



For years, it was possible for a student to drop out of high school and still get a good job. They expected to be set for life. Suddenly, they are finding themselves looking for work, in a job market that is very different. Many times they aren't even considered for a position since they don't have their Grade 12 diploma. This doesn't take into account their excellent work habits, such as reliability, loyalty, and good safety records. They may have improved their skills by completing their GED, taking night or college courses, or doing computer training. Things that you want your employees to do.

# Adult Education Credentials

There are lots of good people that want to work for you. They may not have a Grade 12 diploma on their resume.

Are you turning away  
the best people for the job?



Your job applicants have different qualifications. Recognizing them will allow you to find someone who has all of the skills and education you need to keep your business successful and competitive.



## What's the Difference? These are some of the credentials you'll see on a resume.

What	What is it?	Target Audience	Process	Outcome
<b>OSSD</b>	<b>Ontario Secondary School Diploma (OSSD)</b> Delivered by Ministry of Education agencies including Ontario School Boards and the Independent Learning Centre (ILC). Provincially Delivered and Recognized Credential	Students who left high school without completing their OSSD, who want to move on to further education or employment that requires an OSSD.	Enrollment in an adult education program in a school board program. Assessment determines subjects and credits required to qualify for an OSSD Contact the local school board or the Independent Learning Centre (ILC) to accurately determine an appropriate route to an OSSD. Free of charge	OSSD recognized by educational institutions, apprenticeship and employers
<b>ACE</b>	<b>Academic and Career Entrance (ACE)</b> program is an adult upgrading certificate program approved for delivery in all 24 colleges through preparatory/upgrading programs. Delivered exclusively by community colleges Provincially Developed and Recognized Credential	Adult students seeking admission to a postsecondary college program or an apprenticeship who either did not receive their OSSD or have an OSSD but are missing the courses (usually math and science) required for post secondary admission. Assessment at intake to determine courses required based on student goal.	Completion of two mandatory courses: (English/ Français, Math) and two other courses chosen based on student's goal. Qualifying students receive training free of charge and may also receive financial support to cover childcare and travel costs. Time required depends on previous education and student commitment – usually 6 to 9 months	College certificate recognized as equivalent to an OSSD by community colleges Appropriate preparation to succeed in the full range of college postsecondary programs Accepted by Apprenticeship as OSSD equivalent Accepted by many employers as OSSD equivalent for hiring and advancement purposes Recognized as 'highly comparable' by Ministry of Education
<b>TOWES</b>	<b>Test of Workplace Essential Skills (TOWES)</b> Testing available primarily through colleges. Some not-for-profit agencies may also arrange testing. Nationally Developed and Recognized Credential	Job seekers, employees and employers requiring alternate certification for hiring and advancement purposes Educators needing to identify an individual's strengths and weaknesses to develop focused intervention strategies especially for clients with employment goals.	Test – Price is based on cost identified by the supplier, Bow Valley College, but is currently less than \$75.00. Test takes two hours. Students not receiving the test score required can access TOWES remediation training in order to rewrite the test	Scores on document use, reading text and numeracy tests which reflect workplace tasks. Compared to National Occupational Classification (NOC) codes for level required. Alternate credential to OSSD for employment purposes Note: is not accepted as equivalent for admission to college post secondary programs
<b>GED</b>	<b>General Educational Development (GED) Testing</b> Recognized by colleges, apprenticeship and employers as equivalent to an OSSD. GED preparation delivered by a variety of community based, school board and college deliverers depending on the community Internationally/Nationally Recognized Credential	People 18 years of age and older, and out of school for at least one year, who do not have an OSSD.	Series of multiple choice tests – writing (includes writing a short essay), social studies, science, literature and the arts, math Takes up to 7 hours to write, Cost is currently \$80.00 for the test. GED preparation course costs vary depending on the delivery agency and may be free of charge in some instances.	Ontario High School Equivalency Certificate Note: students applying for post secondary college programs requiring specific math and science courses will still need to successfully complete these courses in a college upgrading or high school credit program.
<b>Essential Skills</b>	Skills people use to carry out a wide variety of everyday life and work tasks. These skills are not the technical skills required by a particular occupation but rather the skills applied in all occupations. HRSD and other national and international organizations have identified 9 Essential Skills (reading text, document use, numeracy, writing, oral communication, working with others, thinking skills, computer use, and continuous learning). Internationally and Nationally recognized skills	Workers, Employers, Educators 	There is not a specific Essential Skills course. It has provided a common language which can be used in the development of courses and training initiatives especially for workplace and workforce development. Major focus of the Federal and Ontario Governments.	TOWES is the one credential specifically articulated to Essential Skills Increasing awareness of Essential Skills in curriculum development in College Upgrading Programs  Information provided by the College Sector Committee for Adult Upgrading