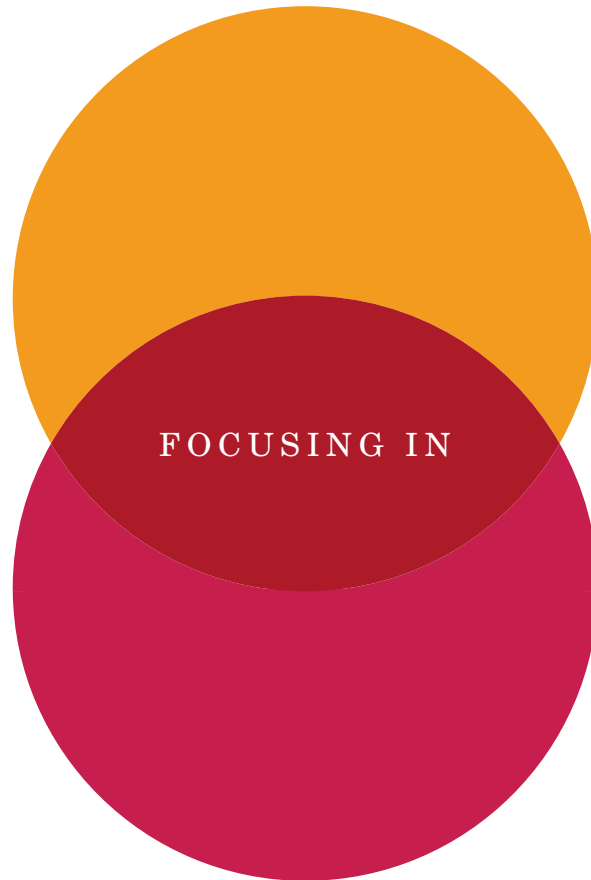


REACHING OUT



ANNUAL REPORT 2010



EMPOWERING ADULTS
TO LEARN AND FIND
WORK THEY VALUE



Message from the Chair

In 2010, PTP built on last year's successes, while preparing for an even more exciting future. The financial structure of our organization continues to strengthen, and our revenues again grew this year over 2009.

Here is just a sampling of the year's achievements:

- We expanded our Academic Upgrading program with our partners Seneca College and Labour Education Centre;
- We introduced a new pre-culinary arts program with Canada's leader in that field, George Brown College; and
- The Board reviewed and revised PTP's Strategic Plan, putting in place a framework that will carry us into 2014.

At the highest level, PTP proved that it can grow – and adapt – in the face of external change. And, indeed, one of the hallmarks of a truly great organization is that ability to transform itself in the face of challenge while still preserving its organizational culture.

In the private sector, we call this exploring market adjacencies: using our skills to deliver value to clients and partners we have not traditionally worked with. This past year, PTP has achieved this elusive goal on two fronts: by unveiling our new Employment Service Centre; and by completing our new national project, Workforce Essential Skills Across Canada (WESCan). Both are showcased in this 2010 Annual Report.

.....
"AT THE HIGHEST LEVEL, PTP PROVED THAT IT CAN GROW - AND ADAPT - IN THE FACE OF EXTERNAL CHANGE."
.....

The management team and staff of PTP should be proud of the work that has been accomplished in 2010 and the Board thanks you all for your creativity, passion and commitment.

Jon Hahn
Chair



Message from the Executive Director

Prior to the WESCan project, we were a small community with a big vision. We gained incredible insight into the essential skills world through our participation in this project. In the end, we emerged with knowledge of tools, resources and supports to help us help our people and, of course, we developed friendships and networks to help us on our journey forward.

I believe that PTP's collaborative and cooperative approach is key. Our willingness to work with and learn from others is how we will achieve our own vision.

In closing, I would like to thank PTP's Board of Directors. I am grateful to have had such a thoughtful group of individuals oversee the work of this organization. I would also like to express my gratitude to PTP's extraordinary staff, project workers, and partners, without whom none of the work that is carried out would have been possible. For your contributions and efforts, I extend a heartfelt thank you. I look forward to working with all of you as we journey forward into 2011.

Barbara McFater
Executive Director

It certainly has been another busy year at PTP! We've expanded programs and services at both our East and West Centres, as well as worked closely with five communities across Canada as part of a national project. We've also continued to collaborate with a host of partner agencies and organizations to consistently deliver exceptional programming to our participants, ever mindful of the unique needs of all our clients.

