

Literacy Link Eastern Ontario (LLEO) has reviewed and endeavoured to identify all relative OALCF competencies for each of the activities within the Essential Skills for the Trades curriculum. For each competency identified, a minimum of two performance descriptors have been indicated. These descriptors provide the rationale for the competency. The milestones and culminating tasks have not been included, since milestones are based on a learner's goal path and the curricula can be used for different goal paths.

Many agencies use curricula in a variety of ways, therefore, we have provided two additional charts for quick reference, one based on activity and one based on modules. This document contains the breakdown by activity for detailed information.

Modules for Essential Skills for the Trades

Essential Skills
Apprenticeship Overview
Thinking Skills
Numeracy for the Trades
Working on the Job
Health and Safety
Preparing for Further Education

LLEO has provided the OALCF competency for each of the units within the Essential Skills for the Trades curriculum. For each competency that has been identified the performance descriptors have been indicated. These descriptors provide the rationale for the competency.

Essential Skills Module

Unit: What are the Essential Skills - Learning Activity 1

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts
A2.2	Performs limited searches using one or two search criteria Uses layout to locate information
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information Uses sentence structure, upper and lower case, and basic punctuation
B3.2	Uses layout to determine where to make entries Follows instructions on documents
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text

Unit: Soft Skills - Learning Activity 2

A1.2	Makes low-level inferences
B3.1	Makes a direct match between what is requested and what is entered Uses labels and headings to organize content

Unit: Soft Skills - Learning Activity 3

A1.2	Makes low-level inferences
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information

Unit: Soft Skills - Learning Activity 4

A1.2	Makes low-level inferences
A2.2	Extracts information from tables and forms Uses layout to locate information
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Follows instructions on documents

Unit: Soft Skills - Learning Activity 5

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts Reads more complex texts to locate a single piece of information Makes low-level inferences
A2.2	Performs limited searches using one or two search criteria Uses layout to locate information
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
B1.2	Demonstrates some ability to use tone appropriately Uses strategies to maintain communication, such as encouraging responses from others and asking questions
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text

Apprenticeship Overview Module

Unit: History of Apprenticeship - Supplemental Learning Activity

A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information Makes connections between parts of documents
A1.3	Makes connections between sentences and between paragraphs in a single text Follows the main events of descriptive, narrative, and informational texts
B1.1	Participates in short, simple exchanges Gives short, straightforward instructions or directions

Unit: How do I know the Trades are for me? - Learning Activity 1

A1.1	Decodes words and makes meaning of sentences in a single text Follows simple, straightforward instructional texts
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
C4.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Understands numerical order Follows apparent steps to reach solutions
E2	Identifies barriers to achieving goals Begins to identify how skills and strategies can transfer to different contexts

Unit: How do I know the Trades are for me? - Learning Activity 2

A2.2	Performs limited searches using one or two search criteria Locates information in simple graphs and maps Uses layout to locate information Makes connections between parts of documents Makes low-level inferences
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Follows instructions on documents
D3	Experiments and problem-solves to achieve the desired results Manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks Makes inferences to interpret icons and text
E2	Identifies ways to remember information and reinforce learning Begins to identify how skills and strategies can transfer to different contexts

Unit: Apprenticeship FAQ - Learning Activity 3

A1.1	Decodes words and makes meaning of sentences in a single text Follows simple, straightforward instructional texts
A1.2	Scans text to locate information Makes low-level inferences Follows the main events of descriptive, narrative, and informational texts Obtains information from detailed reading Begins to identify sources and evaluate information
A2.2	Performs limited searches using one or two search criteria Uses layout to locate information Makes connections between parts of documents Makes low-level inferences
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text

Unit: Apprenticeship FAQ - Learning Activity 4

A2.2	Performs limited searches using one or two search criteria Extracts information from tables and forms Uses layout to locate information Makes connections between parts of documents Makes low-level inferences
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text Begins to identify sources and evaluate information

Unit: Apprenticeship FAQ - Learning Activity 5

A2.2	Performs limited searches using one or two search criteria Extracts information from tables and forms Locates information in simple graphs and maps
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
D1	Follows simple prompts Follows apparent steps to complete tasks Interprets brief text and icons Locates specific functions and information

Unit: Steps to Apprenticeship - Learning Activity 6

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information Follows simple, straightforward instructional texts
A2.1	Locates specific details in simple documents, such as labels and signs

