



Now and Tomorrow
Excellence in Everything We Do



Literacy and Essential Skills Tools

Awareness, Assessment, Learning and Training

Making Connections: Labour Market Integration, Immigration and Essential Skills

October 4th and 5th , 2010
Toronto, ON

Literacy and Essential Skills Tools

- ✓ Free and easy-to-use tools that help learners address different LES challenges
- ✓ Easily accessible in a variety of formats
- ✓ Target different learning styles and abilities
- ✓ Can be self-administered or delivered through practitioners such as career counsellors, teachers etc.
- ✓ Adaptable/customizable to the needs of different learners and organizations



Tool Categories

ASSESSMENT

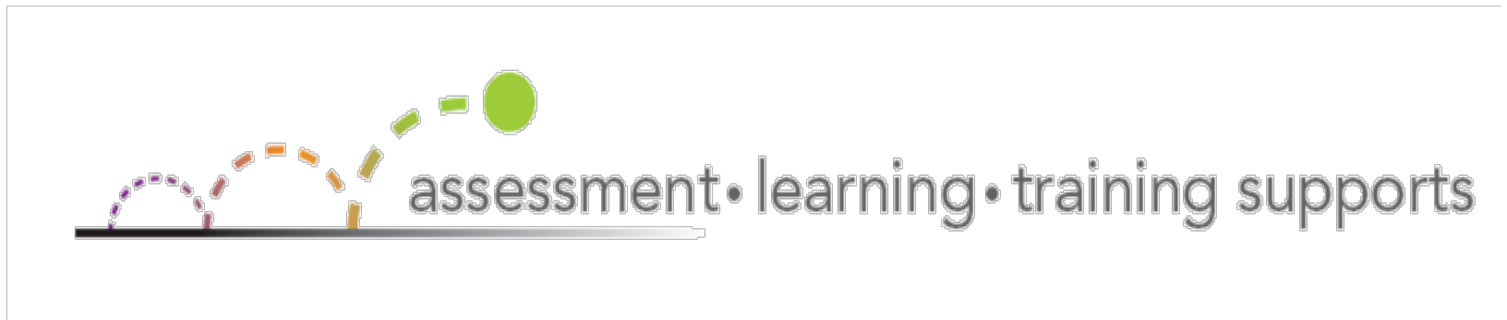
Tools to better understand your LES strengths and weaknesses

LEARNING

Tools to improve LES levels

TRAINING SUPPORTS

Tools geared towards those who facilitate skills upgrading



ASSESSMENT

LEARNING

TRAINING

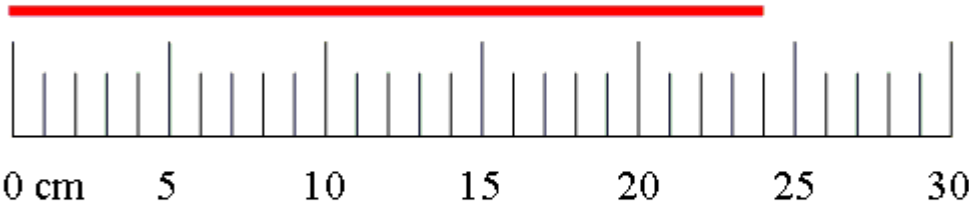
ON-LINE INDICATOR: NUMERACY

Numeracy - Level 1: Question 4 of 6

4. Electricians measure various cable lengths.

Look at the illustration below.

Cable



What is the length of the cable?

cm

Back

Continue

ASSESSMENT

LEARNING

TRAINING

ORAL COMMUNICATION TIP SHEET

Oral Communication Tip Sheet

This tool provides practical tips to help you improve your Oral Communication skills. Review each of the

- Slow down your speech and pronounce words clearly and correctly.
- Vary your pitch, tone and volume to emphasize key words or sentences.
- Record yourself speaking and then listen to the recording to analyze your pitch, tone, speed and volume.
- Adjust the volume of your voice to your audience (e.g. speak softly when you are talking one-on-one; speak louder when you are talking to a larger group or across a room).
- Be conscious of your speech to avoid filler words (e.g. um, uh, ah, like, well, etc.).
- Organize your thoughts and ideas before speaking (e.g. write notes on what you want to say).
- Do not interrupt when someone else is speaking.
- Concentrate on the speaker's message and resist distractions in order to focus your attention on listening.

ASSESSMENT

LEARNING

TRAINING

MENTORING AND ESSENTIAL SKILLS

Mentoring Activities

The following activities are simple and practical ways to improve essential skills through mentoring. They are suggestions and can be tailored to meet the specific needs and goals of the mentee.

ESSENTIAL SKILLS	ACTIVITIES
Reading	<ul style="list-style-type: none">• Ask for the mentee's opinion about an article in a company publication (e.g. newsletter).• Review workplace memos together. Ask the mentee to identify words or acronyms he/she does not understand and discuss them.
Document Use	<ul style="list-style-type: none">• Review and discuss important workplace documents together (e.g. WHMIS, fire procedures).• Provide guidance on how to complete commonly used workplace forms (e.g. timesheets, schedules).

