

Having a niche helps

- ensure learner suitability
- decrease competition among programs
- promote targeted marketing strategies
- create appropriate referrals

Support by the regional networks and LSP was identified as being one of the best resources.

When asking learners to self-identify consider

- completing an orientation before dealing with the registration form
- completing the registration form after the assessment is done and clients are more comfortable and trust is built
- reviewing the form after they are in the program and more comfortable with self-disclosure
- reviewing the completed form with the learner and have discussion about any sections that weren't filled in
- using the full definition of disability to start discussions with learners
- checking in with learners that are on ODSP but have not checked having a disability
- explaining the positive side to providing information (e.g., a proper referral, or access to more services)
- explaining your confidentiality policy to help the learner become comfortable to share information
- doing an overview of all available resources
- assuring the learner knows that the Ministry only monitors the programs not the learners

If you need further help with Suitability, please contact your regional network, stream or sector. You can find all their contact information at www.learningnetworks.ca.

When looking at the data consider

- looking at it quarterly - analyzing data is important but it isn't necessary to react monthly
- looking for shifting trends and analyzing why there is a change
- comparing data among your sites (if you have more than 1)
- asking community partners and support orgs for input if you see a change
- comparing your data to other agencies in your local community, region and to the Ontario stats
- asking staff for input, suggestions, comments or strategies to ensure you are meeting learner suitability
- checking random files to verify all data is being entered into CaMS correctly
- using a file review checklist prior to closing a service plan to ensure all information is entered into CaMS

To serve more learners who are suitable for LBS consider

- building key partnerships, strengthening your relationships and building on your reputation in the community, possibly co-locating (e.g., ES with LBS, LBS with credit)
- ensuring staff understand performance management and the suitability requirements
- finding the best way for your agency to input data (e.g., restrict the number of people who have access)
- using intake or orientation to see if the learner is a good fit (e.g., use a screening tool, use your referral protocols)
- using assessment results to identify potential learner suitability indicators and to initiate follow-up conversation with the learner

Use suitability as a tool to motivate your staff.

Helping the right person, the most in need, should be your goal.

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