Unit: Steps to Apprenticeship - Learning Activity 7

A2.2	Performs limited searches using one or two search criteria Uses layout to locate information Makes low-level inferences
B1.1	Chooses appropriate language in exchanges with clearly defined purposes Participates in short, simple exchanges
B3.1	Makes a direct match between what is requested and what is entered

Unit: Steps to Apprenticeship - Learning Activity 8

B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
C4.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Understands numerical order Follows apparent steps to reach solutions

Unit: Steps to Apprenticeship - Learning Activity 9

A2.1	Scans to locate specific details Locates specific details in simple documents, such as labels and signs
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Steps to Apprenticeship - Learning Activity 10

A2.2	Performs limited searches using one or two search criteria Extracts information from tables and forms Uses layout to locate information Makes low-level inferences
B1.1	Chooses appropriate language in exchanges with clearly defined purposes Participates in short, simple exchanges
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text Begins to identify sources and evaluate information Performs simple searches using keywords (e.g. Internet, software help menu)

Unit: Steps to Apprenticeship - Learning Activity 11

A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information Makes connections between parts of documents
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text

Unit: Steps to Apprenticeship - Learning Activity 12

A2.2	Performs limited searches using one or two search criteria Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text
E1	Begins to monitor own learning Sets short-term goals

Unit: Steps to Apprenticeship - Learning Activity 13

A2.2	Performs limited searches using one or two search criteria Extracts information from tables and forms Uses layout to locate information Makes low-level inferences
B3.1	Makes a direct match between what is requested and what is entered
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text Begins to identify sources and evaluate information

Unit: Steps to Apprenticeship - Learning Activity 14

A2.2	Performs limited searches using one or two search criteria Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information Makes low-level inferences
B3.1	Makes a direct match between what is requested and what is entered
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text Begins to identify sources and evaluate information
E1	Begins to identify barriers to achieving goals Identifies preferred learning style Sets short-term goals

Unit: Steps to Apprenticeship - Learning Activity 15

A2.2	Performs limited searches using one or two search criteria Locates information in simple graphs and maps
B3.1	Makes a direct match between what is requested and what is entered
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands
E1	Begins to monitor own learning Sets short-term goals

Unit: Steps to Apprenticeship - Learning Activity 16

A2.2	Performs limited searches using one or two search criteria Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information Makes low-level inferences
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text Begins to identify sources and evaluate information

Unit: Steps to Apprenticeship - Learning Activity 17

A2.2	Performs limited searches using one or two search criteria Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information Makes low-level inferences
B3.1	Makes a direct match between what is requested and what is entered
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands
E1	Begins to monitor progress toward achieving goals Sets short-term goals

Unit: Steps to Apprenticeship - Learning Activity 18

A2.2	Performs limited searches using one or two search criteria Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text Begins to identify sources and evaluate information Performs simple searches using keywords (e.g. Internet, software help menu)

Unit: Steps to Apprenticeship - Learning Activity 19

B3.1	Makes a direct match between what is requested and what is entered
E1	Begins to monitor progress towards achieving goals Sets short-term goals

Unit: Steps to Apprenticeship - Learning Activity 20

B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information
E1	Begins to monitor own learning Uses feedback to improve performance Sets short-term goals

Unit: Steps to Apprenticeship - Learning Activity 21

B1.1	Chooses appropriate language in exchanges with clearly defined purposes Participates in short, simple exchanges Gives short, straightforward instructions or directions Speaks or signs clearly in a focused and organized way
B3.1	Makes a direct match between what is requested and what is entered
E1	Identifies one source of information (e.g. text, document, classmate, co-worker) to complete tasks Sets short-term goals

Thinking Skills Module

Unit: Finding Information - Learning Activity 1

A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information Makes connections between parts of documents Makes low-level inferences
B3.1	Makes a direct match between what is requested and what is entered

Unit: Finding Information - Learning Activity 2

A1.1	Scans to locate specific details Interprets brief text and common symbols Locates specific details in simple documents, such as labels and signs Identifies how lists are organized (e.g. sequential, chronological, alphabetical)
A2.2	Performs limited searches using one or two search criteria Locates information in simple graphs and maps Uses layout to locate information Makes connections between parts of documents Begins to identify sources and evaluate information
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Performs simple searches using keywords (e.g. Internet, software help menu)

