



Project READ
Literacy Network

2023 Edition

A Publication of
Project READ
Literacy Network
Waterloo—Wellington

- Assessment Services
- College Preparatory Programs
- Employment Services
- *Employment Ontario*
- English as a Second Language (ESL)
- Family Literacy
- High School Credits
- Language Instruction for Newcomers to Canada (LINC)
- Literacy & Basic Skills Programs
- Online Learning

The Directory of Programs



The Employment Ontario programs & services are funded in part by the Government of Canada and the Government of Ontario and through the Canada-Ontario Job Fund Agreement.

Project READ Literacy Network

presents this booklet in partnership with its associate organizations.

Most programs are offering virtual and in-person options now. Please contact the programs directly for current program information.

For more information please check individual agency listings.
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Project READ
Literacy Network

(519) 570-3054

Email—info@projectread.ca

Visit our website—www.projectread.ca

This booklet can be downloaded from our website for free.

What is Project READ?

Mission:

Our mission is to provide any adult or family in Waterloo Wellington with access to literacy training.

We provide:

- **Clear Language Revisions**
- **Soft Skills Solutions Workshops**
- **Bridges Out of Poverty Workshops**
- **Assessment of Literacy and Skills for Success for Access to Better Jobs Ontario**
- **Family Literacy Programs**
- **Education and Training Referrals**
- **Literacy Service Planning**
- **Professional Development for Educators and Trainers**
- **Research and Development Projects**



Who is this booklet for?

It is for any adult who wants to find a training or employment program. It's never too late to return to school, upgrade your skills or search for a better job.

What is inside?

You will find listings of Essential Skills, employment, language and training programs for adults living in the Waterloo and Wellington Region. Most programs are free and they are part of *Employment Ontario*. Many programs run day and evening, all year round.

- **Literacy & Basic Skills Training**
- **High School Credit Courses**
- **College Upgrading and Equivalency Courses**
- **Employment Services**
- **Family Literacy**
- **Library Programs**
- **English as a Second Language ESL**
- **Online Learning**



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→CAMBRIDGE

Conestoga College12

upgrading@conestogac.on.ca

ESU: Essential Skills Upgrading13

(519) 740-3800

The Literacy Group of Waterloo Region14

Adult Literacy

(519) 743-6090

Modular Program

(519) 743-6090 ext. 325

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(519) 570-3054

St Louis Adult Learning & Continuing Education Centre 18, 19

Core Essentials Upgrading

(519) 745-1201 ext. 238

School-to-Work Skills Training Programs

Hair/Culinary—(519) 745-1201 ext. 201

PSW—(519) 745-1201 ext. 288

→GUELPH

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(519) 836-2759 or (519) 731-7829

Conestoga College12

upgrading@conestogac.on.ca

Skills Upgrading Program21

Adult Day Credit Program

Student Services—(519) 836-7280 ext. 627

Skills Upgrading Program

Call or Text—(226) 821-2694

(519) 836-7280 ext. 624



→KITCHENER/ WATERLOO

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upgrading@conestogac.on.ca

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(519) 885-4356 ext. 5223

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(519) 885-4356 ext. 5224

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(519) 570-3054

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Adult Secondary School Credit

stlouis@wcdsb.ca

Core Essentials Upgrading

(519) 745-1201 ext. 238

School-to-Work Skills Training Programs

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(519) 836-7280 ext. 624

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(519) 848-3462



→CAMBRIDGE

A woman wearing a black zip-up jacket and a white hairnet is smiling and holding a tablet. She is positioned in the center of a large red circle. The background is a blurred industrial or laboratory setting.[illegible]

→KITCHENER/WATERLOO

Agilec25
(519) 576-2681

**Canadian Council on Rehabilitation
and Work (CCRW)**28
(519) 571-6788

**Canadian Mental Health Association
Waterloo Wellington**28
Local—(519) 749-3700 ext. 4087
Toll free—1 (866) 387-6660
TTY—1 (866) 387-6661

Conestoga College – Career Centre29
Kitchener/Doon Career Centre
(519) 748-3535 or 1 (877) 748-3535
Waterloo Career Centre
(519) 885-0300 ext. 5226



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Community and Employment Supports
Supervisor—(519) 744-6307 ext. 1214
Manager—(519) 744-6307 ext. 1252
LEG Up!
(519) 208-2225

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(519) 743-2460

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(519) 575-4400 ext. 5656

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(519) 743-1151 ext. 0



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(519) 622-0815 ext. 223

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Toll free—1 (866) 387-6660
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(519) 743-2460

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**Canadian Mental Health Association
Waterloo Wellington28**
Local—(519) 749-3700 ext. 4087
Toll free—1 (866) 387-6660
TTY—1 (866) 387-6661

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(519) 743-2460



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(519) 836-2759

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(519) 570-3054

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Idea Exchange38
Queen's Square—(519) 621-0460
Clemens Mill—(519) 740-6294
Hespeler—(519) 658-4412
Preston—(519) 653-3632
Old Post Office—(226) 533-2767

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(519) 743-0271 ext. 230

Waterloo Public Library42
(519) 886-1310 ext. 124

→RURAL WATERLOO REGION

Region of Waterloo Library (RWL)41
(519) 575-4590 ext. 3953



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→CAMBRIDGE

**St Louis Adult Learning
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(519) 745-1201
ESL—ext. 229
LINC—ext. 538 or ext. 224

→GUELPH

**Upper Grand District School Board
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(519) 766-9551

→KITCHENER/WATERLOO

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(519) 745-1201
ESL—ext. 229
LINC—ext. 538 or ext. 224

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**Upper Grand District School Board
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(519) 766-9551

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→ALL OF ONTARIO

ACE Distance Delivery 47

info@cscacu.com

The LearningHUB 48

info.learninghub@ed.amdsb.ca
1 (844) 470-7877

Good Learning Anywhere 48

info@siouxhudsonliteracy.com
1 (866) 550-0697



Literacy & Upgrading

Action Read Community Literacy Centre

Adult Literacy Programs

→GUELPH

www.actionread.com

What: A wide range of free adult learning programs for employment, independence, and education and training:

- 1 to 1 tutoring and/or small group learning (5-8 people) to improve reading, writing, spelling, and basic math
- GED classes and support
- Pre-employment skills preparation to help get and keep jobs. Programs include cash register training, receptionist training, janitorial training, RentSmart, Working in Retail, communications training & others
- Computer based learning. Northstar Digital Literacy certification.
- Learning assessment, training plan development, short term groups and workshops
- Mobile computer lab to provide computer training offsite
- Information and referral to other programs and services
- Assist adults with learning disabilities
- Wheelchair accessible
- Childcare and transportation subsidy available

Who: Adults (19+ years)

When:

- Mondays at 9:30am–8:30pm
- Tuesdays at 9:30am–4:30pm
- Wednesdays at 9:30am–4:30pm, 6:00pm–8:30pm
- Thursdays at 9:30am–4:30pm
- Fridays at 9:30am–1:30pm

Where: Guelph—8 Cork Street East, N1H 2W8

We also offer remote 1 to 1 tutoring via Zoom

Ask For: Joanne Morant, Adult Program
(519) 836-2759 (office)
or (519) 731-7829 (work cell)
artutor@on.aibn.com
or actionread@gmail.com



Conestoga College

Academic Upgrading

→CAMBRIDGE, GUELPH, KITCHENER, WATERLOO

www.conestogac.on.ca/caa/upgrading

- What:**
- Tuition free courses in Math, English, Biology, Chemistry, Computers
 - Targeted academic preparation up to grade 12 equivalency for admission into college post secondary programs including apprenticeship training
 - Developing Essential Skills for the workplace
 - GED pre-test and preparation
 - Childcare, transportation, and internet subsidy for eligible learners
 - Continuous intake, self-paced learning, self-directed with teacher support

Who: Adults (19+ years) with or without a grade 12 diploma (age exceptions may apply)

Students must have a Canadian Language Benchmark level 6 on all areas (documentation required)

When: All classes are being delivered online with in person support for select courses. Please connect with our intake team for more details at upgrading@conestogac.on.ca

Self-directed study: Work at your own pace through the materials with an Instructor available in class to support you. Students can start anytime as part of our continuous intake.

