

Atikokan Literacy Incorporated ADULT LEARNING CENTRE Human Resource Policy/Procedure
Staff Literacy Basics Training
APPROVED BY: Atikokan Literacy Incorporated Board of Directors
DATE: April 30, 2015 (R)
DISTRIBUTION: Employees

Policy:

All staff, regardless of position, must complete *Literacy Basics* on-line training modules (or other training that Atikokan Literacy Incorporated offers).

Procedure:

1. Staff will be expected to complete the following modules as part of orientation for their position:
 - a. Essential Skills
 - b. Service Delivery
 - c. Learner Retention
 - d. Learner Recruitment
2. If the modules are accessed and completed outside of normal working hours, staff may apply to take lieu time.
3. Employees will be assessed by the Executive Director on their knowledge of the content learned within the Literacy Basics site.
4. Literacy Basic modules can be accessed at <http://literacybasics.ca/>