Unit: Finding Information - Learning Activity 3

A2.1	Scans to locate specific details Interprets brief text and common symbols Locates specific details in simple documents, such as labels and signs
A2.2	Uses layout to locate information Makes connections between parts of documents Makes low-level inferences
A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information Identifies the main idea in brief texts
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information Uses sentence structure, upper and lower case, and basic punctuation
B3.1	Makes a direct match between what is requested and what is entered
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands

Unit: Critical Thinking - Learning Activity 4

A2.2	Makes low-level inferences Begins to identify sources and evaluate information
B3.1	Makes a direct match between what is requested and what is entered

Unit: Critical Thinking - Learning Activity 5

A2.2	Makes low-level inferences
B3.1	Makes a direct match between what is requested and what is entered

Unit: Critical Thinking - Learning Activity 6

A2.2	Makes low-level inferences Begins to identify sources and evaluate information
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Unit: Job Task Planning and Organizing - Learning Activity 7

A2.2	Makes low-level inferences Begins to identify sources and evaluate information
B3.1	Follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible) Includes titles where required Uses labels and headings to organize content
C2.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Reads time on analog and digital clocks Represents dates and times using standard conventions Measures time using common instruments, such as clocks, timers, and stopwatches Chooses appropriate units of measurement (e.g. hours, minutes, seconds) Interprets and represents time using whole numbers, decimals (e.g. .25, .5) and simple, common fractions (e.g. 1/2, 1/4 hour)
E2	Begins to identify how skills and strategies can transfer to different contexts Evaluates own performance using established criteria and tools (e.g. checklist, rubrics) Begins to identify ways to improve performance

Unit: Job Task Planning and Organizing - Learning Activity 8

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts Makes low-level inferences Follows the main events of descriptive, narrative, and informational texts Obtains information from detailed reading
B3.1	Follows conventions to display information in lists, labels, simple forms, signs Makes entries using familiar vocabulary Includes titles where required Uses labels and headings to organize content
C2.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Represents dates and times using standard conventions Measures time using common instruments, such as clocks, timers, and stopwatches Chooses appropriate units of measurement (e.g. hours, minutes, seconds) Interprets and represents time using whole numbers, decimals (e.g. .25, .5) and simple, common fractions (e.g. 1/2, 1/4 hour)
E2	Sequences activities in multi-step tasks Checks accuracy of work

Unit: Decision Making - Learning Activity 9

A1.2	Makes connections between sentences and between paragraphs in a single text Makes low-level inferences Follows the main events of descriptive, narrative, and informational texts Obtains information from detailed reading
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
E2	Sets realistic short and long-term goals Identifies steps required to achieve goals Identifies barriers to achieving goals Begins to adjust goals, activities, and timelines to address obstacles to achieving goals

Unit: Problem-Solving - Learning Activity 10

E2	Begins to identify ways to improve performance Monitors own learning Evaluates own performance using established criteria and tools (e.g. checklist, rubrics)
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Unit: Problem Solving - Learning Activity 11

A1.1	Decodes words and makes meaning of sentences in a single text Follows simple, straightforward instructional texts Identifies the main idea in brief texts
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
E2	Begins to identify ways to improve performance Monitors own learning

Unit: Memory Use - Learning Activity 12

A1.2	Scans text to locate information
B3.1	Makes a direct match between what is requested and what is entered
E2	Identifies ways to remember information and reinforce learning Monitors own learning Evaluates own performance using established criteria and tools (e.g. checklist, rubrics)

Unit: Memory Use - Supplemental Learning Activity

A1.1	Decodes words and makes meaning of sentences in a single text Follows simple, straightforward instructional texts
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
D3	Experiments and problem-solves to achieve the desired results Manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks Makes inferences to interpret icons and text

Numeracy for the Trades Module

Unit: Numeracy: An Essential Skill - Learning Activity 1

B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
E2	Monitors own learning Begins to identify how skills and strategies can transfer to different contexts Evaluates own performance using established criteria and tools (e.g. checklist, rubrics)

Unit: Numeracy: An Essential Skill - Learning Activity 2

A1.1	Decodes words and makes meaning of sentences in a single text Follows simple, straightforward instructional texts
A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered

Unit: Assessment

A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered
C4.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers Selects appropriate steps to solutions
C3.2	Converts units of measurement within the same system and between systems Interprets, represents, and converts measures using whole numbers, decimals, percentages, ratios, and simple, common fractions (e.g. 1/2, 1/4)