Teacher-led options: An Instructor teaches the class with all students starting and ending at the same time. Teacher-led classes are 15 weeks in length and students must attend all classes.

Where: Cambridge—150 Main Street, Suite 402

Kitchener Downtown—49 Frederick Street

Guelph—460 Speedvale Avenue West

Waterloo—108 University Avenue East

Ask For: Information on Academic Upgrading ACE or Preparatory Programs

upgrading@conestogac.on.ca

or www.conestogac.on.ca/caa/upgrading/



ESU: Essential Skills Upgrading

Waterloo Region District School Board (WRDSB)

→CAMBRIDGE, KITCHENER, WATERLOO

www.wrdsb.ca/esu

What: We offer a free upgrading program for adults living in the Region of Waterloo. The program is in a small group or class setting, by distance learning, or in a combination of both to suit your timetable. The learning plan is customized for your learning goals. Upgrading is provided in reading, writing, math or computer skills to prepare for GED, work, or college.

Who: Adults

When: Monday – Thursday in the morning or afternoon. Call to inquire about evening classes.

Where: Cambridge—60 McDonald Avenue
Waterloo—151 Weber Street South
(South of Union Street)

Transportation subsidy is possible

Ask For: Cambridge—(519) 740-3800

Kitchener and Waterloo—(519) 885-4356
ext. 5223

Contact ESU using the [online Contact Form](#)

ESU4I: Essential Skills Upgrading for Independence

Waterloo Region District School Board (WRDSB)

→WATERLOO

www.wrdsb.ca/esu

What: We offer a free learning program for adults with developmental disabilities. The program is in a small group or class setting and can be customized for individual needs. ESU4I focuses on development in reading, writing, math, or computer skills to prepare for further training, employment or independence.

Who: Adults

When: Friday mornings at 9:00am–11:00am

Where: Waterloo—151 Weber Street South
(South of Union Street)

Ask For: Barb Williacy—(519) 885-4356 ext. 5224

Contact ESU using the [online Contact Form](#)



The Literacy Group of Waterloo Region

Adult Literacy

→CAMBRIDGE, KITCHENER, RURAL WATERLOO REGION,
WATERLOO

www.theliteracygroup.com

What: Learner centred 1 to 1 tutoring & small group instruction in reading, writing, math, computers & workplace essential skills.

All programs are also now available online.
Contact us for more information.

Who: Adults (18+ years)

When: Cambridge

Monday – Thursday at 9:00am–9:00pm

Friday at 9:00am–4:00pm

Kitchener

Monday – Thursday at 9:00am–9:00pm

Friday at 9:00am–4:00pm

Rural Sites: Phone for times

Where: Cambridge—40 Ainslie Street South

Kitchener—300 Victoria Street North, Unit 8

Phone for full site information

Ask For: Any staff member will be able to assist.
(519) 743-6090

info@tlgwr.ca

The Literacy Group of Waterloo Region

Modular Programs

→CAMBRIDGE, KITCHENER, RURAL WATERLOO REGION,
WATERLOO

www.theliteracygroup.com

What: The Literacy Group provides small group, customized modular-based training for clients looking for short-term skills and literacy upgrading. Training topics range from Workplace Soft Skills, Customer Service and POS Cashier Training, Basic Computer Training, Grammar, Writing and more. Contact us for more details or visit our website to find out about our current programs and training opportunities.

All programs are also now offered online.
Contact us for more information.

Who: Adults (18+ years)

When: Cambridge

Monday – Thursday at 9:00am–9:00pm

Friday at 9:00am–4:00pm

Kitchener

Monday – Thursday at 9:00am–9:00pm

Friday at 9:00am–4:00pm

Rural Sites: Phone for times

Where: Cambridge—40 Ainslie Street South

Kitchener—300 Victoria Street North, Unit 8

Phone for full site information

Ask For: Laurie Mazur—Modular Program Coordinator
laurie@theliteracygroup.com
(519) 743-6090 ext. 325



Project READ Literacy Network

Educational Assessments

→CAMBRIDGE, KITCHENER, WATERLOO

www.projectread.ca

- What:**
- Assessment of literacy and Skills for Success for access to Better Jobs Ontario
 - Referral into upgrading programs based on personal needs and goals
 - Free for adults on Ontario Works in Waterloo Region
 - Sliding scale of fees for other individuals

Help for Businesses & Non-Profits

- Clear Writing services
- Bridges out of Poverty training
- Soft Skills Solutions certification training
- Mental Health Practitioner Guide workshops

All business & non-profit services are available for a fee. Contact us for an estimate.

Who: Adults (18+ years)

When: Assessments by appointment, please call or email

Where:

- Cambridge, Kitchener and Waterloo
- Assessments available online or in-person
- Employment Resource Centres

Ask For: Assessment information, Business or Non-Profit services
(519) 570-3054
or info@projectread.ca



St Louis Adult Learning & Continuing Education Centre

Waterloo Catholic District School Board (WCDSB)

Adult Secondary School Credit

→ KITCHENER, WATERLOO REGION

stlouis.wcdsb.ca

- What:**
- Guidance Services is the first step to registering for ANY secondary school credit course for upgrading, post-secondary pre-requisites or completing high school diploma (OSSD)
 - Up to 60 Secondary school credit courses available for various grade levels
 - Day class instruction for Grades 10–12 (part-time or full-time) offered through in-person OR at-home learning during dedicated class times
 - Correspondence, online, earn credits on your own schedule (20 lessons total at 2 lessons per week)
 - Prior Learning Assessment & Recognition (PLAR) for mature students to earn secondary school credits based on previous work and life experience. Earn up to 26 credits through meetings and short tests with Guidance
- Who:**
- Credits@Work—earn co-op credits while working (+20 hour Online or handout component). Every hour worked counts toward each hour needed to complete a secondary school credit. First credit is 90 hours + 20 hours to complete Student Co-op Learning Plan. Each credit afterward is 110 hours
 - No Student Services Fee is charged, Correspondence requires a \$60 fee per course.
- Who:**
- Adults (18+ years)
 - Students (16+ years) not attending school full time. For correspondence and Credit@Work options only, additional fees apply

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When:Guidance Services:

- Complete online Guidance Intake Form to arrange Guidance Services (available online or in-person)
- September – June
- Monday – Thursday at 8:30am–12:30pm and 12:30pm–4:00pm
- Closed Friday for PLAR assessments

Day Class Instruction:

- Kitchener Main Campus only
- September – June
- 5 terms a year (7-week terms), plus Summer School class in July
- Monday – Friday at 8:45am–11:45am and/or 12:30pm–3:30pm

Correspondence / Self-Directed Study:

- Kitchener Main
- Monday – Thursday (no Fridays)
- Registration and 1 to 1 tutor booking information may be found on stlouis.wcdsb.ca

Prior Learning and Recognition (PLAR):

- Continuous registration and ongoing programming
- PLAR testing on Fridays

Credits@Work:

- Continuous registration and ongoing programming
- Program runs 20 hours online and remainder of time at place of employment

Summer School:

- July 4 – 28, 2023
- Monday – Friday at 8:30am–3:00pm (online or remote, in-person to be determined)

Registration:

- Must complete online Guidance Intake Form (Monday to Thursday) to enroll. Transcript or credit counselling summary from last high school required.
- Day classes have designated public registration days (see website for details).
- Secondary School Credit Day Class registration generally starts 3 weeks before the start of each term. New term every 2 months.
- Summer School registration begins in March

Where: St. Louis—Kitchener Main Campus
80 Young Street (behind Kitchener City Hall)

Ask For: Email—stlouis@wcdsb.ca
or Complete Guidance Intake Form
found on website

St Louis Adult Learning & Continuing Education Centre

Waterloo Catholic District School Board (WCDSB)

Core Essentials Upgrading

→CAMBRIDGE, KITCHENER

stlouis.wcdsb.ca

What: Core Essentials is a FREE literacy and basic skills program, offered in-person or online and tailored to your learning goals.

