education ministers' support for teachers' and students' use of the fair dealing provision in the Copyright Act for classroom learning.

The Statement reflects the Copyright Act and the Supreme Court of Canada's interpretation of fair dealing which allows teachers and students to use short excerpts from copyright-protected materials for educational purposes.

Federal MPs have begun a mandated review of the Copyright Act and may probe the application of fair dealing to classroom uses of copyright-protected materials.

#### 4. Performance Management Newsletters

Each year, Literacy Link South Central (LLSC), the Regional Network based in London, develops several newsletters on performance management. We included the [June 2017 edition](#) and the [December 2017 edition](#) in our last E-Bulletin. As fiscal year-end is approaching, please share your thoughts about the Performance Management newsletters by completing the brief (3 question) survey at [https://www.surveymonkey.com/r/PMF\\_newsletters](https://www.surveymonkey.com/r/PMF_newsletters). They would appreciate your responses by Friday, March 23, 2018.

#### 5. Update on ONCA and OCA

[Carters Charity and NFP Law Bulletin No. 412](#) provides information on recent changes to the Ontario Not-for-Profit Corporations Act (ONCA) and the current Ontario Corporations Act (OCA). Also see [New and Exciting Changes to Ontario and Federal Corporate Legislation](#).

The ONCA won't come into force for at least another 2 years. In the meantime, recent changes to aspects of the OCA will allow not-for-profit corporations to enjoy some of the modernized rules contained in ONCA. Some of the areas affected are use of electronic or telephonic means for meetings, removal of directors, and non-members on the Board of Directors.

Some changes apply automatically to corporations, but it may be necessary to make changes to the governing documents of your agency to benefit from others. You might want to have a lawyer review your current documents.

## 6. Resources and Professional Development

### a) [Success Stories: Employment-Related Experiential Learning in LBS](#)

This newsletter from Community Literacy of Ontario (CLO) highlights ten experiential learning success stories, reflecting the experiences in different types of LBS agencies in diverse communities across the province. These stories also reflect various types of employment-related experiential learning, including

- social enterprise
- structured volunteer opportunities
- occupational curriculum
- community partnerships

### b) **Anytime ESL**

Anytime ESL is online ESL learning opportunity available to adult newcomers in Ontario. It is funded by MCI and offered by the Centre for Employment & Learning of the Avon Maitland District School Board (AMDSB). It is ideal for newcomers who are at CLB Levels 1-5 who are unable to access (or have limited access to) traditional ESL classrooms, **but** it also works well to enhance and supplement what instructors are teaching in ESL classrooms.

Learners can either complete the online component at home or devices could be made available to them before or after class (Anytime ESL is accessible through mobile devices as well as laptops and computers). Anytime ESL uses 3 methods of study:

1. Self-Directed Study
2. Live, Group Sessions
3. Tutorials

For more information, check out their website([www.anytimeesl.ca](http://www.anytimeesl.ca)), e-mail [anytimeESL@ed.amdsb.ca](mailto:anytimeESL@ed.amdsb.ca) , or phone 519-271-4896.

### c) **New Resources on the LNO website**

Check out the Learning Networks of Ontario Resources and Publications page for these and other great resources!

**Soft Skills and Literacy and Basic Skills (2018)** (ABEA, LLSC, QUILL, SMLN)

Literacy and Basic Skills (LBS) programs have always integrated soft skills into learner plans. However, with the growing interest around soft skills, it might be time to make LBS' role in developing soft skills more explicit. This resource is a step in that direction. Four Regional Networks have put it together to

- help LBS programs in documenting what they already do to increase learners' soft skills
- identify community partnerships that show some good practices related to soft skill development
- provide some resources to LBS programs that may want to increase their soft skill programming

### [Targeted Training through LBS List \(2018\)](#)

(Compiled by Adult Basic Education Association on behalf of the Learning Networks of Ontario)

Targeted training refers to any specific, short-term training; for example, 6 weeks of apprenticeship math, 3 months of soft skills training etc. Targeted training may be for specific audiences, for example, OW, youth, or older workers. Use this list to get information about training developed by agencies across the province. Connect with the agencies for more details.

If you have used the List, please complete this very short (2 question) survey about the list here - <https://www.surveymonkey.com/r/GJFNXJG> (open until March 31st)

### **d) Full Implementation of the Ontario Adult Literacy Curriculum Framework (OALCF)**

#### [Step by Step to Success in Transition-Oriented Programming \(2018\)](#)

Simcoe/Muskoka Literacy Network (SMLN) and QUILL interviewed LBS programs, across the province, which are "Fully in Place" for Transition-Oriented Programming, to gather their best practices and samples of their documents. The recorded webinar, slide deck and resources shared by agencies are available at the link above.

#### **Task-Based Assessment Webinar Series (2017-2018)**

The Northern Networks have been providing a series of webinars to support service providers around implementing task-based assessment, one of the 4 dimensions of the OALCF. The recorded series is available on the Learning Networks of Ontario website.

1. [Understanding the Difference Between Task-Based and Skills-Based Assessment \(mp4\)](#)
2. [The Right Choice: Choosing Assessment Tools and Methods \(mp4\)](#)
3. [Measuring Progress: Choosing Assessment Tools to Measure \(mp4\)](#)
4. [Tracking Learner Achievement in Relation to Learner Goals - Goal Completion \(mp4\)](#)
5. [Developing an Assessment Strategy & Using Assessment Results to Inform Agency Targets \(mp4\)](#)

**e) LNO Online Clear Writing Course**

The spring LNO Online Clear Writing Course starts April 16. See the [flyer](#) for more information and to register.

