

## Memorandum

**To:** Literacy and Basic Skills network

**From:** Annette Huton, Director

**Date:** March 26, 2025

**Subject:** **OALCF LBS Learner Plan Template**

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This memo is to provide the Literacy and Basic Skills (LBS) network with information about the updated OALCF LBS [Learner Plan Template](#), which is now available on the Employment Ontario Partners' Gateway (EOPG).

The ministry has updated the learner plan template to include a space for the name of the culminating task and a checkbox for indicating whether the learner in a goal path other than Apprenticeship is undertaking activities related to Apprenticeship.

It is important to note, however, that the learner plan template available on the EOPG is meant as an example of what a learner plan may look like, and service providers are encouraged to adapt the template to their unique needs.

Service providers using other learner plan templates are encouraged to create similar materials/revise their current ones to identify the culminating task chosen as well as any learning activities related to Apprenticeship (outside of the Apprenticeship goal path).

If you have any questions, please contact your Employment and Training Consultant.

cc: Laura Loveridge, Regional Director, Central East Region  
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