Students who take Core Essentials:

- Prepare for next steps such as: Secondary School Credit courses, employment, or volunteer work
- Prepare for PLAR (Prior Learning Assessment & Recognition) and School-to-Work Skills Training
- Learn how to learn again – as an adult
- Build confidence in reading, writing, computer, and math skills
- Focus on long-term goals and know what needs to get done to get there

Core Essentials offers:

- Comfortable in-person and online classroom environments
- Flexible daytime hours of study
- Instruction tailored to your goals
- Certified adult instructors who will guide and prepare you, respect your needs and eagerly help you learn
- Support through Independent Remote Learning
- Upgrading to prepare for many credit classes, including English and Math
- Specific Math Essentials classes are offered 2 days per week

Who: Adults (19+ years)

When: Core Essentials:

- September – June
- In-person classes: Monday – Thursday at 8:45am–11:45am and/or 12:30pm–3:00pm
- Online classes: Monday – Thursday at 9:15am–11:45am and/or 12:45pm–3:15pm

Math Essentials:

- September – June
- Tuesday and Friday at 8:45am–11:45am, 12:30pm–3:00pm

Where: St. Louis—Kitchener Main Campus
80 Young Street
(behind Kitchener City Hall)

Ask For: Core Essentials Program to book an interview with an intake coordinator (519) 745-1201 ext. 238 or email stlouis@wcdsb.ca



St Louis Adult Learning & Continuing Education Centre

Waterloo Catholic District School Board (WCDSB)

School-to-Work Skills Training Programs

→CAMBRIDGE, KITCHENER

stlouis.wcdsb.ca

- What:**
- Personal Support Worker Certificate Program (PSW) full-time and part-time programs (Kitchener & Cambridge)
 - Culinary Arts & Hospitality courses or Training Program (Kitchener only)
 - Hairstyling & Barber Training Program (Kitchener only)
 - All programs offer in-class instruction, experiential hands-on learning, secondary school elective credits and have minimum 220-hour co-op / work placements
 - Tuition is paid by Ministry of Education funding, additional materials fees may apply (\$75 per Culinary course and \$1,600 per year for Hairstyling / Barber Training). *Fees subject to change.* Materials fee waived for PSW until at least March 2023. PSW students receive a paid stipend, while government funding is available.

Who: All School-to-Work programs
Adults (18+ years)

Instructors are Certified Teachers or Registered Nurses (PSW). ALL have a minimum of 5 years industry experience.

Where: Culinary, Hair, PSW
St. Louis—Kitchener Main Campus
80 Young Street (behind Kitchener City Hall)

PSW Part-Time Day Program ONLY
(follows a “Living Classroom” learning model)

St. Louis—Cambridge Fairview
Seniors Community
515 Langs Drive, Cambridge

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When: Full-time day, in-class instruction for all programs, class times vary, plus two-month work placement.

Culinary Arts

- New courses offered every 2 months
Monday – Friday at 8:45am–11:45am
and / or 12:30pm–3:30pm
- September – June. No classes
in summer. Co-op available

Hairstyling & Barbering

- Full-time, Monday – Friday at
8:45am–3:30pm
- Co-op placement times vary

PSW

- Full-time Day: Monday – Friday at
8:45am–3:30pm
- Part-time Day: Tuesday – Thursday at
8:45am–3:30pm
- Part-time Evening: Tuesday – Thursday
and one Monday per month, at
4:30pm–9:30pm
- Work placement times vary

Registration

Intake / Registration sessions for Hair & PSW offered throughout the year. See website for details.

Registration for Culinary & Hospitality courses is offered at the same times as Secondary School Credit registration – 5 terms per year. Visit website for upcoming dates and processes for virtual or in-person registration.

Ask For: Information about the specific program
email stlouis@wcdsb.ca or

Hair/Culinary—(519) 745-1201 ext. 201

PSW—(519) 745-1201 ext. 288



Skills Upgrading Program

Upper Grand District School Board (UGDSB)

Adult Day Credit Program

→GUELPH

www.get-credits.ca

- What:**
- Grade 11 and 12, Senior Credit Courses in English, Mathematics, Chemistry and Biology at the workplace, college and university levels
 - Courses are offered on a rotational basis following a 6 week schedule

Who: Adults (18+ years). English as a Second Language Learners with speaking and listening skills at a CLB 7.

When: Monday – Friday at 9:00am–12:00pm (September – June)

6 week sessions with mandatory attendance

Where: Guelph— Wellington Centre for Continuing Education
1428 Gordon Street

Ask For: Student Services
(519) 836-7280 ext. 627

Skills Upgrading Program

Upper Grand District School Board (UGDSB)

→GUELPH

www.get-credits.ca

- What:**
- Skills upgrading in reading, writing, mathematics and computers
 - Preparing for high school diploma, college or GED
 - Improving Essential Skills for employment
 - Continuous intake from September – June
 - Individualized learning plans and flexible hours

Who: Adults 18+ who are not currently registered in a high school.

English as a Second Language Learners with speaking and listening skills at a CLB 6

When: Monday – Friday programming with day and evening times available from September – June. Hybrid programming available with in person and remote support.

Where: Guelph—Wellington Centre for Continuing Education
1428 Gordon Street

Guelph—Tytler Centre for Continuing Education
131 Ontario Street, 3rd Floor

Ask For: Skills Upgrading Program Manager
Call or Text—(226) 821-2694
skillsupgradingprogram@ugconed.ca
(519) 836-7280 ext. 624



Skills Upgrading Program

Upper Grand District School Board (UGDSB)

→DRAYTON, FERGUS, MOUNT FOREST

www.get-credits.ca

- What:**
- Skills upgrading in reading, writing, mathematics and computers
 - Preparing for high school diploma, college or GED
 - Improving Essential Skills for employment
 - Continuous intake from September – June
 - Individualized learning plans and flexible hours

Who: Adults 18+ who are not currently registered in a high school.

English as a Second Language Learners with speaking and listening skills at a CLB 6.

When: Monday – Thursday programming with day and evening times available from September – June. Hybrid programming available with in person and remote support.

Where: Drayton—Mennonite Fellowship Church
109 Wellington Street South

Fergus—Bethel Baptist Church
675 Victoria Terrace

Mount Forest—Portable at North Wellington Centre for Continuing Education
405B Sligo Road East

Ask For: Skills Upgrading Program Manager
Call or Text—(226) 821-2694
skillsupgradingprogram@ugconed.ca
(519) 836-7280 ext. 624

Wellington County Learning Centre

Wellington County Learning Centre

→RURAL WELLINGTON

www.thewclc.ca

- What:**
- Trades Helper Program
 - Digital Literacy
 - GED preparation – call for interview and assessment
 - Just For Youth after school 1 to 1 tutoring program
 - Literacy and numeracy assessments
 - Math or reading groups for children 6–12 years
 - Let's Get Real – research and development on education/career options for young adults not in school
 - Safe Food Handling
 - Financial Literacy
 - Stronger Together

Who: Adults (19+ years), Youth (16–22 years), Children (6–12 years)

When: Call the Learning Centre for dates and times of programs.