**f) Mental Health Certificates**

Lambton College offers three short Mental Health certificates with on-line learning through [Lambton College](#):

- i. Concepts in Mental Health - focuses on understanding mental health and associated behaviours, risk factors, identification of behaviours and symptoms, family relationships and intervening strategies
- ii. Addictions Behaviour & Care - focuses on the fundamental concepts of addiction
- iii. Mental Health Recovery Support - focuses on approaches to service delivery that support the recovery of mental illness in individuals

You can take one certificate or use the overlapping courses to work towards all three. Courses start in January, May and September. Get registration details and more information from Contact North | Contact Nord at [muskokanorthsimcoe@contactnorth.ca](mailto:muskokanorthsimcoe@contactnorth.ca) or 1-855-699-6330.

**g) Accessible Content training from Accessibility Ontario**

- Webinar: [How to Make Accessible Excel Documents](#) April 20, 2018 9:30 -10:30am  
 Webinar: [How to Make Content Accessible in PowerPoint](#) April 20 1:00-2:00pm  
 Hands-on: [How to Make Accessible Word Documents](#) April 16 9:30 am - 4:00 pm  
 Hands-on: [How to Make InAccessible PDFs Accessible](#) April 17 9:30 am - 4:00 pm

#### **h) [Blended Learning within Ontario's Literacy and Basic Skills Programs](#)**

Several months ago, this report from Contact North was distributed to adult literacy programs in the province. This report discusses results of an investigation into the challenges agencies experience with blended learning, supports they might require and best practices that might exist.

If you have read the report, please complete the one-question evaluation survey by March 23rd, 2018: [https://www.surveymonkey.com/r/Blended\\_Learning\\_in\\_LBS](https://www.surveymonkey.com/r/Blended_Learning_in_LBS)

#### **i) [Road to Excellence: Research and Resources to Build Capacity in Nonprofit Organizations - VOLUME 2](#)**

In their newest report, Community Literacy of Ontario shares best practices, innovative ideas, and practical tools and resources to support literacy agencies to build their organizational capacity. Click [here](#) to download a free copy

#### **j) [Learning Challenges Assessment Tool for Adult Literacy Learners - LBS Practitioner Training](#)**

In 2005, the Adult Basic Education Association (ABEA) developed the Learning Challenges Assessment Tool (LCAT). They have recently updated it to align with the OALCF. This is a comprehensive assessment of reading, writing and math skills and identifies if learners have visual, auditory or organizational processing challenges. It also has a strategy list for use in the classroom. They will be offering training on this resource in 2018-19, either in-person or via webinar series (\$100 for the 4-webinar series). If you would like SMLN to arrange an in-person workshop for this area, please let us know ASAP. Cost for the workshop will depend upon the number of people who are interested.

## **7. OCWI-COIE news**

So far in 2018, OCWI has launched 39 [new research projects](#). They also want to [Share your success stories](#) about a tool, practice, or approach that is working in your community to improve outcomes for job seekers and learners. OCWI will partner with you to detail the context, history, implementation, and 'lessons learned'. They will share

it with your colleagues across Ontario for potential province-wide application and build you communications materials! Open opportunities include

- general practices in workforce development
- supported employment in service delivery

Keep up to date by signing up for **the [OCWI newsletter](#)**.

## **8. Personality types can affect how ideas are received**

Not everyone thinks the same way. You can deliver the same message while tailoring your approach to include what the intended target likes to hear, writes Anett Grant. For example, team players might respond to pep talks, whereas others need to discuss new ideas in visual terms.

## **9. How to Combat Your Decision-making Biases**

Deferring to the biggest talker or the most important is a natural bias in humans that can look past untapped expertise, writes Khalil Smith of the NeuroLeadership Institute. Approach quieter staff privately to gain their perspective or collect ideas in writing to expand the decision-making process, he writes. Although we humans may have biased brains, we can take steps to combat our own decision-making bias.

## **10.SMLN meetings update**

<b>Meeting</b>	<b>Date/Time</b>	<b>Location</b>
North Simcoe LSPC meeting	March 15 - 9:30am	Teleconference
LBS Assessors' Meeting	March 21 - 1:00pm	Orillia Learning Centre, 575 West St. S., Orillia
Network-wide LSPC	April 10 - 9:30am	Orillia Public Library, 36

meeting		Mississauga St., W., Orillia
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## 11. Employment Ontario news

March 5	<a href="#">ADM Memo to EO Service Providers: COJG Program Changes</a>  <a href="#">Lettre du SMA au reseau Emploi Ontario: Changements à venir dans le Programme de subventions Canada</a>
March 5	<a href="#">Memo: 2018-2019 Lifelong Learning and Skills Investment in LBS</a>  <a href="#">Note : Investissement du Plan ontarien pour l'éducation permanente et la formation professionnelle dans le Programme d'alphabétisation et de formation de base en 2018-2019</a>
March 2	<a href="#">Service Provider Registration Authority (SPRA) EOIS Registration</a>  <a href="#">Inscription au SIEO de l'autorité d'inscription du fournisseur de services</a>
March 2	<a href="#">LBS Symposium: Responses to Feedback on Employment Ontario Information System – Case Management System (EOIS CaMS)</a>  <a href="#">Colloque sur le Programme AFB : Réponses aux commentaires sur le Système de gestion de cas du Système d'information d'Emploi Ontario (SGC du SIEO)</a>
February 7,	<a href="#">Memo to Service Providers on Ontario's Apprenticeship Strategy</a>  <a href="#">Mémo aux fournisseurs de services sur la Stratégie ontarienne pour l'apprentissage</a>

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Compiled by Simcoe/Muskoka Literacy Network

575 West St., S, Unit 15, Orillia, ON L3V 7N6

Tel: 705-326-7227 toll-free: 1-888-518-4788 [www.literacynetwork.ca](http://www.literacynetwork.ca)



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