.....
"MAKING A POSITIVE DIFFERENCE IN THE LIVES OF OUR PARTICIPANTS, DESPITE THE SYSTEMIC BARRIERS AND HARDSHIPS THEY ENCOUNTER, IS WHAT MOTIVATES US AT PTP."
.....

The Workforce Essential Skills across Canada (WESCan) project has been a highlight this past year. It was my great privilege to travel with the project team to places as far afield as Tseshah First Nation in Port Alberni, B.C. to the Saint John Learning Exchange in Saint John, N.B. For me, the main lessons learned were recognizing that adult educators across the country share a common vision -- to successfully meet the needs of participants who seek meaningful, workforce-related programming to build effective skills that will lead to employment – and that PTP has expertise to share.

Nene Van Volsen, Director of Strategic Planning and Operations at Tseshah First Nation in B.C., had these words to say after participating in the project:



PROGRAMS

LITERACY AND ESSENTIAL SKILLS PROGRAM

PTP's full-time Literacy and Essential Skills for work or training is designed to help students develop their reading, document use, writing, numeracy and computer skills particularly as they relate to the workplace.

As a key element of the program, PTP continues to use its successful Teamworks or "hands-on" learning approach to essential skills development. Students run a snack shop, prepare lunches, plan events and carry out health and safety inspections collaboratively. In this way, they acquire and practice essential skills such as oral communication, working with others, continuous learning and thinking skills.

By emphasizing workforce essential skills, the program allows students to move on to a wide range of outcomes: employment, skills training, credit

programs and academic upgrading for college or apprenticeship.

In 2010, we launched an innovative new program with George Brown College: a pre-culinary arts course for students interested in the culinary field. The 13-week course has been offered twice this year, thanks to strong demand from participants. The approach includes both classroom and kitchen-based learning and participants have responded with enthusiasm to the mix of learning environments.

Learners who completed the pre-culinary program have achieved a number of different successful outcomes: some are setting up a small catering business; others have been accepted into culinary programs; and others have secured employment.

A newcomer to Canada, Angela successfully completed the pre-culinary course. She now has a Safe Food Handler certificate and admission to George Brown College's Culinary Management Program.

Teamwork skills and project-based learning opportunities allowed Chipso to develop her writing and math skills, and helped her transition to a Computerized Accounting Clerk program sponsored by Humber College and COSTI. Of 29 students accepted into the program, 15 graduated - Chipso among them!

SUCCESS STORIES:

Cherise, a participant in Woodgreen's Boundless Possibilities for Women program, wanted to improve her basic math skills – and she has! She was accepted into Woodgreen's Homeward Bound Program and is now set to start a business college program in January 2011.

Djene has successfully completed four pre-college credit courses – including math and computers. She will soon begin upgrading her science skills in order to attain her long-term goal of studying practical nursing at college.

Christopher was initially assessed in February 2010 and a week later, joined PTP's AU program with the goal of upgrading math for college entrance. He successfully completed three pre-college math credits by August 2010 and is in the process of applying for admission to the Electronics Technician program at George Brown College. Academic upgrading was an essential step in preparing Christopher for college.

The need for Academic Upgrading is often a critical first step for those interested in pursuing further training or education. We are thrilled that many of our participants have found success!

ACADEMIC UPGRADING

Offered in partnership with Seneca College and the Labour Education Centre, PTP's AU program is designed to help participants prepare for post-secondary education, pre-apprenticeship training, apprenticeship with an employer, or preparation to sit the GED (General Education Development) test.

The strength of the program lies in its alternative, community-based approach to learning, offering flexible, individualized, participant-centered programs.

The success of this approach is clearly shown in the growth and expansion of the AU program in 2010. New programming was introduced to cater to demand for science, computer skills and GED preparation,

in addition to the existing math and communications programs.

Overall, student intake during the year doubled but – more importantly – performance measures show high levels of successful outcomes. Targets for students served; students moving on to further training and education; and students achieving employment have all been exceeded in 2010.

Last but certainly not least, our partnership with Woodgreen has been a key contributing factor to our ongoing success, and PTP now serves participants in both the Homeward Bound and Boundless Possibilities for Women Programs.

PRE-EMPLOYMENT DEVELOPMENT PROGRAM

2010 proved to be an exceptional year for our 'Take Charge for Work and Life' PED program. Three sessions ran simultaneously in spring/summer, followed by another two sessions in the fall.

