



**SAMPLE REPORT  
COLLEGE LITERACY AND BASIC SKILLS  
AND  
ACADEMIC UPGRADING PROGRAMS**

College Upgrading programs are required by MTCU to gather extensive demographic, delivery activity and post program statistics on all participants. This data is downloaded monthly and results in year end activity reports.

Each year the CSC collects these year end reports and prepares an individual report for each college which enables them to conduct a self evaluation and allows them to determine how they are doing in relation to other colleges in their region as well as to provincial outcomes. This report is intended to assist each college in planning for the coming year and in meeting the Ministry's Continuous Improvement Program Management System (CIPMS) commitments.

A sample report is attached. The data is for 2006-2007 delivery. The 2007-2008 data is currently being collected, and the individual college reports will be distributed to colleges mid June.

This sample report is included in the toolkit to make you aware of the detailed information which is readily available on adult students currently participating in the adult upgrading program. This information may be of assistance in designing programming and developing outreach materials to recruit students for postsecondary.

**LITERACY AND BASIC SKILLS (LBS)**

This is that level of delivery which is described as being up to a Grade 9 or pre credit level of delivery. These are the foundational academic skills.

LBS is delivered by colleges, school boards and community based organizations.

**ACADEMIC UPGRADING (AU)**

This is the level of programming formerly known as Ontario Basic Skills (OBS). The curriculum which is delivered is the Academic and Career Entrance (ACE) program. It is that level of delivery required to prepare for success in postsecondary programming and is described as OSSD equivalent for purposes of admission to college postsecondary and apprenticeship programs. AU is delivered by colleges only.

In the following sample report LBS and AU activity and student profiles are tracked separately.

**INDIVIDUAL COLLEGE REPORT  
INTAKE DATA  
STUDENT PROFILE  
LBS 1 – 5  
CENTRAL REGION  
2006-2007**

**COLLEGE A**

Age Ranges

CATEGORY	COLLEGE #	COLLEGE %	CENTRAL %	PROV. %
16 – 18	27	3	3	4
19 – 24	277	33	39	40
25 – 44	434	51	46	43
45 – 64	104	12	12	12
65 +	6	1	0	0

Gender

CATEGORY	COLLEGE #	COLLEGE %	CENTRAL %	PROV. %
MALE	295	35	37	45
FEMALE	549	65	63	55

Goals (Students Self Identify at Intake)

CATEGORY	COLLEGE #	COLLEGE %	CENTRAL %	PROV. %
EMPLOYMENT	18	2	10	15
EDUCATION	792	95	87	81
INDEPENDENCE	26	3	2	4

Source of Income (Self Identified)

CATEGORY	COLLEGE #	COLLEGE %	CENTRAL %	PROV. %
OW	205	24	23	26
ODSP	52	6	6	5
WSIB	4	0	1	2
EI	43	5	5	7
EMPLOYMENT	244	29	32	31
OTHER	300	36	33	28

**OW** – Ontario Works

**ODSP** – Ontario Disability Service Program

**WSIB** – Workers Safety Insurance Board    **EI** – Employment Insurance

**Other** – may include but isn't limited to the following: spouses or dependents with family income, individuals on private insurance, Aboriginal band supported

**STUDENT PROFILE  
ACE LEVEL  
CENTRAL REGION**

**COLLEGE A**

Age Ranges

<b>CATEGORY</b>	<b>COLLEGE#</b>	<b>COLLEGE %</b>	<b>CENTRAL %</b>	<b>PROV. %</b>
16 – 18	11	2	4	4
19 – 24	220	35	41	39
25 – 44	317	51	45	45
45 – 64	77	12	10	12
65 +	1	0	0	1

Gender

<b>CATEGORY</b>	<b>COLLEGE #</b>	<b>COLLEGE %</b>	<b>CENTRAL %</b>	<b>PROV. %</b>
MALE	229	37	44	43
FEMALE	397	63	66	57

Goals

<b>CATEGORY</b>	<b>COLLEGE #</b>	<b>COLLEGE %</b>	<b>CENTRAL %</b>	<b>PROV. %</b>
EMPLOYMENT	7	1	12	13
EDUCATION	599	98	87	85
INDEPENDENCE	3	1	1	2