Office Hours: Monday – Thursday at 9:00am–4:30pm, Friday at 9:00am–12:00pm

Where: Arthur—207A George Street (P.O. Box 256)

Transportation can be arranged for those who require to and from the office in Arthur.

Ask For: (519) 848-3462 or literacy@thewclc.ca

Employment Training & Information

2nd Chance Employment Counselling

Employment Ontario

→ GUELPH, RURAL WELLINGTON

www.2ndchance.ca

- What:**
- Employment Resource Centre
 - Job Boards
 - Access to computers, internet, photocopying
 - Access to training programs
 - 1 to 1 Assistance
 - Training incentives for businesses
 - Youth Job Connection

Who: Job Seekers

When: Fergus

Monday – Friday at 8:30am–4:00pm

Guelph—Norfolk Location

Monday – Friday at 8:30am–4:00pm

Guelph—Youth Resource Centre, Stone Road Mall

Monday – Closed

Tuesday & Thursday at 9:00am–4:00pm

Wednesday at 12:00pm–6:00pm

Where: Fergus

160 St. David Street South, Unit 104

Guelph—Norfolk Location

177 Norfolk Street

Guelph—Youth Resource Centre

Stone Road Mall

435 Stone Road West, 2nd Floor

Ask For: Guelph and Fergus locations
(519) 823-2440



2nd Chance Employment Counselling

ways2work

→GUELPH

www.2ndchance.ca

What: Group-based employability skills and work placement program

Who: Youth up to the age of 30

When: Monday – Friday at 8:30am–4:00pm

Where: Guelph and Wellington County

Ask For: (519) 823-2440



Agilec

Employment Services

→KITCHENER, RURAL WELLINGTON, FERGUS, MOUNT FOREST

www.agilec.ca

- What:**
- Our welcoming Resource and Information Centre offers friendly helpful staff support along with access to computers, fax, photocopier as well as resources and information about community and government programs
 - Employment Coaches will guide you through your job search journey by helping you decide what you want to do and how to go about doing it. For example: on the job training, Better Jobs Ontario (formerly Second Career), connecting with employers, interview skills and more!
 - When working one-on-one with you, our coaches will help identify your skills and experience to build your confidence to achieve new goals
 - Engaging workshops to develop job searching skills such as resume writing, interview preparation, networking and social media tools
 - Our supportive Job Development team offers a tailored approach to finding a job that is the right fit for you. This may include access to training, apprenticeships and assistance for on the job experience

Need Help Hiring?

Agilec can successfully address your recruitment and staff training needs. Here are just some of the ways:

- Support in identifying human resource needs and filling vacancies
- Information and resources about hiring a new employee
- Access to job posting services
- No Cost Advertising/Marketing for Job Postings
- Office space and coordination of job fairs and interviewing
- No Cost Pre-screening of Candidates
- Funding for On the Job Training
- Creation of Customized Training Plans
- On the Job Coaching
- Work Trials
- Apprenticeships and funding opportunities available

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Who: All are welcome

When: All Locations:
Monday – Friday at 8:30am–4:30pm

Where: Fergus
370 Andrew Street West, Unit 2

Kitchener
385 Fairway Road South, Unit 205

Mount Forest
392 Main Street North, Unit 7

Ask For: Fergus
(519) 787-9333
fergus@agilec.ca

Kitchener
(519) 576-2681
kitchener@agilec.ca

Mount Forest
(519) 323-4540
mtforest@agilec.ca



Cambridge Career Connections

John Howard Society of Waterloo–Wellington

→CAMBRIDGE, NORTH DUMFRIES

www.cambridgecareerconnections.com

What: As an *Employment Ontario* service provider, we have free employment-related programs for job seekers, employers and educators.

For Job Seekers:

- Assists job seekers to find and keep successful employment and apprenticeships
- Fully equipped and accessible resource room available by appointment
- Provides information and application assistance for *Better Jobs Ontario* funding for eligible participants
- *Youth Job Connection Program* for youth 15–29 requiring additional assistance
- *Youth Job Connection Summer Program* for students 15–18 who are returning to school

For Employers:

- Job matching and placement services
- Job boards, job fairs, and job marketing support
- Incentives and supports for employment placements
- *Canada Ontario Job Grant* for employee training and other training supports
- Please call for more details on any of our programs or services

Who: All ages are welcome

When: Please call first to book an appointment
Monday – Friday at 8:30am–4:30pm
Wednesday at 8:30am–6:00pm

Where: Cambridge
40 Ainslie Street South
(across the street from the bus terminal)

Langs
1145 Concession Road

Ayr
Variety of community settings

Ask For: (519) 622-0815 ext. 223

ccc@jhsw.ca



Canadian Council on Rehabilitation and Work (CCRW)

Employment Services

→KITCHENER

www.ccrw.org

- What:**
- CCRW helps skilled job seekers with disabilities get connected with local businesses
 - Industry specific training directly linked to employment opportunities and labour market needs
 - Support in disclosure and workplace accommodation planning
 - Employer matching
 - Access to wage subsidy funds for employers to help offset cost associated with training
 - Access to hidden job market
 - Ongoing support of CCRW staff during probationary period to support job maintenance and retention
 - Job Seekers can remain active with provincially funded agencies to ensure full access to suitable supports and service

Who: Adults 18+ with self-disclosed disabilities

When: Monday – Friday at 8:30am–4:30pm

Where: Kitchener
127 Victoria Street South, Suite 201

Ask For: employmentservices@ccrw.org
(519) 571-6788

Canadian Mental Health Association Waterloo Wellington

Bridging Employment Supports and Links to Work

→CAMBRIDGE, GUELPH, KITCHENER, RURAL WATERLOO, RURAL WELLINGTON, WATERLOO

www.cmhaww.ca

- What:** Specializing in assisting people with disabilities to:
- Explore employment options
 - Develop an employment action plan
 - Identify skills, interests and barriers to employment
 - Obtain paid, competitive employment
 - Access employment resources
 - Search for, find, and keep a job

Who: 16+ years with a recent connection to the workforce (past 3–5 years)

When: Monday – Friday at 9:00am–5:00pm

Where: Cambridge—9 Wellington Street
by appointment

Guelph—80 Waterloo Avenue
by appointment

Kitchener—67 King Street East
by appointment

Waterloo—1 Blue Springs Drive, Suite 100
by appointment

Ask For: Intake Referral Coordinator
Local—(519) 749-3700 ext. 4087
Toll free—1 (866) 387-6660
TTY—1 (866) 387-6661



Conestoga College – Career Centre

Employment Ontario funded programs including: Employment Services,
Youth Job Connection, Youth Job Connection Summer & Canada Ontario Job Grant

→ ELMIRA, KITCHENER, NEW HAMBURG, WATERLOO, WELLESLEY

www.conestogac.on.ca/career-centre

What: Services are available to anyone seeking employment, career planning support, and training opportunities. Experienced staff are able to open doors to help find the right fit for employment and training. Let's get to work! Appointments are available virtually and in person at the Centres. Please inquire about the availability of in-person appointments.

“The staff are very supportive of your goals and help you find the best possible way to achieve those goals, short-term and long-term. I would highly recommend the Conestoga Career Centre to anyone who is in need of Career help.”

