



EXIT PACKAGE

(Revised May 2017)

STUDENT'S NAME: _____

TELEPHONE: _____

ADDRESS: _____

E-MAIL: _____

PROGRAM: _____

DATE: _____

**EMPLOYMENT
ONTARIO**



**United Way
Centraide**
Stormont, Dundas & Glengarry

101 SECOND STREET WEST, CORNWALL, ONTARIO K6J 1G4

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A GOODBYE MESSAGE FROM THE EXECUTIVE DIRECTOR

Dear Graduate:

Today is a special day. It marks a celebration of your willingness to make meaningful life changes. Your decision to return to school was the right one. Although there may have been some transitional hurdles to overcome, you did so. Perhaps you changed the hours you normally would begin your day or you had to find daycare for a little one at home. For others, it was deciding to create a schedule and/or raising your hand in class to ask a question even when you felt everyone else knew the answer. Finally, you had to choose a goal path whether it was independence, employment, further education/training etc. This was one of the biggest decisions you made as it represented the opening of the front door to your future.

As you entered through the door of your future you worked hard to study the nine essential skills described as crucial to success in life by Business Canada and the Government of Canada. These skills; reading, writing, document use, thinking, problem solving, oral communication, working with others, digital technology are essential whether one is at work or at play. You may now apply them in your everyday life and to prove your ability to move forward the agency provided opportunities to complete activities, milestones and in some cases culminating tasks. The work at Tri-County Literacy Council was not easy. You demonstrated your desire to succeed with persistence and determination. In doing so, you have now made it to the next door of your future.

As you move forward in your journey it is important to remember that Tri-County Literacy Council was your bridge to the future. This bridge crossing runs two ways, and therefore, should you stumble at any time throughout your journey you can always return to the agency for assistance. When you entered the door of the agency you were first, a client. When you enrolled and began your studies you became a learner. Now that you have graduated you are a FRIEND of literacy and you have earned the right to summon this agency should you find yourself in need.

I have a personal favour to ask of you. When this day closes you may find yourself feeling at a bit of a loss. This is a normal feeling. Some feel nervous or scared to make the transition. This too is normal. It is important you do not let any feelings of insecurity regarding your future take hold. Call us, and speak to us. We can advocate, make referrals or simply cheer you on. We believe in you, otherwise the agency would never have handed to you our prized certificate. This certificate tells the world you are a champion. Now, it is your turn to believe it. This is the favour I ask of you –to believe that you can do, that you are worthy enough to do it, and that no hurdle or barrier will stand in the way of opening the final door that leads you directly to the goal (s) you have set for yourself. We will check in on you at 3, 6 and 12 months after your graduation. Now, it is time to go forward.

Sincerely,
Geraldine (Dina) McGowan B.A., B.ED.
Executive Director

THE IMPORTANCE OF FOLLOW-UPS

(YOUR OPINION MATTERS)

Tri-County Literacy Council is required to complete follow-up with all of its learners. This follow-up is conducted at 3, 6 and 12 months after exiting the agency.

Providing the agency with an e-mail address will make the process more convenient for you. An e-mail, phone call and/or letter will be sent to you at the time of follow-up. You can respond by phone, e-mail or by coming into Tri-County Literacy Council (TCLC). You will be asked your employment/education situation and whether you agree/disagree with the following statements:

- 1) **Your employment situation has improved.**
- 2) **You are better prepared to find and maintain employment.**
- 3) **You have developed and/or increased skills.**

You may also wish to offer suggestions about the course you completed or about the agency. If you have any questions, do not hesitate to ask. If you wish to return for further study, inquire about upcoming courses, and/or are looking for a referral, we will be glad to assist you.

SECONDARY CONTACT AND FACEBOOK MESSENGER PERMISSION

In the event I cannot be reached at 3, 6, 12 month follow-up, I agree to TCLC contacting the following person concerning my follow-up status. In addition I agree that TCLC may contact me:

Contact Name: _____ Phone: _____

He/she will advise the agency whether I have moved and/or provide a new phone number - OR - I am involved in the following: Both employed and in education, both employed and in training, employed apprentice, employed part-time, employed full-time, in education/school, in training, self-employed, unable to work, unemployed, unknown, volunteer.