Source of Income

<b>CATEGORY</b>	<b>COLLEGE #</b>	<b>COLLEGE %</b>	<b>CENTRAL %</b>	<b>PROV. %</b>
OW	162	26	14	15
OSDP	12	2	1	2
WSIB	6	1	1	3
EI	36	6	12	12
EMPLOYMENT	247	39	38	40
OTHER	163	26	33	29

**It is interesting to compare the difference between the LBS and the ACE profiles particularly age, sex, goal and source of income.**

**It is the ACE level of delivery where people are most likely to move on to postsecondary quickly.**

**DELIVERY  
PROVINCIAL CONTACT HOURS ANALYSIS**

<b>CATEGORY</b>	<b>LBS 1 – 5%</b>	<b>ACE%</b>	<b>NON CLASSROOM %</b>
PROVINCIAL	62	34	4
NORTHERN	69	25	6
CENTRAL	59	39	2
WESTERN	59	35	6
EASTERN	67	28	5
COLLEGE A #	149,794	150,176	5,945
COLLEGE A %	49	49	2

College upgrading programs must report monthly on the contact hours which they actually deliver. This is based on verified student attendance not student registrations. If a student is absent, the contact hours can not be included in the report.

Funding is based on contact hours delivered. All colleges have specific contact hour targets which they must meet.

Activity is tracked separately for LBS 1-5 and ACE.

**Non Classroom %** refers to the hours which colleges can claim for student information sessions, assessment and follow up. These non classroom hours can be up to 10% of the total. There must still be student involvement/contact in order for these hours to be claimable.

**DELIVERY  
LBS 1 – 5  
CENTRAL REGION**

**COLLEGE A**

Intake Assessment Placement – Number of Individuals

<b>CATEGORY</b>	<b>COLLEGE #</b>	<b>COLLEGE %</b>	<b>CENTRAL %</b>	<b>PROV. %</b>
LBS 1	171	20	6	3
LBS 2	181	21	10	5
LBS 3	125	15	25	36
LBS 4	148	17	35	31
LBS 5	216	25	24	22
Unassigned	7	1	1	2

Number of Students by LBS Level who **Participate in Programming**

<b>CATEGORY</b>	<b>COLLEGE #</b>	<b>COLLEGE %</b>	<b>CENTRAL %</b>	<b>PROV. %</b>
LBS 1	165	18	5	2
LBS 2	185	20	10	5
LBS 3	132	14	23	32
LBS 4	171	18	32	31
LBS 5	280	30	30	27
Unassigned	2	0	0	2

Student Contact Hours by Level

<b>CATEGORY</b>	<b>COLLEGE #</b>	<b>COLLEGE %</b>	<b>CENTRAL %</b>	<b>PROV. %</b>
LBS 1	13720	10	3	1
LBS 2	24881	18	9	5
LBS 3	30133	22	22	33
LBS 4	34241	25	36	32
LBS 5	34986	25	30	28
Unassigned	10	0	0	0

**Unassigned** refers to hours or student numbers which have not been verified as being at a specific LBS level. These charts make it clear that it is the exception for colleges not to have a clear idea of the student's academic level.

### PROVINCIAL CLIENT EXITS

CATEGORY	NUMBER	% OF TOTAL
NORTHERN	1574	17
CENTRAL	2864	30
WESTERN	2466	26
EASTERN	2517	27
TOTAL	9421	
COLLEGE A	793	

### 3 MONTH FOLLOW UP

CATEGORY	NUMBER	% OF EXITS
NORTHERN	830	18
CENTRAL	1349	28
WESTERN	1375	29
EASTERN	1185	25
TOTAL	4739	
COLLEGE A EXITS	249	

### 6 MONTH FOLLOW UP

CATEGORY	NUMBER	% OF EXITS
NORTHERN	705	17
CENTRAL	973	24
WESTERN	1362	33
EASTERN	1046	26
TOTAL	4086	
COLLEGE A EXITS	220	

<b>COLLEGE A</b>	% of Region's Exits	28%
	% of Region's 3 month follow-up	18%
	% of Region's 6 month follow-up	23%

The exits on this chart are combined totals for LBS and AU.

Colleges have specific target numbers of exits which they must follow up on 3 and 6 months after program exit.

