

Skills That Work

Workforce Materials for Literacy Programs



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We would also like to thank the many employers who took the time to fill out surveys and assist us with our list of skills. Special thanks to Zehrs and Welding At Its Best for providing us with materials used in their organizations and to the Canadian Centre for Occupational Health and Safety for giving us permission to use their materials.

Our forecasting of the labour market was possible with the assistance of Anne Perkins from Human Resources and Skills Development Canada.

Introduction

Identifying the Skills and Jobs

The identified skills and jobs in this manual are the result of various sources of information and input. To identify the skills to be used in this manual, the team surveyed employers in the counties of Elgin, Middlesex and Oxford. The surveys requested that employers identify skills necessary for employment within their companies. The skills selected were the ones that employers mentioned most frequently. The team also consulted Human Resources and Skills Development Canada's Essential Skills as a reference point to look at what skills had been referred nationally.

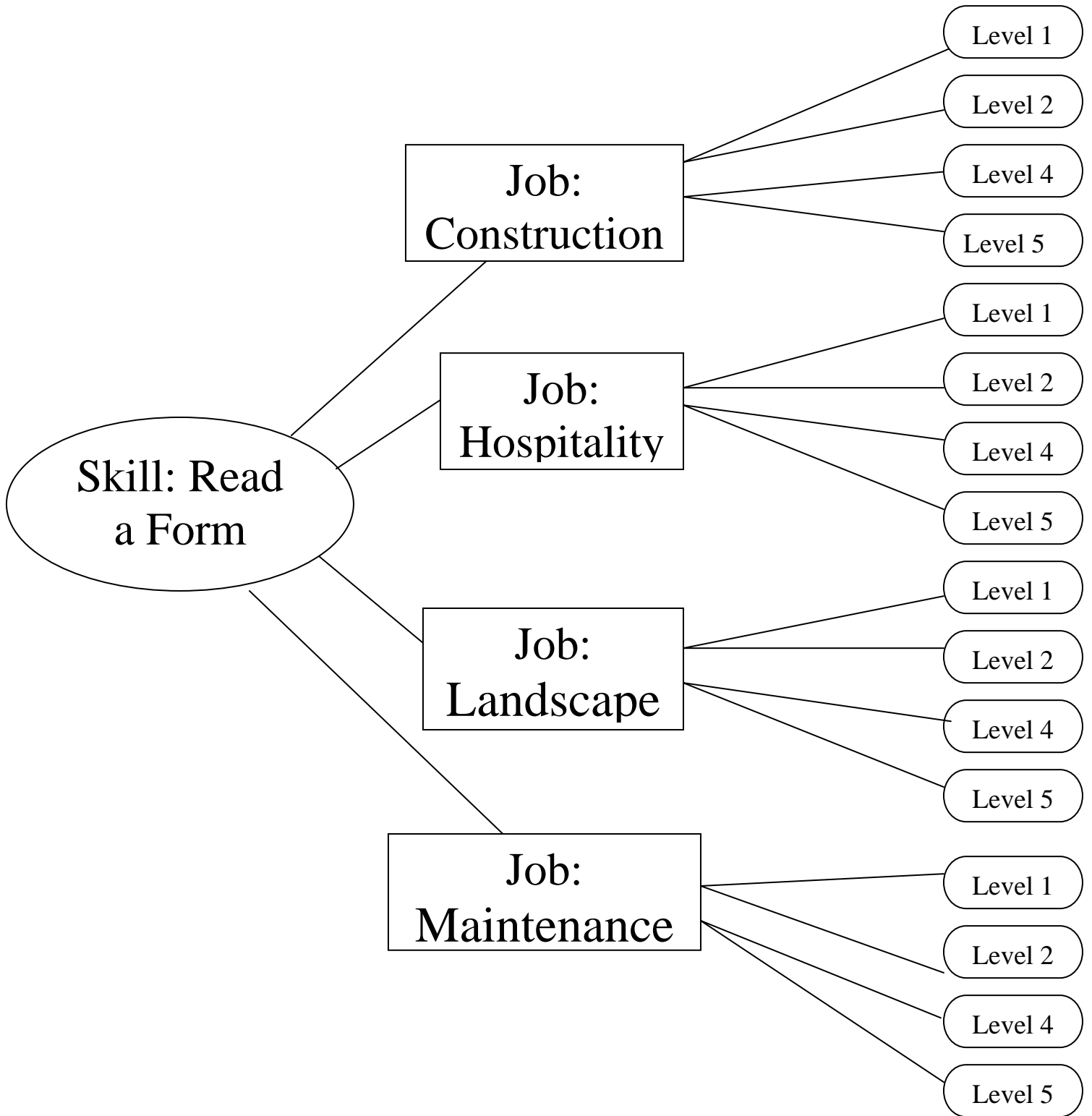
The following local resources used to determine the job categories:

- London Economic Development Council (where jobs currently exist);
- Local Labour Market Bulletins from HRSDC (forecast future jobs);
- Job Bank (review of who was hiring at project time);
- Presentations given by Anne Perkins and Mary Ann Fox from HRSDC.

The Format

This manual is designed using a skills-based format as suggested by many of the literacy practitioners to whom we spoke. (On the next page is a template showing how each skill is outlined.) Each skill has 4 jobs attached to it, with the exception of "Follow Written Directions". Each job has at least one authentic workplace material attached to it. The activities for each of the levels are developed around these materials.

The activities are the skills that a learner at that specific level should display upon exiting the level. These skills are outlined in the Ontario Literacy Coalition's Level Descriptors. We also understand that every learning environment is unique and encourage users of these materials to adapt the materials to their needs. Some activities make excellent group projects and encourage the development of skills needed to work with others: an important skill in today's labour market.



