**Facts about Adult Upgrading**

**Adult upgrading includes**

* wide range of programming styles to meet the individual client’s needs
* basic skills to high school or equivalency and college preparation
* strong component of Essential Skills training for the workforce, apprenticeship and employment preparation
* links with Employment Services & Apprenticeship programs

**Programming:**

1. Screening & referral to appropriate program, if necessary

Screening is a brief interview to determine if the person is in the appropriate program - referral

1. Initial & ongoing assessment

Goal-directed assessment identifies goals, skills required for goal, current skills/levels, skills needed

1. Goal-setting
2. **Individualized** learning plans

Individualized learning plans are learner-centred, according to learner goals and required skills. These can include employment, apprenticeship, independence, further education, and a chance to practice transferable skills.

Resources/materials used can be targeted to specific occupational requirements.

Learning plans can include strategies and accommodations for learning disabilities and learning preferences

**Features of the programs**

* no charge and confidential
* safe, supported adult learning environment
* progress at own pace
* realistic and related to **Client’s** goals and what **they** need to learn
* full- or part-time; flexible schedules

All programs offer reading, writing, numeracy, document use, computer literacy, other everyday skills. Not all aspects of the program are needed for each client, and clients may be working at different levels in different aspects.

**Upgrading programming includes:**

* wide range of programming to meet individual needs
* basic skills to high school or equivalency and college preparation
* essential skills training; computers
* study skills; test-taking strategies

**Program Types**

* 1-1 with volunteer tutor
* small group
* classroom with individual instruction
* supported self-study
* computer-assisted and on-line learning available

**Three major benefits**

1. Build better skills for client’s next job, or to keep or advance in current employment.
2. Get ready for a job training program, to help be more successful.
3. Build self-confidence by learning new things.

**Who should you refer?**

* adults 19+ \* (some exceptions)
* no longer in school
* not job-ready or wanting to upgrade while employed
* low literacy/numeracy skills
* readiness to learn
* wants upgrading for greater independence/self-esteem, employment, or further education & training