– A successful job seeker, Jess

Employment Ontario funded programs including: Employment Services, Youth Job Connection, Youth Job Connection Summer, and Canada Ontario Job Grant

- Connections to employers with monthly employer showcases
- Individualized Job Search and Resume Assistance
- Resource Centre and Virtual Job Board (MyCareer)
- Workplace Certifications relevant to today's labour market
- Better Jobs Ontario Funding Information and Application Support
- Financial Incentives may be available for eligible employers and Job Seekers
- Career Planning and Advisement
- Access Conestoga's exclusive online job posting service
- Internationally Trained Immigrant Advisement
- Youth Employment Programs
- Post-Secondary Education Program Information/Registration
- Apprenticeship financial incentives

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Who: Youth Programs are available to youth 15–29 years (note: parental signature required for youth under the age of 18)

Services are available to everyone including individual job seekers and employers – at no cost

Canada Ontario Job Grant is an employer driven training program for employers seeking financial support for training new hires or existing employees. For information on this grant or other Conestoga Employer Services please contact employerscareercentre@conestogac.on.ca

When: Doon

- Monday – Friday at 8:30am–4:30pm
- Evening appointments until 6:00pm available upon request
- Virtual and in-person appointments available

Waterloo

- Monday – Friday at 8:30am–4:30pm
- Virtual and in-person appointments available

Where: Kitchener/Doon Campus
Conestoga Career Centre, Welcome Centre
299 Doon Valley Drive
Free parking

Waterloo
332 Marsland Drive, 2nd Floor
Free parking available on site

Services in New Hamburg, Elmira and Wellesley: call for details

Ask For: Kitchener/Doon Career Centre
(519) 748-3535 or 1 (877) 748-3535

Waterloo Career Centre
(519) 885-0300 ext. 5226
waterloocareercentre@conestogac.on.ca

Contact Career Centre Staff
(519) 885-0300 ext. 5226

Or to receive more information complete an online inquiry form at
www.conestogac.on.ca/career-centre



KW Habilitation

Community and Employment Supports

→CAMBRIDGE, KITCHENER, WATERLOO

www.kwhab.ca/kw-career-compass

What: Job readiness education and training for adults who are interested in working toward competitive employment (minimum wage or better).

- Workplace literacy
- Workplace numeracy
- Soft skills development (social and interpersonal)
- Experiential learning opportunities in authentic work and community settings
- Education may include bus training and on-site job coaching

Out and About Waterloo Region

The aim of Out and About WR is to connect you to your neighbourhood, to the things that are important to you in your local community. This includes recreation and leisure activities, learning opportunities, and volunteerism.

Who: Adults (18+ years)

When: Contact us for more information.

Where: Kitchener—99 Ottawa Street South

Ask For: Jenn Delhorbe—Supervisor
Community and Employment Supports
(519) 744-6307 ext. 1214

Stacey Mitchell—Manager
Community and Employment Supports
(519) 744-6307 ext. 1252

KW Habilitation

LEG Up!

→KITCHENER

www.leg-up.ca

What: Learning, Experience, Goals

A learning and skill building program that provides small group learning and training geared towards adults seeking to enhance their skills for employment, volunteerism and independent living.

Who: Youth (13–17 years) and adults with developmental disabilities.

When: Sessions are offered throughout the year
Visit www.leg-up.ca for registration information

Where: Kitchener—109 Ottawa Street South, Unit D

Ask For: Annita Boer, Marc Seymour or Michelle Ennis
LEG Up! Instructors
(519) 208-2225
legup@kwhab.ca



Lutherwood

Achieving Competitive Employment (ACE)

→CAMBRIDGE, GUELPH, KITCHENER, RURAL WATERLOO,
RURAL WELLINGTON, WATERLOO

www.lutherwood.ca/employment/programs/ace

- What:**
- Job placement and coaching support for persons with disabilities wishing to secure employment
 - Small business supports for persons with disabilities wishing to start a small business
 - Networking opportunities to connect with other entrepreneurs
 - Job search assistance, career exploration workshops and 1 to 1 support

Who: Individuals with a verified disability (16+ years), legally able to work in Canada, not in receipt of OW benefits or disability related benefits from sources other than ODSP, residents of Waterloo Region and Wellington County

When: Monday – Friday at 8:30am–4:30pm

Where: Cambridge—35 Dickson Street

Guelph—89 Wyndham Street North

Kitchener—165 King Street East

Ask For: Speak to our Resource Centre staff to determine the employment services program that would best meet your needs.

Cambridge—(519) 623-9380

Guelph—(519) 822-4141

Kitchener—(519) 743-2460



Lutherwood

Employment Services

→CAMBRIDGE, GUELPH, KITCHENER

www.lutherwood.ca/employment

- What:**
- Job search assistance, career exploration workshops and 1 to 1 support
 - Labour market information
 - Coaching, networking and mentorship opportunities
 - Connections to employers
 - Better Jobs Ontario funding information and applications
 - Apprenticeship information and support
 - Job boards and job search resources
 - Free access to fax, photocopier, computers and phones
 - Youth Job Connection - Paid employment related workshops and activities designed to help participants get ready to work
 - Youth Job Connection Summer - part-time summer jobs and after school job opportunities for returning high school students

Who: Services are available to anyone 15+ years requiring assistance with employment and/or training

When: Monday – Friday at 8:30am–4:30pm

Where: Cambridge—35 Dickson Street

Guelph—89 Wyndham Street North

Kitchener—165 King Street East

Ask For: Speak to our Resource Centre staff to determine the employment services program that would best meet your needs.

Cambridge—(519) 623-9380

Guelph—(519) 822-4141

Kitchener—(519) 743-2460



Lutherwood

Getting Ahead in the Workplace

→CAMBRIDGE, KITCHENER, WATERLOO

www.lutherwood.ca/employment

- What:**
- 1 to 1 and group-based learning for youth who want to work and need help getting started
 - Ideal for those who need to want to build successful mental wellness strategies and/or need to overcome barriers to employment
 - Identify your strengths, resources and develop and follow a new future story plan
 - Learn about the "hidden rules" and communication skills needed to get ahead in the workplace
 - Paid placements and interviews with local youth friendly organizations

Who: Youth 15–30 years (inclusive)

When: Office hours

Monday – Friday at 8:30am–4:30pm

Tuesday at 8:30am–7:00pm

Where: Kitchener—165 King Street East

Ask For: Speak to our Resource Centre staff to determine the employment services program that would best meet your needs.

Cambridge—(519) 623-9380

Kitchener—(519) 743-2460

Lutherwood

Newcomer Career Support

→GUELPH

www.lutherwood.ca/employment

- What:**
- Job Search Workshops for Newcomers and Mentorship
 - Information for immigrants about their occupational field in Canada
 - Targeted resumes and cover letters, self-marketing and other job search tips
 - Learn the benefits of networking
 - Some individuals will participate in 5-day group sessions
 - Mentorship opportunities for internationally trained professionals with local volunteer mentors in their field
 - In person and online workshops available

Who: Newcomers (Permanent Residents, Convection Refugees, Protected Persons, Live In Caregivers) and live in Guelph Wellington County

When: Monday – Friday at 8:30am–4:30pm

Tuesday at 8:30am–7:00pm

Where: Guelph—89 Wyndham Street North, 3rd Floor

Ask For: Speak to our Resource Centre staff to determine the employment services program that would best meet your needs.