The issues and barriers that confront PED clients are addressed through life skills workshops, one-on-one counselling, as well as vocational and academic assessments. Creating an environment in which our clients feel valued and respected makes it possible

for them to develop realistic action plans that map out the steps that will lead them toward a meaningful career.

In recent sessions we have focused on financial literacy and accessing subsidized community training programs as ways of dealing with the money management and debt control problems our clients face. We also initiate the pardons process for those clients who have a police record as a barrier to employment.

HERE ARE A FEW OF OUR SUCCESS STORIES:

After a year in PTP's literacy upgrading program, Raquel still did not know what she wanted to do. Participating in the PED program helped her gain the confidence to choose to do Housekeeping Room Attendant program. She is now qualified to work in a hotel environment.

Anne, a single mom who arrived in our program very unclear of her goals, was hesitant to participate in group discussions and struggled to engage in the process. By the end of the program, she was excited about her career choice - the childcare assistant program, and took steps toward enrolling in further training.

One-on-one support and peer acceptance helped Richard gain the confidence to move from PED on to Project Work, a program that will support him, step by step, to find and cope with full-time employment.

All our clients flourish when they feel respected and valued. They want to make positive changes in their lives so that they feel they are contributing to their family, community and society.



SHOWCASE:
RESTRUCTURING
JOB SOLUTIONS

One of the most exciting successes PTP has achieved in 2010 is the restructuring of Job Solutions to conform to Employment Ontario's new, integrated and client-focused model.

The hub of the new Job Solutions program is the Resource and Information (RI) Centre located at PTP's West Centre. In addition to the hub, Job Solutions offers itinerant services in partnership with various organizations and agencies throughout Toronto: at the Daily Bread Food Bank; Toronto Employment and Social Services at their Attwell office; and PTP's East Centre.

Just one of many notable success stories is that

100% of the clients served at the Daily Bread Food Bank completed work placements as a result of the partnership with Job Solutions, and several secured employment after their placements.

Perhaps the most exciting innovation is the increase in the breadth and depth of services Job Solutions can offer clients: our services now range from career assessment, employment counselling and job search training support to job management and retention. Under the new model, Job Solutions will also provide job matching and incentives – allowing clients to participate in workplace training and be compensated at the same time.

Extensive training received over the past year means that Job Solutions management and staff can provide guidance on a range of government initiatives, including Second Career, apprenticeships, and the Ontario Self-Employment Benefit.

The new site offers a Resource and Information service open to clients as well as the general public. The RI gives clients access to the latest information on labour market trends and job postings. Equipped with fax, phone and printers, the site also provides access to computers for career exploration and job search. Trained employment professionals are always ready to serve clients!



SHOWCASE:
WORKFORCE
ESSENTIAL SKILLS
ACROSS CANADA –
PTP'S WESCaN
PROJECT

Our Workforce and Essential Skills Across Canada (WESCaN) project asked the question, what might workforce essential skills programming look like in different communities with different needs if agencies had access to PTP's CAMERA System of workforce literacy assessment, curriculum guidelines and instructional support? Five diverse communities from across Canada helped us answer that question.

Funded by the Office of Literacy and Essential Skills (OLES), the aim of WESCaN was to work closely with five distinct communities who had already identified a need and desire to build – or enhance – their own workforce essential skills programs. To assist, WESCaN provided a variety of tools and supports, including specialized CAMERA assessor training; focused instructor training on workforce essential skills; and hands-on support for programming decisions in all five partner communities.

Critically, rather than advocating a single, prescriptive model of delivery, the WESCaN approach focused on identifying local needs, local know-how, and local community structures.

Here are highlights of the collaborative results

achieved by our five community partners:

- **Tseshaht First Nation in Port Alberni, BC**
Tseshaht First Nation community has revamped its adult education program to explicitly address workforce development objectives. It continues to offer focused workforce essential skills training to young adults; and work exposure has been built into the programming model to provide meaningful, authentic practice and application of these skills.
- **Parkland College in Yorkton, SK**
Parkland College is now offering a workforce essential skills program to address the needs of low-skilled participants looking to access employment after upgrading, rather than pursuing a GED. Programming continues to emphasize essential skills training and makes use of the CAMERA system for adult basic education and workforce literacy programs.
- **Literacy Link Niagara in Thorold, ON**
Literacy Link Niagara serves as a regional CAMERA provider, assessing adults from

action centre initiatives to identify skills gaps and making referrals to local literacy agencies.

