

Memorandum

To: Literacy and Basic Skills (LBS) Program Service Providers and Support Organizations

From: Jacqueline Cureton, Director, Program Delivery Support Branch

Date: November 7, 2017

Subject: IT Improvements for LBS Network

As part of 2017-2018 Literacy and Basic Skills funding increase, we are pleased to advise that funding will be made available to support IT improvements for all LBS service delivery sites, support organizations, and e-Channel service providers.

The objective of this initiative is to increase digital capacity throughout the LBS network. These improvements are intended to enhance program delivery supporting a consistent approach to digital skills training and enable learners to improve their digital skills. Updating the IT infrastructure will provide the network with the ability to increase blended learning opportunities. Improving digital capacity can be achieved through new and/or refreshed computers and smart boards, enhancing internet connectivity, new software and/or new licences. This is not an inclusive list but is intended to acknowledge that different sites and organizations have different needs.

To support this initiative, AlphaPlus, as a subject matter expert, has begun a network wide consultation to inform the creation of an inventory of the network's IT needs. As a result, a number of organizations may have already been contacted. This consultation will include a network wide survey as well as guidance to assist service delivery sites, support organizations, and e-Channel service providers to make informed and consistent IT requests. It is requested that all sites and organizations participate in the survey and take advantage of the expertise that AlphaPlus can offer.

Upon completion of the consultation, LBS organizations will be invited to submit a request for in-year funding to address IT related needs. Employment and Training Consultants will be responsible for negotiating IT funding allocations with LBS organizations. Findings from AlphaPlus' IT consultations will inform the amount of funding to be allocated.

Key timeframes:

- AlphaPlus consultation activities are scheduled to be conducted between October and November 2017.
- AlphaPlus will communicate instructions to the LBS network on the inventory process by end October.
- The ministry will negotiate agreement amendments to reflect approved IT refresh related funding needs between January and February 2018.
- Approved funding allocations for IT requirements must be expended by March 31, 2018.

Thank you for your ongoing work to support learners in achieving their literacy related goals.

If you have any inquiries about this consultation process please contact your local ministry Employment and Training Consultant.