Unit: Measurement - Learning Activity 3

A1.1	Decodes words and makes meaning of sentences in a single text Follows simple, straightforward instructional texts
A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered
B3.2	May draw on additional simple sources, such as a list Begins to make some inferences to decide what information is needed, where and how to enter the information
C3.1	Measures distance, length, width, height, weight, liquid volume, angles and temperature Uses common measuring tools, such as rulers, scales and thermometers Interprets and represents measures using symbols and abbreviations (e.g. inches as ", centimetres as cm, pounds as lbs, kilograms as kilos or kg)
C3.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers Converts units of measurement within the same system and between systems Interprets, represents, and converts measures using whole numbers, decimals, percentages, ratios, and simple, common fractions (e.g. 1/2, 1/4)
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text

Unit: Measurement - Supplemental Learning Activity

A1.2	Makes connections between sentences and between paragraphs in a single text Follows the main events of descriptive, narrative, and informational texts Obtains information from detailed reading
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands

Unit: Measurement - Learning Activity 4

A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information Makes connections between parts of documents Makes low-level inferences
B3.1	Makes a direct match between what is requested and what is entered

Unit: Estimation - Supplemental Learning Activity

A2.2	Locates information in simple graphs and maps Uses layout to locate information Makes connections between parts of documents
C3.1	Uses common measuring tools, such as rulers, scales, and thermometers Understands numerical order Makes simple estimates
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands

Unit: Estimation - Learning Activity 5

A1.1	Decodes words and makes meaning of sentences in a single text Follows the sequence of events in straightforward chronological texts Follows simple, straightforward instructional texts
A2.2	Extracts information from tables and forms Locates information in simple graphs and maps
B3.1	Makes a direct match between what is requested and what is entered
C3.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers Makes estimates Selects appropriate steps to solutions
E1	Begins to monitor own learning Uses feedback to improve performance

Unit: Solving Numeracy and Word Problems - Learning Activity 6

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts Makes low-level inferences
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information

Unit: Solving Numeracy and Word Problems - Learning Activity 7

A1.1	Decodes words and makes meaning of sentences in a single text Follows the sequence of events in straightforward chronological texts Follows simple, straightforward instructional texts
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information Follows conventions to display information in simple documents (e.g. use of font, colour, shading, bulleted lists) Sorts entries into categories Displays one or two categories of information organized according to content to be presented Identifies parts of documents using titles, row and column headings, and labels
C3.1	Uses common standard units (e.g. metres, inches) and non-standard units (e.g. paces, cupfuls, scoops) Interprets and represents measures using whole numbers, decimals and simple, common fractions (e.g. 1/2, 1/4) Measures distance, length, width, height, weight, liquid volume, angles, and temperature Uses common measuring tools, such as rulers, scales, and thermometers
C3.2	Chooses and performs required operation(s); may make inferences to identify required operation(s) Selects appropriate steps to solutions

Unit: Solving Numeracy and Word Problems - Learning Activity 8

A1.1	Decodes words and makes meaning of sentences in a single text Follows the sequence of events in straightforward chronological texts Follows simple, straightforward instructional texts
A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information Makes connections between parts of documents Makes low-level inferences
B3.1	Makes a direct match between what is requested and what is entered
C3.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers Converts units of measurement within the same system and between systems Chooses and performs required operation(s); may make inferences to identify required operation(s) Selects appropriate steps to solutions Interprets, represents, and converts measures using whole numbers, decimals, percentages, ratios, and simple, common fractions (e.g. $1/2$, $1/4$)

Unit: Solving Numeracy and Word Problems - Learning Activity 9

A1.1	Decodes words and makes meaning of sentences in a single text Follows the sequence of events in straightforward chronological texts Follows simple, straightforward instructional texts
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
C4.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers Chooses and performs required operation(s); may make inferences to identify required operation(s) Selects appropriate steps to solutions

Unit: Solving Numeracy and Word Problems - Supplemental Learning Activity

A1.1	Decodes words and makes meaning of sentences in a single text Follows simple, straightforward instructional texts
B1.1	Chooses appropriate language in exchanges with clearly defined purposes Participates in short, simple exchanges
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text

Working on the Job Module

Unit: Numeracy: An Essential Skill - Learning Activity 1

A2.2	Extracts information from tables and forms Makes low-level inferences Performs limited searches using one or two search criteria Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered
E1	Begins to monitor own learning Begins to identify barriers to achieving goals