Guelph—(519) 822-4141



Region of Waterloo

Employment Ontario (EO) Programs
→CAMBRIDGE, KITCHENER, WATERLOO
www.regionofwaterloo.ca

What:

- *Employment Ontario* Service Provider
- Help with resumes, interviews, job searching and accessing training
- 1 to 1 support from an Employment Facilitator
- Access to Job Development Services

Who: All services are open to adults

When: Employment Services
Monday – Friday at 8:30am–4:30pm

Available in person, in the community, online, and by phone.

Resources are also available on our website at <https://www.regionofwaterloo.ca/en/living-here/employment-support.aspx>

Where: Cambridge—150 Main Street
Kitchener—235 King Street East
Waterloo—99 Regina Street South

Ask For: Employment Services
(519) 575-4400 ext. 5656

The Working Centre

Job Search Resource Centre
→KITCHENER, WATERLOO
www.theworkingcentre.org

What:

- Employment counselling
- Strategic job search support
- Support for new Canadians
- Support with financial and household stability
- Volunteer opportunities
- Skill building opportunities
- Employment services
- Youth resources

Who: Employment services and financial supports: all ages

Youth resources: 15–29 years

When: In-person support:

- Monday, Tuesday, and Thursday at 9:00am–4:00pm
- Wednesday and Friday at 9:00am–12:00pm

Virtual support available by phone or by Zoom

No public computers

Phone is available

Where: Kitchener—58 Queen Street South

Ask For: Anyone in the Resource Centre
(519) 743-1151 ext. 0



Family Literacy, Reading & Support Services

Action Read Community Literacy Centre

Early Start Family Literacy Program

→GUELPH

www.actionread.com

- What:**
- Free, high quality, welcoming early literacy and numeracy skills-building program at locations throughout the city of Guelph
 - Themed early learning games, songs, story-time, rhymes, word play, puzzles and crafts
 - Great place to make friends and meet neighbours
 - Helps young children make successful transitions to school and to lifelong learning
 - Early literacy activities, strategies and resources to try at home
 - 'Rainbow Connections' early learning kits to borrow bi-weekly
 - [YouTube Family Literacy Circle Videos](#)

Who: Parents and caregivers with children (0–6 years)

When: Monday to Friday mornings, September – June.

Where: Please visit [our website](#) for locations.

Ask For: Register for program with Brenda MacDonald—Coordinator-Facilitator (519) 836-2759, arearlystart@on.aibn.com



Project READ Literacy Network

Get Set Learn

→WATERLOO REGION

projectread.ca

What: Fun, free program for parents and children (0–4 years) at home or in school

- Free snacks and books
- Parent learning time included
- Have fun with books and songs
- Learn activities to help your child in school

Who: Parents with or without their children (0–4 years)

When:

- Spring, Summer, Fall, Winter – call for start dates
- 8 weeks (2 hours, twice a week)
- Days vary depending on site

Where: Locations in Waterloo Region

Literacy and Upgrading: (call or email for details)

Ask For: Get Set Learn program information (519) 570-3054 or info@projectread.ca



Libraries



Idea Exchange

Adult & Family Library Programs

→CAMBRIDGE

www.ideaexchange.org

- What:**
- Free early literacy programming including Baby, Toddler, and School Readiness online and in-person
 - Immersive Learning Children's collections including Read the Rainbow Kits, levelled book kits for each stage of reading, and PlaySmarts Toy and Game collection which is built around ten activities such as counting, feeling, moving, sensing and more with suggested age ranges for each item.
 - Literacy collection – for adults learning the basics of letters and numbers
 - Audio kits – Books and CDs. Also available online through Tumblebooks
 - Language learning – for English and many other languages – in audio, print, electronic or some combination (or learn online using the Mango Languages learning programs)
 - Books with high interest and low vocabulary
 - Movies and music in other languages
 - Conversation Circles – meet virtually multiple times per week
 - Settlement Worker on site at the Queen's Square location 2 days per week
 - Courses on teaching English and ESL through an online product called Lynda.com
 - Free access to the Internet – use our computers or bring your own device
 - Borrow an ipad to use for home, school, or work
 - Never used a computer or need help with other devices? Book a 1 to 1 training session with our staff
 - Old Post Office location – digital library with free access to laser cutter, sewing machines, 3D printer and more. Borrow laptops and ipads to use at location.

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Who: Everyone, all ages and skill levels

When: Queen's Square

Monday – Thursday at 9:30am–8:30pm

Friday and Saturday at 9:30am–5:30pm

Sunday at 1:00pm–5:00pm

Hespeler, Preston and Clemens Mill

Monday – Thursday at 10:00am–8:30pm

Friday at 10:00am–5:30pm

Saturday at 9:30am–5:30pm

Sunday at 1:00pm–5:00pm

Old Post Office

Monday at 10:00am–5:30pm

Tuesday – Thursday at 10:00am–8:30pm

Friday at 10:00am–5:30pm

Saturday at 9:30am–5:30pm

Sunday at 1:00pm–5:00pm

Where: Queen's Square—1 North Square

Clemens Mill—50 Saginaw Parkway

Hespeler—5 Tannery Street East

Preston—435 King Street East

Old Post Office—12 Water Street South

Ask For: Queen's Square—(519) 621-0460

Clemens Mill—(519) 740-6294

Hespeler—(519) 658-4412

Preston—(519) 653-3632

Old Post Office—(226) 533-2767



Kitchener Public Library

Programs for Adults, Children and Families

→KITCHENER

www.kpl.org

- What:**
- All programs are free
 - Adult Literacy Collection for Teachers, Tutors, and Students
 - Family Literacy programs for parents, caregivers, and children
 - Computer and Technology Programs
 - Access to Internet, printers, photocopiers, scanning and fax
 - Volunteer Opportunities
 - Career and resume help
 - ESL conversation circles
 - Study Rooms
 - WiFi Hotspots
 - Accessibility Centre (JAWS, Dragon Dictate, ZoomText, C-Pen readers etc)
 - Heffner Studio: 3D printers, Music Editing, Digital Conversion, Audio Production

Who: Programs for all ages. All are welcome.

- When:**
- Monday – Thursday at 9:00am–9:00pm
 - Friday and Saturday at 9:00am–5:30pm
 - Sunday at 1:00pm–5:00pm
(Central Library only, Fall–Spring)

Where: Central Library
85 Queen Street North

Country Hills Library
1500 Block Line Road

Forest Heights Library
251 Fischer-Hallman Road

Grand River Stanley Park Library
175 Indian Road

Pioneer Park Community Library
150 Pioneer Park Drive

Ask For: Madeleine Kong
Librarian, Literacy and Lifelong Learning
(519) 743-0271 ext. 230
Madeleine.Kong@kpl.org



Region of Waterloo Library (RWL)

Adult Library Programs, Services, and Resources

→NORTH DUMFRIES, WELLESLEY, WILMOT, WOOLWICH

www.rwlibrary.ca

- What:**
- Programs for all ages and skill levels.
[Browse and register for programs.](#)
 - Access to Internet, printers and photocopiers
 - Mobile Hotspot lending program
 - A variety of lending collection items including: Hobby Kits, Book Clubs in a Bag/Book Club Packs 4 Kids, Games Collection, Museum Family Passes, Recreation Passes, and Public Health Kits
 - Online resources for families such as Hoopla, Mango Languages, Fiero Code and Niche Academy.

Who: Open to all ages and skill levels

When: Monday – Saturday, hours and days vary by branch. Refer to the [Locations and Hours](#) page on our website.