Essential Skills Web Site

To access the tools visit:

www.hrsdc.gc.ca/essentialskills



The screenshot shows the website header with a red maple leaf logo and the text "Human Resources and Skills Development Canada" and "www.hrsdc.gc.ca". Below the header is a navigation bar with links for "Français", "Home", "Contact Us", "Help", "Search", and "canada.gc.ca". The main content area is titled "Essential Skills" and includes a sidebar with a list of categories. The "Apprenticeship Tools and Resources" category is highlighted with a red box. The main content area contains text about the site's purpose, a list of links for "Assessment", "Learning", and "Training Supports", and a section for ordering publications. The "Feedback" section is also highlighted with a red box. The footer includes the text "Literacy and Essential Skills - for LEARNING, WORK and LIFE" and a logo with the text "assessment • learning • training supports".

Human Resources and Skills Development Canada
www.hrsdc.gc.ca

[Français](#) | [Home](#) | [Contact Us](#) | [Help](#) | [Search](#) | [canada.gc.ca](#)

[Home](#) > [Skills](#) > [Essential Skills](#)

Skills

- Trades and Apprenticeship
- Essential Skills
 - [Understanding Essential Skills](#)
 - [Essential Skills Profiles](#)
 - [Apprenticeship Tools and Resources](#)
- Literacy-Essential Skills
- Foreign Credential Recognition
- Foreign Workers
- Labour Market Information
- Labour Mobility
- NOC
- Sector Council Program
- Workplace Skills Initiative

Essential Skills

This site provides free and easy-to-use tools to help learners, employers and practitioners take action on Literacy and Essential Skills.

Use the Literacy and Essential Skills Toolkit to help support skills upgrading at work and in everyday life. The Tools are categorized under three areas:

- [Assessment](#)
- [Learning](#)
- [Training Supports](#)

To order copies of the tools and other Essential Skills publications, visit the [Publications & Research](#) section.

Literacy and Essential Skills - for LEARNING, WORK and LIFE



assessment • learning • training supports

What's New

- [Apprenticeship Tools](#)
- [OLES 2010 Calendar](#)

Feedback

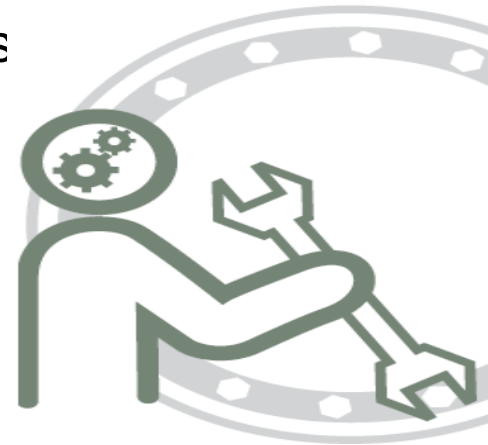
- We would appreciate receiving your [feedback on the Essential Skills Toolkit](#)

Contact Us

- Please [contact us](#) if you have any questions about Essential Skills.

Essential Skills and Apprenticeship

- Having strong LES such as reading, writing, document use and thinking can help apprentices **succeed** in their **training** and in the **workplace**.
- Investments in LES can benefit both apprentices and employers by:
 - ✓ increasing chances of success in all types of training;
 - ✓ gaining employee loyalty by supporting success;
 - ✓ building confidence to learn the technical skills of a trade;
 - ✓ increasing both per-hour earnings and opportunities for promotion; and
 - ✓ minimizing the need for re-training



Essential Skills Tools for the Trades

- Series of tools developed to support apprentices in their training and to better prepare them for a career in the trades.
- Tools can be used independently or with the assistance of a tradesperson, trainer, employer, teacher or mentor.

The tools are divided into 3 categories:

- **Inform:** Understand how LES are used in the trades
- **Assess:** Learn about individual LES strengths and areas for improvement
- **Support:** Improve LES and increase success in an apprenticeship program

Understanding the Tools for the Trades

INFORM

- **What are Essential Skills for the Trades?**
- **10 Essential Skills Fact Sheets by Trade**
- **10 Essential Skills Storybooks and Activities**

ASSESS

- **Essential Skills Self-Assessment for the Trades**
- **Informal Assessment***

SUPPORT

- **Trades Math Workbook**
- **Essential Skills for Your Apprenticeship Training**
- **Using Essential Skills: Preparing for Your Interprovincial Red Seal Exam**
- **Before Training: Resources to Improve Your Essential Skills**

Inform Tools (Apprenticeship)

INFORM

ASSESS

SUPPORT



MINI PROFILE: CARPENTER

Essential Skills and Apprenticeship


Essential Skills for Success as a Carpenter

Carpenters use Essential Skills to complete trade-related tasks. Use this fact sheet to:

- learn how Essential Skills are used on the job;
- find out the skills you need to succeed in your trade; and
- help prepare yourself for your career.