Client Signature: _____ Date: _____

In the event I cannot be reached at 3,6,12 month follow-up, I agree that TCLC may contact me privately via Facebook Messenger concerning my follow-up status:

YES

NO

Client Signature: _____ Date: _____

THE FOLLOW-UP CARD

During class you will be given a card with the information needed to contact the agency. The dates of you follow-up will show on this card. **Feel free to call us before we call you.**

<p>TCLC FOLLOW-UP</p> <p>Please keep us informed by contacting us either by phone: (613)932-7161 or by e-mail at: ims@tricityliteracycouncil.ca during the weeks of:</p> <p>3 MONTH: _____</p> <p>6 MONTH: _____</p> <p>12 MONTH: _____</p>	  <p>Help us to better serve Stormont, Dundas & Glengarry. Your input guides the agency in selecting training courses. It also helps to make the change needed to keep our training up to date.</p> <p>We thank you for your help and look forward to hearing from you!</p>
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Following up on a learner is very important. It tells the agency if your training at Tri-County Literacy Council made it possible for you to reach your goal. Based on this information, the agency can change and/or add to its existing programs and services. The results of your follow-up tell the government whether Tri-County Literacy Council is reaching its goal of giving learners the skills they need to be successful on their chosen goal path.

Your input is critical to the agency continuing to receive financial support from the Ministry of Advanced Education and Skills Development.

STUDENT EVALUATION

Please answer the following questions.

1. What can you do now that you could not do before entering into programming at Tri-County Literacy Council?

2. Did this course meet your expectation(s)? (Yes or No) Explain.

3. Describe a highlight of the course.

4. Select the Essential Skills that will help you in your work and/or everyday life that you have focused on during your training.

- | | | |
|-----------------------------------|--|--|
| <input type="checkbox"/> Reading | <input type="checkbox"/> Working with Others | <input type="checkbox"/> Continuous Learning |
| <input type="checkbox"/> Numeracy | <input type="checkbox"/> Digital Technology/Computer | <input type="checkbox"/> Thinking |
| <input type="checkbox"/> Writing | <input type="checkbox"/> Document use | <input type="checkbox"/> Oral Communication |

5. If you could give your instructor one piece of advice on how to improve this training, what would it be? Please share. Your input is valuable.

6. Please check the box that best describes your instructor/tutor.

	Never	Sometimes	Always
On Time			
Prepared for Class			
Knowledgeable			
Approachable			
Easily Understood			

	YES	NO
7. Are you aware of the other course options here at TCLC?		
8. Would you attend other courses offered at Tri-County Literacy Council?		
9. Would you be interested in a 1 to 2 hour workshop?		
10. Would you be interested in attending evening classes?		

11. Select the (6-8 week) courses that you might be interested in taking.	
<input type="checkbox"/> Material Handler <input type="checkbox"/> Clerical <input type="checkbox"/> Skill Trades Helper/Labourer <input type="checkbox"/> Hospitality <input type="checkbox"/> Retail <input type="checkbox"/> Grocery Store Clerk <input type="checkbox"/> Food Processing <input type="checkbox"/> Day Care Worker	<input type="checkbox"/> Shelf Stocker <input type="checkbox"/> Truck Driver <input type="checkbox"/> Call Centre <input type="checkbox"/> Service Station Attendant <input type="checkbox"/> Pre-PSW <input type="checkbox"/> Landscaping <input type="checkbox"/> Food Counter Attendant <input type="checkbox"/> Essentials for Work

	YES	NO
12. Do you feel ready to take the next step(s) towards employment/further education?		
13. What is your next step?		
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div>		
14. Is there something Tri-County Literacy can do to support you in this next step?		
15. If yes, what can we help with?		

<hr/> <hr/> <hr/>		
16. Has the Follow-up Policy and Procedure been explained to you? Have you updated your telephone number/address/email address with the office?		

LEARNER REFERRALS

Now that you are completing your training with Tri-County Literacy Council, would you like us to refer you to any of the following agencies? Your instructor/coordinator can provide you with additional information. The following selection will assist your instructor to help you plan your next step(s.)

Would you like a referral to any of the following classes/programs/Agencies?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO

By signing below, I give permission to Tri-County Literacy Council to share information with the agencies checked off below. I understand that they will send my name and contact information for the purpose of making a referral.

Client Signature: _____ Date: _____

TCLC Literacy Programming

- 1-On-1 Tutoring (reading, writing, math, computers, etc.)
- Literacy Basic Skills classroom (small classroom)
- G.E.D. (General Education Development) Preparation
- Occupational Curriculum (as listed on page 5)

Other Programs and Services

- T.R. Leger School (Literacy Basic Skills or Credit)
- St. Lawrence College ACE
- Contact North
- Centre Moi J'Apprends

Job Related

- Job Zone d'Emploi
- Glengarry Inter Agency Group (Alexandria)

Community Services

- Addictions Services of Eastern Ontario
- Agape Centre
- Seaway Valley Community Health Centre
- SDG Developmental Services
- Other: _____