Where: [Ayr Branch](#)
137 Stanley Street

[Baden Branch](#)
115 Snyder's Road East

[Bloomingdale Branch](#)
860A Sawmill Road

[Elmira Branch](#)
65 Arthur Street South

[Linwood Branch](#)
5279 Ament Line

[New Hamburg Branch](#)
145 Huron Street

[New Dundee Branch](#)
1176 Queen Street

[St. Clements Branch](#)
3605 Lobsinger Line

[St. Jacobs Branch](#)
29 Queensway Drive

[Wellesley Branch](#)
1137 Henry Street

Ask For: Allie Fallis
Supervisor of Programs and Outreach
(519) 575-4590 ext. 3953



Waterloo Public Library

Adult Library Programs

→WATERLOO

www.wpl.ca

- What:**
- Career, job search and resume information
 - Library Settlement Program workers for specific newcomer and employment support
 - Tech Connect Service
 - Access to computers, printers, photocopiers and scanners
 - Free WiFi Internet access and loanable WiFi Hotspots (with WPL card)
 - Gale and LinkedIn Learning online courses (with WPL card)

Who: Open to everyone. Programs, collections, and services for all ages.

When: Main Library

- Monday – Thursday at 9:30am–9:00pm
- Friday and Saturday at 9:30am–5:30pm
- Sundays at 1:00pm–4:00pm (October – May)

Branches

- Monday – Thursday at 9:30am–9:00pm
- Friday and Saturday at 9:30am–5:30pm

Where: Main Library

35 Albert Street

John M. Harper Branch

500 Fischer-Hallman Road North

McCormick Branch

500 Parkside Drive

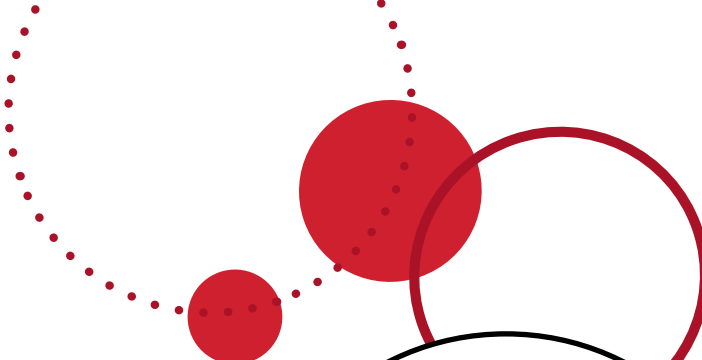
Eastside Branch

2001 University Avenue East

Ask For: (519) 886-1310 ext. 124

askus@wpl.ca





English as a Second Language (ESL)

St Louis Adult Learning & Continuing Education Centre

Waterloo Catholic District School Board (WCDSB)

English as a Second Language (ESL)

Language Instruction for Newcomers to Canada (LINC)

→CAMBRIDGE, KITCHENER, WATERLOO

stlouis.wcdsb.ca

Language Assessment and Referrals

Contact **YMCA of Three Rivers**
to book a language skills
assessment: (519) 579-9622
or intake@ytr.ymca.ca

- What:**
- Improved English will strengthen COMMUNITY connections, open more and better WORK opportunities and broaden EDUCATION choices
 - English Language Classes for Literacy and Canadian Language Benchmark (CLB) 1-8
 - Reading, Writing, Listening & Speaking for English Language Learners at all CLB levels
 - Portfolio-based language assessment (PBLA) where task-based learning determines CLB level progress
 - FREE LINC / ESL classes for eligible students
 - Licensed Child Care and Care for Newcomer Children available
 - In-person classes and limited online classes are offered at the locations stated for students CLB literacy to Level 8

Who: Adults (18+ years) who's English has been assessed at any Canadian Language Benchmark (CLB) level, and is a Convention Refugee, Refugee Claimant or Permanent Resident, or Landed Immigrant or Canadian Citizen not born in Canada and English is not your first language.

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When: September to June (school year)

- Monday – Thursday at 8:45am–11:45am/
Friday at 10:00am–11:45am (mornings)
- Monday – Thursday at 12:30pm–3:00pm/
Friday at 12:30pm–2:00pm (afternoons)
- Monday – Friday, mornings and
afternoons ONLINE ESL classes only
- Evening and Saturday classes
are paused until further notice.
Visit website for updates.

Summer school for ESL July 2023 (to be determined). Visit website for updates.

Registration:

Contact the YMCA Language Assessment Centre for a FREE language assessment. They will tell you your CLB benchmark numbers.

- Kitchener—(519) 579-9622
- Cambridge—(519) 621-1621
- intake@ytr.ymca.ca

Once assessment is completed, register online at the location that the YMCA directs you to register with. St. Louis will contact students as soon as possible when the online registration form is completed.

Where: St. Louis—Kitchener Main Campus

- (LINC – ALL CLB levels - Day only)
- 80 Young Street (behind
Kitchener City Hall)

St. Louis—Kitchener St. Mary's Campus

- (ESL – Day only)
- 77 Young Street (across the street from
80 Young Street)

St. Louis—Kitchener St. Francis Campus

- (LINC & ESL – Literacy to CLB 7 - Day only)
- 154 Gatewood Road (corner of Blueridge
Road West & Queen's Boulevard)

Highland Baptist Church—Kitchener

- (LINC - Literacy to CLB 4 – mornings only)
- 135 Highland Road West (near
St. Mary's Hospital)

Ask For: esl.stlouis@wcdsb.ca

(519) 745-1201

ESL—ext. 229

LINC—ext. 538 or ext. 224



Upper Grand District School Board (UGDSB)

Adult English as a Second Language

→ GUELPH, RURAL WELLINGTON

www.ugdsb.ca/continuing-education/esl

- What:**
- Provincially-funded English as a Second Language program
 - Offer Classes from Foundational (ESL) Literacy to Canadian Language Benchmark 8
 - Classes are offered in-person and online

Who: Learner must be 18+ years, or a graduate of secondary school; must have a first language that is other than English; must be residing in Canada as a naturalized Canadian citizen, Permanent Resident, Convention Refugee or Refugee Claimant, or have arrived through the Live-in Caregiver program or Canada-Ukraine Authorization For Emergency Travel. Must first have a language assessment at Immigrant Services Guelph-Wellington.

A tuition fee must be paid by those residing in Ontario as a temporary resident, as a visitor, on a study permit or work permit. Not all programs are open to temporary residents. Some exceptions for work permits may apply.

When: September to June:

- Monday – Friday at 9:25am–11:40am
- Monday – Friday at 12:30pm–2:45pm
- Monday – Thursday at 4:00pm–5:45pm
- Mondays and Wednesdays at 6:45pm–9:00pm

Classes are offered in July and August. Please contact us for days and times.

Where: St. George's Centre for ESL
21 King Street (all times)

Tytler Centre
131 Ontario Street (mornings)

Wellington Centre for Continuing Education
1428 Gordon Street (mornings)

Ask For: Sheila Nicholas—Program Administrator, ESL and LINC Programs
sheila.nicholas@ugdsb.on.ca
(519) 766-9551



Upper Grand District School Board (UGDSB)

Language Instruction for Newcomers to Canada (LINC)

→ GUELPH, RURAL WELLINGTON

www.ugdsb.ca/continuing-education/esl

- What:**
- Offer Classes from Foundational (ESL) Literacy to Canadian Language Benchmark 8
 - Classes are offered in-person and online
 - Childminding available for eligible clients enrolled in in-person classes in the morning and afternoon
 - Federally funded by Immigration, Refugees and Citizenship Canada

Who: Learner must be 18+ years, or a graduate of secondary school; must have a first language that is other than English; must be residing in Canada as a Permanent Resident or Convention Refugee.

Must first have a language assessment at Immigrant Services Guelph-Wellington.