- **Saint John Learning Exchange in Saint John, NB**
The Saint John Learning Exchange has expanded their programming to offer a full time option for lower-level learners with access to a community kitchen. They continue to enhance the workforce essential skills content of their TIES 2 Work program that links participants to employers.
- **FutureWorx in Truro, NS**
FutureWorx is further refining their curriculum to include soft skills in their workforce essential skills program. This employment service agency is using essential skills to make learning more relevant to participants, whether they are engaged in work experience activities, personal development workshops, or upgrading.

As WESCaN draws to a close, project outcomes and experiences are being documented to help other communities develop their own approach to workforce essential skills programming.

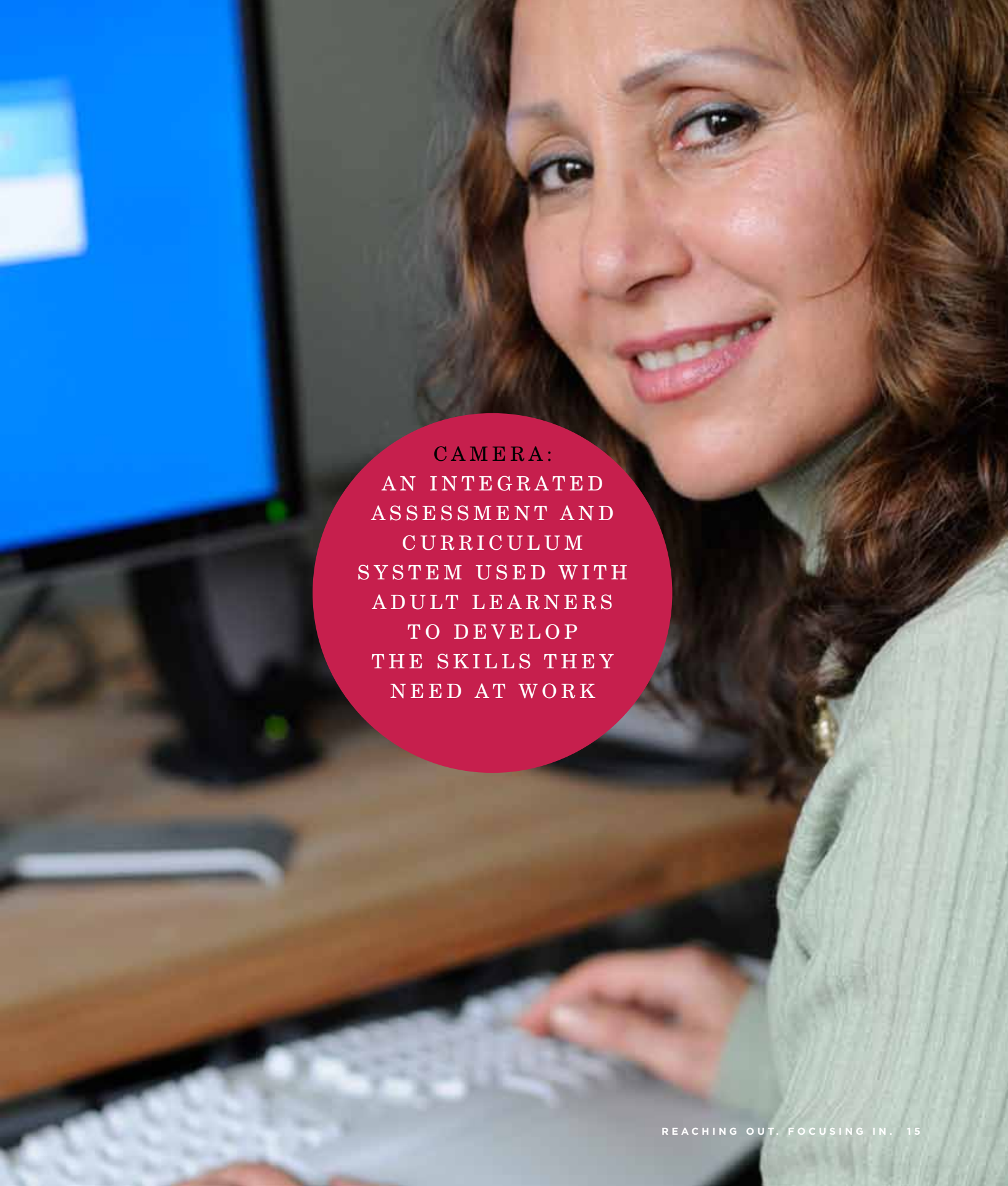
RESOURCE DEVELOPMENT AND RESEARCH

The cornerstone of PTP's resource development and research is engagement with the wider literacy and adult education community – both to share our knowledge and to learn lessons from others. PTP's resources and research created many opportunities to link with organizations locally and across Canada in 2010. PTP conducted specialized Communications and Math Employment Readiness Assessment (CAMERA) and workforce literacy and Essential Skills (WLES) training in Kingston, Kenora and even in the Arctic, in Nunavut! PTP also had the incredible opportunity to help employees in the workplace through numerous workforce literacy and Essentials Skills projects: to date we delivered CAMERA to track participant success in projects run by Seneca College, the Toronto Catholic District School Board, and Ontario Literacy Coalition. CAMERA is also being used

in other WLES projects throughout Ontario by trained assessors based in their own communities.

To further enhance the information that CAMERA provides about participants' Essential Skills for both programming and transitioning to the workplace, we undertook a research project in 2010 allowing PTP to engage with many hundreds of participants in literacy programs throughout the GTA. At the same time, PTP revised the full *workwrite* series to reflect Essential Skill levels for each skill domain and task making the series an even stronger complement to the Signposts guidelines and the CAMERA. And in response to demand, CAMERA system training has been expanded to include a comprehensive session on WLES using PTP's Signposts curriculum guidelines and the *workwrite* series of instructional workbooks.