Unit: Numeracy: An Essential Skill - Learning Activity 2

A2.2	Extracts information from tables and forms Makes low-level inferences Performs limited searches using one or two search criteria Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered
E1	Begins to identify ways to remember information and reinforce learning (e.g. reviewing notes) Begins to identify barriers to achieving goals

Unit: Numeracy: An Essential Skill - Learning Activity 3

A2.2	Extracts information from tables and forms Makes low-level inferences Performs limited searches using one or two search criteria Uses layout to locate information
B1.1	Chooses appropriate language in exchanges with clearly defined purposes Participates in short, simple exchanges
B3.1	Makes a direct match between what is requested and what is entered
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text
E1	Sets short-term goals Begins to identify barriers to achieving goals Monitors own learning

Unit: Numeracy: An Essential Skill - Learning Activity 4

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information Follows the sequence of events in straightforward chronological texts
A1.2	Makes connections between sentences and between paragraphs in a single text Scans text to locate information Reads more complex texts to locate a single piece of information Obtains information from detailed reading
B1.2	Demonstrates some ability to use tone appropriately Uses strategies to maintain communication, such as encouraging responses from others and asking questions
B3.1	Makes a direct match between what is requested and what is entered
C2.1	Reads time on analog and digital clocks Represents dates and times using standard conventions Measures time using common instruments, such as clocks, timers, and stopwatches
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text
E1	Monitors own learning Begins to monitor progress toward achieving goals

Unit: Oral Communication - Learning Activity 5

A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Makes low-level inferences
B3.1	Makes a direct match between what is requested and what is entered
C4.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Follows apparent steps to reach solutions
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text
E1	Identifies steps required to achieve goals Monitors own learning

Unit: Oral Communication - Learning Activity 6

A2.2	Extracts information from tables and forms Makes low-level inferences Performs limited searches using one or two search criteria Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered
E1	Monitors own learning Begins to identify barriers to achieving goals

Unit: Oral Communication - Learning Activity 7

A2.2	Extracts information from tables and forms Makes low-level inferences Performs limited searches using one or two search criteria Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered
E1	Monitors own learning Begins to identify barriers to achieving goals

Unit: Oral Communication - Learning Activity 8

A2.2	Extracts information from tables and forms Makes low-level inferences Performs limited searches using one or two search criteria Uses layout to locate information
B1.1	Chooses appropriate language in exchanges with clearly defined purposes Participates in short, simple exchanges
B3.1	Makes a direct match between what is requested and what is entered
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text
E1	Sets short-term goals Monitors own learning

Learning Activity Unit: Oral Communication 9

A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Makes low-level inferences
B1.1	Conveys information on familiar topics Participates in short, simple exchanges
B3.1	Makes a direct match between what is requested and what is entered
B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately Uses strategies to maintain communication, such as encouraging responses from others and asking questions Speaks or signs clearly in a focused and organized way Rephrases to confirm or increase understanding
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text
E1	Begins to monitor own learning Sets short-term goals Identifies steps required to achieve goals Begins to monitor progress towards achieving goals

Unit: Working with Others - Learning Activity 10

A2.2	Extracts information from tables and forms Performs limited searches using one or two search criteria Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text

Unit: Working with Others - Learning Activity 11

A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Makes low-level inferences
B3.1	Makes a direct match between what is requested and what is entered
C4.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Follows apparent steps to reach solutions
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text
E1	Sets short-term goals Monitors own learning

Unit: Working with Others - Learning Activity 12

A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Makes low-level inferences
B3.1	Makes a direct match between what is requested and what is entered Follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible) Organizes lists to suit purpose (e.g. chronologically, alphabetically, numerically, sequentially)
B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately Uses strategies to maintain communication, such as encouraging responses from others and asking questions Speaks or signs clearly in a focused and organized way Rephrases to confirm or increase understanding
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text
E1	Begins to monitor own learning Sets short-term goals Identifies steps required to achieve goals Begins to monitor progress towards achieving goals

Unit: Working with Others - Learning Activity 13

B3.1	Makes a direct match between what is requested and what is entered
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information
F	Acknowledges and accepts others' perspectives Contributes to finding a mutually agreeable resolution

Unit: Working with Others - Learning Activity 14

B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
B3.1	Makes a direct match between what is requested and what is entered
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information
F	Recognizes roles of others Acknowledges/identifies responsibilities Shows an awareness of group dynamics Adapts behaviour to the demands of the situation

Unit: Working with Others - Learning Activity 15

B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information
F	Understands one's role, seeks clarification as required Acknowledges/identifies responsibilities