## LBS EXIT STATS

### COLLEGE A

Status on Exit

CATEGORY	COLLEGE #	COLLEGE %	CENTRAL %	PROV. %
OW/EMP	17	4	5	5
EI/EMP	9	2	2	2
OTH/EMP	135	29	32	31
LBS	63	13	7	4
TR/EDU	218	46	33	25
VOL	0	0	1	1
NC/EMP	29	6	16	27
LOST	1	0	4	6

**OW/EMP** – Ontario Works students who are now employed

**EI/EMP** – Employment Insurance students who are now employed

**OTH/Emp** – Students in the Other category who are now employed

**LBS** – Students who left a college LBS program for an LBS program in the school board or community based sector

**TR/EDU** – Students who have gone on to postsecondary education usually college but a minority of students do move on to university or private schools

**VOL** - Students who are involved in community volunteer activities

**NC/EMP-** Students who are looking for work i.e. not employed or in training

**LOST** - Students whom the college has been unable to contact

### Reason for Leaving

CATEGORY	COLLEGE #	COLLEGE %	CENTRAL %	PROV. %
Attained Goal	110	24	45	44
Agency Term.	7	1	10	17
Learner Term.	9	2	17	24
After Asses.	346	73	28	14

**Attained Goal:** These are students who have completed the studies they identified as needing at entry. They self identify their goals with the assistance of a program counsellor.

**Agency Termination** These are students the college has recommended be discontinued because of poor attendance, lack of progress or inappropriate behaviour. Poor attendance is the most common reason for discontinuation.

**Learner Termination:** These are students who withdraw because the program is not the right “fit” for them or they are pursuing other goals. Most often they stop attending, and the college may or may not be able to interview them.

**After Asses:** These are students who are referred to other programs which are better designed to meet their needs. They leave assessment and before they are enrolled in a class. Frequently these are individuals who determine they are not ready or able to make the commitment of time required to succeed.

**In addition to this data, colleges also collect Student Satisfaction Surveys from exiting students. They have consistently demonstrated that college upgrading students have been very pleased with their college experience.**

### Three Month Follow up (LBS 1 – 5)

CATEGORY	COLLEGE#	COLLEGE %	CENTRAL %	PROV. %
OW/EMP	7	10	7	7
EI/EMP	0	0	2	3
OTH/EMP	16	23	23	25
LBS	1	1	5	4
TR/EDU	36	52	43	37

VOL	1	1	1	1
NC/EMP	5	7	9	14
LOST	3	4	11	10

Six Month Follow up (LBS 1 – 5)

CATEGORY	COLLEGE #	COLLEGE %	CENTRAL %	PROV. %
OW/EMP	2	3	5	7
EI/EMP	0	0	2	4
OTH/EMP	12	20	30	29
LBS	0	0	1	3
TR/EDU	36	61	44	33
VOL	1	2	1	1
NC/EMP	7	12	8	12
LOST	1	2	9	11

### ACE EXIT STATS

#### COLLEGE A

##### Status on Exit

CATEGORY	COLLEGE #	COLLEGE %	CENTRAL %	PROV. %
OW/EMP	17	5	3	3
EI/EMP	7	2	10	6
OTH/EMP	121	38	28	29
LBS	10	3	2	1
TR/EDU	156	49	46	42
VOL	0	0	1	1
NC/EMP	8	2	8	15
LOST	2	1	2	3

##### Reason for Leaving

CATEGORY	COLLEGE #	COLLEGE %	CENTRAL %	PROV. %
Attained Goal	221	69	72	62
Agency Term.	2	1	4	10
Learner Term.	4	1	15	18
After Asses.	94	29	9	10

Three Month Follow up

<b>CATEGORY</b>	<b>COLLEGE#</b>	<b>COLLEGE %</b>	<b>CENTRAL %</b>	<b>PROV. %</b>
OW/EMP	12	7	3	4
EI/EMP	3	2	3	5
OTH/EMP	42	23	19	20
LBS	2	1	2	2
TR/EDU	112	62	62	55
VOL	0	0	1	1
NC/EMP	7	4	5	6
LOST	2	1	5	8

Six Month Follow up

<b>CATEGORY</b>	<b>COLLEGE #</b>	<b>COLLEGE %</b>	<b>CENTRAL %</b>	<b>PROV. %</b>
OW/EMP	14	9	5	5
EI/EMP	1	1	1	6
OTH/EMP	37	23	24	24
LBS	3	2	3	2
TR/EDU	96	60	53	46
VOL	0	0	0	0
NC/EMP	9	5	6	7
LOST	1	0	8	10

