

# Literacy Screening Tool and Guide

## Network Adaptation Guide

Project READ Literacy Network Waterloo-Wellington



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## **The Screening Tool**

This screening tool was developed for Employment Ontario/Employment Services (EO/ES) workers to use with their clients or candidates who are looking for work. It is NOT a test or assessment. The client will NOT do reading and math activities. The screener will not do any marking. The screening tool will not reveal what “level” skills the client has.

This tool will help an EO/ES worker

- Recognize a client’s need for further literacy assessment
- Recognize a client’s need for academic assessment/PLAR
- Capture educational information through conversation and observation
- Analyze that information
- Refer a client to appropriate literacy or educational services

This tool is designed to be used during or after a one-to-one interview or meeting with a client. The screener can show the tool to the client or can use it privately as a resource for themselves. The screening tool is divided into two parts. Part 1 captures information based on the screener’s observations. Part 2 captures information based on direct questions posed to the client. The screener can use Part 1, Part 2 or both parts together. The screening tool can be used to record information gathered from a single meeting or over several meetings. It can be used in conjunction with other tools or resources and in various settings.

## **Modifying the Screening Tool**

The tool can be modified so it can be used in various jurisdictions. Names and contact information for service providers have been omitted so that each Regional Network can customize this screening tool for their region.

The screening tool provides next steps that include referrals to Job Search, Skills Training, PLAR and Skills Assessment. EO/ES workers have mechanisms in place to refer clients to Job Search and Skills Training service providers. They need current information for referrals to PLAR, Skills Assessments and Literacy Service Providers and Networks.



Fill in the table below with current contact information for service providers in your area. Where possible, include the names of first contact individuals. Create additional rows for programs or service providers where necessary.

Copy and paste this table to the end of the screening tool and save the document as a PDF. The file can be added to network websites as a downloadable file or can be e-mailed directly to EO partners.

### Referrals

| If you have a client who needs                                                                                                                                                                                                                                               | Refer to                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Prior Learning Assessment and Recognition (PLAR)                                                                                                                                                                                                                             | <i>(Insert service provider contact information here)</i> |
| Skills Assessment                                                                                                                                                                                                                                                            | <i>(Insert service provider contact information here)</i> |
| If you are not sure where to refer your client<br>If you have questions about adult upgrading and literacy service providers in your area<br>If you your client has “unusual” training/upgrading requirements or “barriers” to upgrading<br>call your local literacy network |                                                           |
| <i>(Insert network contact information here)</i>                                                                                                                                                                                                                             |                                                           |



## **“I Just Need a Job” Training Workshop**

During the pilot of the screening tool, Employment Ontario/Employment Services (EO/ES) in Waterloo-Wellington reported that the training information contained in the workshop was of great value to them. As such, the workshop PowerPoint is available as a supplement to the screening tool. The workshop can be modified to suit local training needs and to represent programs and services in each network area.

### **Modifying the Workshop**

There are 56 slides in the PowerPoint deck. Not all slides need to be used.

| <b>To Present</b>                                                 | <b>Use Slides</b>        |
|-------------------------------------------------------------------|--------------------------|
| Full training workshop                                            | 1-53                     |
| Training on Screening Tool and “How to Promote Literacy Services” | 1-6, 11-49, 51-53        |
| Training on Screening Tool                                        | 1-6, 11-28, 37-49, 51-53 |

Please credit Project READ Literacy Network by keeping copyright information on each slide and writing credits on the first slide.

#### **Slide 1**

- Add presenter names and logos

#### **Slide 50**

- Add program and service provider names into the bulleted list
- Add program slides

#### **Slide 53**

- Add additional or contact information and thank you to closing slide



## **Supplementary Workshop Resources**

### **1. Group Work Resources—Page 6**

On slides 4 and 51, workshop participants will be asked to form groups of 3 or 4 and role-play a client scenario. Each **group** will need a copy of

- Client/Candidate Scenario 1
- Client Candidate Scenario 2

### **2. The Screening Tool**

Each workshop participant should receive a copy of the Screening Tool with current and local service provider contact information provided



## **Client/Candidate Scenario 1**

Client/Candidate – male or female, middle-aged 35 to 45

“I really need to get a job. I was laid off from my last job and I can’t be without a job because my family depends on me. I have a mortgage.”

Other Info (if asked)

- I don’t have Grade 12;
- my skills never held me back in my job;
- avoid any need to upgrade unless you hear something that really makes you think about education (and jot that down)

## **Client/Candidate Scenario 2**

Client/Candidate – male or female, middle-aged 35 to 45

“I just need to get a job. I’ve been laid off from my last 3 jobs and I need to get a job that pays decently and doesn’t leave me stressed and worried about being laid off again. I’m a really good worker. I have had disagreements with my previous team leads, but that’s because they’ve been idiots.”

Other Info (if asked):

- I have my Grade 12 – basic
- When I’ve been laid off and others haven’t it’s because of the boss or the situation, not about my skills or teamwork/communication ability
- Really hated school, but stayed there because promised his/her grandmother, but barely passed and HATED math