Reading



- Read project specifications to understand what is required for a project.
- Read specification books and notes on blueprints.
- Read and understand first aid and safety reports.
- Read and understand safety inspection manuals.
- Read and interpret building codes, regulations and standards to comply with regulations.
- Read installation manuals.
- Read industry trade magazines to learn about technological advancements, such as new construction materials and methods.

Document Use



- Interpret labels such as the Workplace Hazardous Materials Information System (WHMIS) to follow safety guidelines.
- Interpret signs for information about directions, cautions and safety procedures.
- Complete time cards to record work hours.
- Interpret shop drawings and specifications for the sizes, locations and types of materials required for a job.
- Prepare lists of materials.
- Make sketches of drawings or plans to use on job sites.

Carpenter


Assess Tools (Apprenticeship)

INFORM

ASSESS

SUPPORT

ES SELF-ASSESSMENT FOR THE TRADES



Numeracy

Using numbers and thinking in quantitative terms to complete tasks.

I am confident in my ability to...

	Yes	Somewhat	No
Perform one-step calculations, such as addition, subtraction, multiplication or division.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform multi-step calculations and calculations using percentages, fractions, decimals or ratios.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Convert numbers from one unit of measurement to another (e.g. metric to imperial).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan or monitor schedules, budgets or inventories.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take precise measurements, such as length or temperature.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calculate the dimensions, area or volume of different shapes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Analyze or compare numerical data to identify trends or compile statistics.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Estimate unknown values, such as time, distance, volume or quantity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calculate ratios and proportions (e.g. determine actual measurements using scale drawings).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform calculations using geometry (e.g. calculate slopes or elevation).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total	7	2	1

Support Tools (Apprenticeship)

INFORM

ASSESS

SUPPORT

PREPARING FOR YOUR IP RED SEAL EXAM

Essential Skills and Apprenticeship

Using Essential Skills: Preparing for Your Interprovincial Red Seal Exam

As part of your apprenticeship program, you will get in-class training and you will also write several tests and exams. At the end of your training, you may apply to write the Interprovincial Red Seal exam. Getting a Red Seal allows you to practise your trade in any province or territory in Canada where the trade is designated.

Having strong Essential Skills, such as reading, writing and thinking, can increase your chances of succeeding in these exams. The following tips and strategies will maximize these skills by helping you:

- make a study plan;
- study and prepare for your exam; and
- apply what you know on the exam.

Making your study plan



Study plans help you make the most of the time you have to prepare for an exam. A good study plan will help you focus on the topics that will most likely be on the exam and those that you have the most trouble with. Remember that a good plan is only good if you stick to it!

Step 1: Find out which topics will be on the exam and how much of the exam will focus on each topic.

Interprovincial Red Seal exam questions are based on a set of blocks (subject areas or topics), as identified in the National Occupational Analysis for that trade.

Find out the percentage of questions for each block (topic) on your exam by:

- checking with your instructor; or
- going to the Red Seal Web site at www.red-seal.ca, clicking on the link to Interprovincial (IP) Red Seal Examinations and selecting your trade.



- Note that Red Seal exams:*
- include 100 to 150 multiple choice questions;
 - are subject to time restrictions; and
 - have a passing grade of 70%.

1) **Job Search**

- Understanding skills needed for different jobs, writing résumé etc.
- Essential Skills Profiles
- Trades Profiles

2) **Job Interview**

- Interview Assistant
- Hiring Checklist
- Tip Sheets
- Trades Storybooks

3) **On-the-Job**

- Vocabulary-building workbook
- Self-Assessments
- Practice and Learning Exercises
- Trades Math Workbook

Feedback from Immigrant-Serving Organizations

Some examples of how tools are being used:

Educational Institution

Employment Training Agency

Literacy Organization

Learning Centre and Secondary School

Using *Vocabulary Building Workbook* to assist clients who are transitioning into equivalency courses, and with those looking for workforce readiness training.

Incorporating tools such as *Essential Skills Training Activities* and *Essential Skills Workplace Check-up* into employment readiness sessions for job seekers.

Using *Vocabulary building Workbook* for English upgrading, employment training, as well as everyday use of the English language.

Integrating multiple LES tools into program for adult learners who are being re-trained to either re-join the workforce, or to move forward and begin at a post-secondary institution.

Steps for using Tools

Identify Audience/Target Group

Who will I use this tools with? (e.g. clients, employees, students)



Identify Objective

What is my goal/purpose in using these tools? (e.g. help prepare clients for employment)



Identify Need

What are the particular needs of my clients/students/employees? (e.g. improve oral communication skills)



Select Applicable Tool(s)

What tools are most relevant in addressing the needs of my clients/students/employees?



Create Plan of Action & Monitor Results

How will I administer these tools ? (e.g. one-on-one tutoring, group workshop, classroom) How will I evaluate their effectiveness (e.g. pre and post assessment)

Questions/Comments?

Thank you

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