The Format of the Activity Sections

The layout of each activity is as follows:

- Learner page
- Instructor/Answer page
- Materials needed to complete the activity

It should be noted that Level 3 is not present in all of the sections. Many practitioners, during consultations, expressed a need for materials for the other levels. There are some Level 3 activities in this manual so that practitioners can see how these skills are developed.

Extensive use has been made of materials that are available from the Essential Skills Authentic Workplace Materials collection, TOWES and Skill Plan.

Suggested Resources

The workforce team came across many interesting resources that provided inspiration and may prove helpful to a literacy organization.

Texts

- Numeracy at Work and Writing at Work (SkillPlan)
- Making Choices: Teaching Writing in the Workplace (Grass Roots press)
- Step into the World of Workplace Learning (Thomson Nelson)
- Key Vocabulary For a Safe Workplace (New Readers Press)
- Good Day! How May I Help You? (AlphaPlus)
- Workwrite and Workwrite Communications (Preparatory Training Programs, Toronto)
- Trading Up (Project READ Literacy Network)
- Skills Level Checklist demos (AlphaPlus)
- Goal Requirements Handbook (AlphaPlus)

Web sites (as of March 2004)

- TOWES (Bow Valley) - www.towes.com
- Simply 123!: The Grassroots Centre Guide to Math (READ Saskatchewan)–
www.nald.ca/PROVINCE/SASK/readsask/pubs/simpl123/simply123.pdf
- EARAT Skill Sheets – <http://portfolio.telecampus.com>
- University of Waterloo Career Development Manual – www.cdm.uwaterloo.ca
- Lesson Tutor – www.lessonstutor.com (free lesson plans)
- Human Body - <http://edtech.kennesaw.edu/web/humanbo.html>
- Canadian Centre for Occupational Health and Safety – www.ccohs.ca/ohsanswers
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Construction
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Hairdressing

SKILL SETS:

- Read with Understanding
- Write Clearly to Express Ideas

ESSENTIAL SKILLS:

- Reading Text
- Document Use
- Writing Text
- Thinking Skills

Material needed to complete this activity:

- Welding At Its Best Application Form - Pages 1 and 2

Activity – Answer the following questions:

In this activity you will be completing part of an Application Form. The form is from “Welding At Its Best”. This is a welding school in London, Ontario.

The instructor will help you with any questions you do not understand.

1. Write today’s date in the Date of Application space on the application form.
2. Answer the questions in PERSONAL DATA.
3. Look up the word “citizenship” in a dictionary. What does the word mean?

4. What is your citizenship? Enter it in the space provided for Citizenship.
5. What does SIN # stand for?

6. For your SIN # use 444-555-888.
7. What is the SIN # used for?

8. What is a “Family Physician”?

9. Write “Dr. Barney Rubble” as the Family Physician. His telephone number is: 519-222-3456. Write this number in the space provided.
10. Fill in the information required under EDUCATION.
11. Turn the page. Complete the EMPLOYMENT HISTORY part of the form.

SKILL SETS:

- Read with Understanding
- Write Clearly to Express Ideas

ESSENTIAL SKILLS:

- Reading Text
- Document Use
- Writing Text
- Thinking Skills

Material needed to complete this activity:

- Welding At Its Best Application Form - Pages 1 and 2

Activity

This Application Form is a direct copy of the form used by “Welding At Its Best”, a welding school in London, Ontario. This form is as it was received, including spacing and wording.

WELDING AT ITS BEST

APPLICATION FOR ENROLLMENT

We consider applicants without regard to race, colour, creed, ancestry, origin, sex, sexual orientation, marital status, family status, record of offences, handicap, or other protected status. Information disclosed by you will be held confidential and is for the sole purpose of determining eligibility of enrollment at Welding At Its Best.

Date of Application: _____

PERSONAL DATA

Last Name	First Name	Middle Name
Present Address	City	Province
Postal Code	Telephone	Citizenship
SIN #	Family Physician	
Date of Birth	Phone Number	

EDUCATION

	Secondary School				College or University				
Date and School Attended									
Level Completed (Circle)	9	10	11	12 13	1	2	3	4 5	
Certificates, Diplomas, Degrees									
Course of Study									
List any Specialized Training Apprentice Skills, Awards, And Other Education									

EMPLOYMENT HISTORY

LIST IN ORDER STARTING WITH YOUR PRESENT OR LAST JOB

Present or Last Employer	Address	
Type of business		
Job Duties and Responsibilities	Period Employed	From (Mo/Yr) To (Mo/Yr)
Name of Supervisor	Reason for Leaving	

Present or Last Employer	Address	
Type of business		
Job Duties and Responsibilities	Period Employed	From (Mo/Yr) To (Mo/Yr)
Name of Supervisor	Reason for Leaving	

Present or Last Employer	Address	
Type of business		
Job Duties and Responsibilities	Period Employed	From (Mo/Yr) To (Mo/Yr)
Name of Supervisor	Reason for Leaving	

SKILL SETS:

- Read with Understanding
- Write Clearly to Express Ideas
- Use Number Sense and Computation
- Use Measurement for Various Purposes

ESSENTIAL SKILLS:

- Reading Text
- Document Use
- Writing Text
- Numeracy
- Thinking Skills

Materials needed to complete this activity:

- Application from Welding At Its Best – Pages 3 and 4

Activity – Answer the following questions:

1. Look up the address for Welding At Its Best in the yellow pages and write it in the space below:

2. Write the telephone number.

3. Complete the second half of the application form from “Welding At Its Best”.