When: September – June:

- Monday – Friday at 9:25am–11:40am
- Monday – Friday at 12:30pm–2:45pm
- Monday – Thursday at 4:00pm–5:45pm
- Mondays and Wednesdays at 6:45pm–9:00pm

Classes are offered in July and August. Please contact us for days and times.

Where: St. George's Centre—21 King Street (all times)

Tytler Centre—131 Ontario Street (mornings)

Ask For: Sheila Nicholas—Program Administrator, ESL and LINC Programs
sheila.nicholas@ugdsb.on.ca
(519) 766-9551



Online Learning



ACE Distance Delivery

College Sector Committee for Adult Upgrading

→ ALL OF ONTARIO

www.acedistancedelivery.ca

What: Academic upgrading (grade 12 equivalent) courses are offered online through Ontario's public colleges.

Courses include:

- Communications (English)
- Apprenticeship math
- Business math
- Core math
- Technical math
- Biology
- Chemistry
- Physics

Other courses available:

- Self Management – Self Direction
- Computer Fundamentals
- Numeracy Support
- Writing Support
- Reading Support
- Communications Support (read/write)
- Learn to Learn Orientation course (required for all incoming learners)

Who: Ontario residents, 19+ years

Proficient in the English language – based on skills assessments at entry

Not on an International Study Visa

When: Free intakes are offered in January, March, April, June, September and November for those who have completed Learn to Learn and met the entry standard required for ACE courses.

Assessments and Learn to Learn are available weekly throughout most of the year.

Where: All courses are offered online

Ask For: General Inquiries

info@cscau.com

The LearningHUB

Avon Maitland District School Board

→ALL OF ONTARIO

www.learninghub.ca

- What:** Online upgrading and preparation for:
- Employment and soft skills
 - Entry into Postsecondary Education, ACE or apprenticeship
 - Secondary School credit courses or GED (grade 12 equivalency test)
 - Digital Technology skills
 - Personal management skills

Who: Adults in Ontario (19+ years)

When: Anytime Learning – 24 hours/day,
7 days/week year round

Live Classes – on a scheduled basis
October – May

Where: Online upgrading can be accessed any time of the day with a computer and Internet access

To register, visit www.learninghub.ca

Ask For: LearningHUB General Inquiries
info.learninghub@ed.amdsb.ca
or 1 (844) 470-7877



For Access to
Deaf Online Learning
Opportunities:
Deaf Learn Now
www.deaflearnnow.ca

For Access to
Francophone
Online Learning
Opportunities:
La F@D
www.sefad.ca

Good Learning Anywhere

Sioux-Hudson Literacy Council

→ALL OF ONTARIO

www.goodlearninganywhere.com

- What:**
- Good Learning Anywhere is the Aboriginal Lead for the MLTSD funded eChannel initiative
 - It provides access to online learning at no charge. Content is designed for adults who strive to improve their computer, reading, writing, math or Essential Skills in order to improve their quality of life at home, at work and in the community
 - Focus on providing a culturally supportive online environment for Aboriginal individuals, communities and groups

Who: Adults (19+ years), must have access to a computer with internet connection

- When:**
- Check out our course catalogue available online for course descriptions and dates
 - Live online Instructor-led classes are available Monday – Friday
 - Independent and short courses are available anytime

Where: All courses are offered online

Ask For: Register online or contact us
for more information
info@siouxhudsonliteracy.com
1 (866) 550-0697

Did You Know?

Almost ½

our population does not have the literacy skills to get and keep a living wage job.

The ability of firms to compete will increasingly depend on the basic skills of the average worker. Workers with high literacy skills are better able to apply the most efficient production technologies.



1 in 4

adults can't read dosage directions on over-the-counter or prescription medicines or complete job applications or medical forms.

1 in 4

adults in Waterloo—Wellington 16 years and over fall into the lowest level of literacy.

Statistics Canada showed that a 1% increase in adult literacy levels would generate a 3% permanent increase in the GDP per capita. In Canada, this would amount to about

\$54 billion

a year that could be re-invested.

79%

of people entering Canadian prisons don't have their high school diploma.

Benefits of Upgrading Your Skills!



Helps you find work
or keep your job



Makes it easier
to help your children



Helps you to
reach your goals



Gives you freedom
to grow and succeed

FAQ about Literacy

1. How do I access Literacy and Basic Skills (LBS) programs?

Call Project READ for the Information and Referral Hotline and we will refer you or your client to the appropriate program.

2. Are Literacy and Basic Skills (LBS) programs part of *Employment Ontario*?

Yes.

3. Can a learner be enrolled in more than one *Employment Ontario* program at a time?

Yes, they can even be enrolled in more than one LBS program at a time, as learners may have different levels and needs.

4. How long does it take to complete a Literacy and Basic Skills (LBS) program?

The length of time a learner is in the program depends on their pace of learning, the level they are starting at, their commitment to learning and their individualized training plan goal.

5. Are the LBS programs free to attend?

Yes.

6. Are Literacy and Basic Skills (LBS) programs full-time or part-time? Can I study at home?

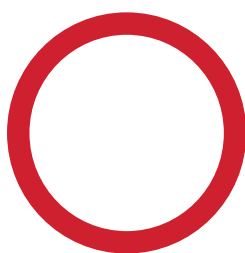
LBS programs are offered on a full-time and/or part-time basis. You can study at home using the Online Learning programs found in the Directory of Programs.

7. What is blended learning?

Blended learning is a mix of face to face instruction and online learning and resources within the class or group environment.

8. What is the difference between Literacy and Basic Skills (LBS) and English as a Second Language (ESL)?

LBS programs are for learners who speak English as a first language. If English is not your first language, you need to have a current Canadian Language Benchmark Level of 6 or higher in listening and speaking to be eligible to attend LBS classes.

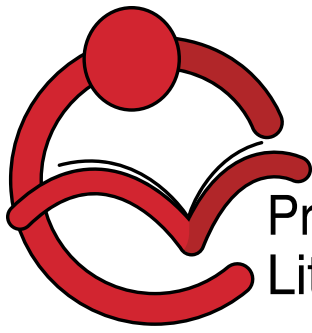


Project READ
Literacy Network

(519) 570-3054

Email—info@projectread.ca

Visit our website—www.projectread.ca



Project READ Literacy Network

Our vision is to improve quality of life through literacy.

Get your family ready for school!

Fun, free program!

For parents, with children 0–4 years at home or school

- Free snacks and books
- Parent learning time included
- Have fun with books and songs
- Learn activities to help your child in school



Get Set Learn
A Project READ Program

To Sign Up:

Email—info@projectread.ca

Phone—(519) 570-3054

www.projectread.ca

For the online version of this program directory,
or for more information, visit our website:
www.projectread.ca

Mailing Address

Project READ Literacy Network

c/o UPS Store

50 Ottawa Street South, Suite 189

Kitchener, ON, N2G 3S7

(519) 570-3054 | info@projectread.ca



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The Ontario Adult Literacy Curriculum Framework (OALCF)

The Curriculum Framework is comprised of six competencies that organize learning content and describe learner proficiency, using three levels of performance.

OALCF Competencies and Task Groups

A. Find and Use Information

- A1.** Read continuous text
- A2.** Interpret documents
- A3.** Extract info from films, broadcasts and presentations

B. Communicate Ideas and Information

- B1.** Interact with others
- B2.** Write continuous text
- B3.** Complete and create documents
- B4.** Express oneself creatively

C. Understand and Use Numbers

- C1.** Manage money
- C2.** Manage time
- C3.** Use measures
- C4.** Manage data

D. Use Digital Technology

E. Manage Learning

F. Engage with Others

