

## **Adult Literacy – New Program Plan Narrative Section**

The Narrative Section should provide a clear and concise explanation for all aspects of the proposed adult literacy program (ALP) according to the categories given below. Adjust the format and spacing (increase or decrease) as necessary.

### **1.0 Rationale**

**1.1** By referring to the results of the needs assessment, explain the need for the proposed ALP. Please include an executive summary of your needs assessment.

### **2.0 Enrolment Policy**

**2.1** Define the target group of learners for the ALP. A demographic profile of the learners is to be provided in Schedule A.

**2.2** Describe the intake, goal setting and assessment process for learners, including which staff will be involved.

**2.3** Identify the assessment tools to be used during the intake process and how decisions will be made regarding the placement of learners in the program.

**2.4** Describe the attendance policy.

**2.5** Describe the criteria and process for determining the eligibility of under-age learners, if applicable.

### **3.0 Educational Program**

**3.1** Provide a general description of how you will provide learner-centred programming and implement the Stages curriculum framework. Describe your model of delivery, schedule, and instructional approaches that will be used.

**3.2** Describe how the assessment and evaluation of learners' progress will be conducted.

**3.3** Comment on how the programming of the ALP will reflect adult learning principles.

**4.0 Staff and Volunteers**

**4.1** Using schedule B, indicate the number and type of staffing position, including volunteers required to deliver the program. Indicate in the space below, if staff is currently in place or will need to be hired.

**4.2** Describe the plan to recruit and use volunteers.

**4.3** Describe the plan for the professional development of staff.

**5.0 Resources**

**5.1** Provide a description of resources such as facilities, equipment, materials and technology necessary for the operation of the program. Identify those items that are already in place in Table 1 - Inventory (may reflect in-kind contributions or partnership arrangements).

**6.0 Learner Support Services**

**6.1** Check all of the following support services that you expect will be necessary for your learners:

- Academic advising
- Skills assessment
- Academic tutoring
- Career planning
- Job search / résumé writing
- Job placement / work experience
- Resource library
- Participation in Learners Conference
- Computer access (other than classes)
- Personal/family counseling by trained staff
- Child care

- \_\_\_ Transportation assistance
- \_\_\_ Meal/clothing programs
- \_\_\_ Referrals to other agencies and programs
- \_\_\_ Intervention and facilitation with other agencies and programs
- \_\_\_ Other (please describe)

**6.2** Describe how your organization will attempt to address these requests for services.

## **7.0 Organizational Structure and Administration**

**7.1** Describe the administrative structure of the proposed program. Be sure to distinguish between the responsibilities of the Literacy Working Group and the staff of the ALP.

**7.2** Describe any items or services to be provided "in-kind" by other organizations that haven't been referenced elsewhere in this form.

**7.3** Provide an outline of the record keeping procedures to be used.

## **8.0 Funding Sources**

**8.1** Describe the sources and levels of funding support to be received from organizations other than ALL.

## **9.0 Success of the Program**

**9.1** Describe how the success of the ALP and its educational program will be monitored, making reference to the above topics as applicable.

## **10.0 Other**

**10.1** Describe the strategy to be used to market and promote the ALP, including signage, advertising and promotional material.

**10.2** Provide any other information as necessary.

**SAMPLE ONLY**  
**contact ALL for current copy**