PTP's work with the Deaf Literacy Initiative on the adaptation of CAMERA for the deaf stream continues to broaden PTP's expertise in resource development, while offering assessment and training in the private sector through Career Essentials, a training provider, adds a different facet to PTP's work. This past year, PTP also engaged and learned in many other ways: as part of our commitment to expanding supports to our participants we received financial literacy training from the Canadian Centre for Financial Literacy, in support of the literacy field we took part in the Ontario Literacy Coalition's (OLC) Queen's Park Reception, we contributed to the new Ontario Adult Literacy Curriculum Framework, and we've presented at various functions including the Ontario Literacy Coalition's Spotlight on Learning Conference.



CAMERA:
AN INTEGRATED
ASSESSMENT AND
CURRICULUM
SYSTEM USED WITH
ADULT LEARNERS
TO DEVELOP
THE SKILLS THEY
NEED AT WORK

FUNDERS

PTP is grateful to our government funders for continued support of our programs and services.

Government of Ontario

- Ministry of Training, Colleges and Universities

City of Toronto

- Toronto Employment and Social Services

Government of Canada

- Office of Literacy and Essential Skills

MEMBERSHIPS

PTP appreciates the work conducted by the following organizations. They keep us informed, advocate on our behalf and contribute in a significant way to the communities we serve.

CLO

Community Literacy of Ontario

MTML

Metro Toronto Movement for Literacy

OLC

Ontario Literacy Coalition

ONESTEP

Ontario Network of Employment Skills Training Projects

Social Planning Toronto

Volunteer Toronto

COMMUNITY PARTNERS

PTP works with many organizations and agencies across Toronto, Ontario and Canada – thank you for your ongoing support to our professional development, projects, research and, most importantly, to the communities we serve.

Arctic College

Career Essentials

Community MicroSkills Development Centre

Crawford Healthcare Management

Daily Bread Food Bank

Deaf Literacy Initiative

Dress Your Best

Humber, Rexdale ERC

FoodShare

FutureWorx, NS

GED Achievement

George Brown College

Goodwill Reach™

Humber College

JobStart

JVS, Toronto Youth Job Corps

Labour Education Centre

Literacy Link Niagara

Mustard Seed

NRCS Inc.

