

## Who we are:

**ESU: Essential Skills Upgrading** is the employment-focused adult upgrading program of the Waterloo Region District School Board.

- We provide an opportunity to build the foundational skills essential to engage in the community and the changing world of work
- We offer a classroom environment where each learner works with an individualized plan
- We have a teacher/student ratio of about 1:8
- ESU is one of four Employment Ontario literacy agencies in Waterloo Region
- ESU is a member of the Project READ Literacy Network

### What kind of training does ESU offer?

ESU offers upgrading for people with goals of:

- employment
- GED test for high school equivalency
- postsecondary education

### What can people expect when they call ESU?

- We begin with an initial interview and assessment
- We listen to the learner's hopes and dreams and how upgrading fits into their goals
- We take a look at the learner's current skills
- Orientation helps the learner to start with comfort and confidence
- Everyone gets an individualized training plan that provides a roadmap to learning the skills needed for the next step – either independence, work, or further training
- We provide learning materials and support so each person can get the most from the resources
- Finally, we confirm the skills are strong through performing a task that uses the skills

## Learning at ESU

**Employment:** For those who are upgrading their skills to prepare for employment, the learning happens in an employment context. For example, we practice reading skills using memos, schedules, and policy forms. We practice writing skills using notes, application forms, business letters and cover letters. We practice math skills by using money, invoices and order forms.

**GED or Post-Secondary:** For those upgrading for the GED test or for entrance to postsecondary, ESU is often “step one”. We offer upgrading of foundational reading, writing, math and computer skills. Once these foundational skills are strong, we refer learners to “step two” upgrading at programs such as Conestoga College's Academic Upgrading.

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### Can people with English as a Second Language attend?

Yes. However, to be eligible for this level of upgrading, a person must have at least Canadian Language Benchmark 6 in Speaking and Listening.

### How long are learners in the ESU program?

ESU offers each student up to 12 months of upgrading. The average length of time at ESU is 6-9 months.

### How do I refer someone to ESU?

Please contact ESU (see below) or our friends at Project READ (519-570-3054)

<b>ESU–Cambridge</b> NEW ADDRESS! 60 McDonald Avenue Cambridge	<b>ESU–Kitchener/Waterloo</b> 151 Weber Street South Waterloo	<b>ESU–KW Night School</b> Kitchener
519-740-3800	519-885-4356 x223	519-885-4356 x223
day classes	day classes	night classes
esu@wrdsb.ca		



For information about locations and for answers to frequently asked questions about our program, please visit our website at [www.wrdsb.ca/ESU](http://www.wrdsb.ca/ESU) .



[www.wrdsb.ca/esu](http://www.wrdsb.ca/esu)



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“Essential Skills  
Upgrading”