Opportunity for Advancement

Parkland College, SA

Seneca College

Seven Generations

St. Christopher House, Financial Advocacy & Problem Solving Program

Saint John Learning Exchange, NB

Starbucks

The Canadian Centre for Financial Literacy

The Redwood

The Royal Ontario Museum

Tseshah First Nation, BC

Toronto Catholic District School Board

Toronto District School Board

Toronto Public Library

Toronto Employment and Social Services

- Etobicoke North Employment and Social Service
- Etobicoke South Employment and Social Services
- East York Employment and Social Services
- West Scarborough Employment and Social Service

Toronto Training Board

vpi

Women's Habitat

Woodgreen Community Services, Homeward Bound Program

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(Evelyn Reyes to March 2010)

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Nanci McConnell

WESCan COMMUNITY PARTNERS

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Paul Brinkhurst

Gay Douglas Broerse

Sheena Falconer

Christina Fowler

Gail Gorchynski

Ashley Hoath

Cheryl Kustra

Randy Lindsay

Nene Van Volsen

AUDITOR'S REPORT

To the members of PTP Adult Learning and Employment Programs:

I have audited the statement of financial position of PTP Adult Learning and Employment Programs as at March 31, 2010 and the statements of operations, of changes in net assets and of cash flows for the year then ended. These financial statements are the responsibility of the corporation's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and

disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion these financial statements present fairly, in all material respects, the financial position of the corporation as at March 31, 2010 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Robert M. Veltheer, C.A.
Licensed Public Accountant
 Richmond Hill, Ontario
 July 23, 2010

STATEMENT OF OPERATIONS

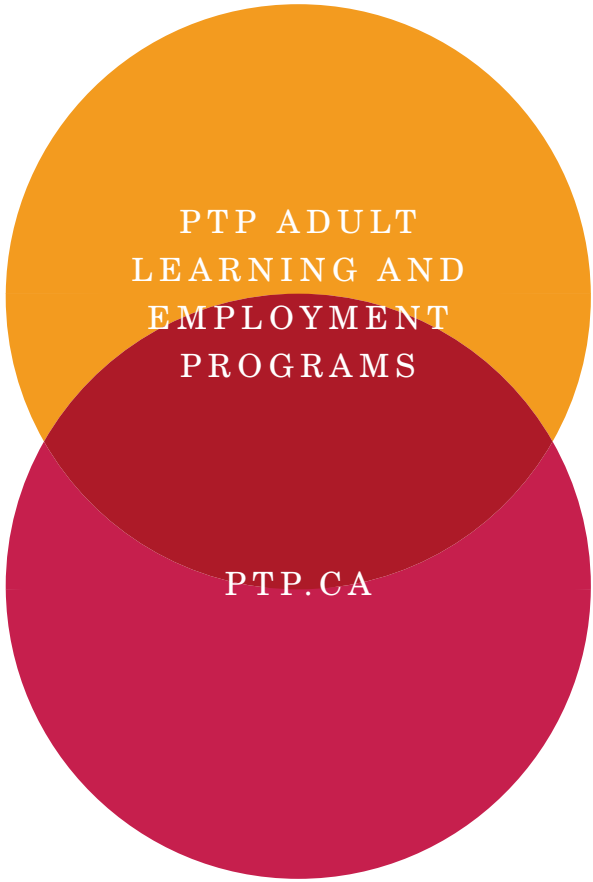
For the year ended March 31, 2010

	2010	2009
	\$	\$
REVENUE		
Operating grants (<i>note 8*</i>)	2,348,232	1,845,191
Capital grants (<i>note 9*</i>)	23,991	21,888
Fees for service	628,538	440,921
Other income	18,130	62,338
	3,018,891	2,370,338
EXPENSES		
Program support	208,417	119,126
Office & administration	125,221	113,941
Professional services	454,929	230,393
Building occupancy	373,938	358,232
Staffing	1,783,399	1,418,349
	2,945,904	2,240,041
EXCESS OF REVENUES OVER EXPENSES	72,987	130,297
NET ASSETS BEGINNING OF YEAR	328,321	198,024
NET ASSETS END OF YEAR	401,308	328,321
COMPOSITION OF NET ASSETS		
Unrestricted resources	176,471	145,598
Invested in fixed assets	12,207	23,362
Internally restricted resources (<i>note 12*</i>)	212,630	159,361
	401,308	328,321

* The accompanying notes are an integral part of these financial statements and are available on request.



ACTION
CHANGE
EMPOWERMENT



PTP ADULT
LEARNING AND
EMPLOYMENT
PROGRAMS

PTP.CA



PTP Adult Learning &
Employment Programs

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