Unit: Working with Others - Supplemental Learning Activity

A1.1	Reads short texts to locate a single piece of information Follows simple, straightforward instructional texts
B1.1	Participates in short, simple exchanges Gives short, straightforward instructions or directions

Unit: Working with Others - Learning Activity 16

B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information
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Unit: Job Task Planning and Organizing - Learning Activity 17

B3.1	Makes a direct match between what is requested and what is entered
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text
E1	Sets short-term goals Uses feedback to improve performance

Health and Safety Module

Unit: Know Your Body - Learning Activity 1

A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered

Unit: Lifting - Learning Activity 2

A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information
B1.1	Participates in short, simple exchanges Gives short, straightforward instructions or directions

Unit: Hazard Assessment and Emergency Procedures - Learning Activity 3

A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information
B1.1	Participates in short, simple exchanges Gives short, straightforward instructions or directions
E1	Begins to monitor own learning Identifies steps required to achieve goals

Unit: Risk Management - Learning Activity 4

A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation

Unit: Housekeeping - Learning Activity 5

A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information

Unit: Housekeeping - Learning Activity 6

B3.1	Makes a direct match between what is requested and what is entered
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Unit: Slips, Trips and Falls- Learning Activity 7

A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation
B3.1	Makes a direct match between what is requested and what is entered

Unit: General Safety Tips - Learning Activity 8

A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation
B1.1	Conveys information on familiar topics Participates in short, simple exchanges

Unit: Personal Protective Equipment - Learning Activity 9

B3.1	Makes a direct match between what is requested and what is entered
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information

Unit: Contact Lenses at Work - Learning Activity 10

A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information

Unit: CCOHS - Learning Activity 11

A2.2	Locates information in simple graphs and maps Uses layout to locate information
A1.1	Decodes words and makes meaning of sentences in a single text Follows the sequence of events in straightforward chronological texts Follows simple, straightforward instructional texts
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text

Unit: Lock Out / Tag Out - Learning Activity 12

B3.1	Makes a direct match between what is requested and what is entered
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Unit: WHMIS - Learning Activity 13

A2.2	Extracts information from tables and forms Locates information in simple graphs and maps Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information Makes entries using a limited range of vocabulary

Unit: My Health and Safety Commitment -Supplemental Learning Activity

A1.1	Follows the sequence of events in straightforward chronological texts Follows simple, straightforward instructional texts Identifies the main idea in brief texts
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Preparing for Further Education Module

Unit: Why are good study skills important? - Learning Activity 1

A1.2	Makes connections between sentences and between paragraphs in a single text Follows the main events of descriptive, narrative, and informational texts Obtains information from detailed reading
A2.2	Extracts information from tables and forms Makes low-level inferences
B3.1	Makes a direct match between what is requested and what is entered
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text
E2	Monitors own learning Evaluates own performance using established criteria and tools (e.g. checklist, rubrics) Begins to identify ways to improve performance

Unit: Learning Styles - Learning Activity 2

B3.1	Makes a direct match between what is requested and what is entered
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information
B1.1	Participates in short, simple exchanges Repeats or questions to confirm understanding
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text
E2	Monitors own learning Evaluates own performance using established criteria and tools (e.g. checklist, rubrics) Begins to identify ways to improve performance

Unit: Time Management - Learning Activity 3

A1.2	Follows the main events of descriptive, narrative, and informational texts Obtains information from detailed reading
A2.2	Extracts information from tables and forms Makes low-level inferences
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information
E2	Identifies how skills and strategies can transfer to different contexts Evaluates own performance using established criteria and tools (e.g. checklist, rubrics) Begins to identify ways to improve performance Uses a limited number of learning strategies (e.g. take notes, organizes learning materials)

Unit: Concentration- Learning Activity 4

A1.2	Locates multiple pieces of information in simple texts Makes low-level inferences Follows the main events of descriptive, narrative, and informational texts
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information
E2	Identifies how skills and strategies can transfer to different contexts Evaluates own performance using established criteria and tools (e.g. checklist, rubrics) Begins to identify ways to improve performance

Unit: Listening and Taking Notes- Learning Activity 5

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts Makes low-level inferences
B3.1	Makes a direct match between what is requested and what is entered
E1	Begins to use a limited number of learning strategies (e.g. follows instructions, takes literal notes, highlights or underlines key information, uses a calendar or agenda) Begins to identify ways to remember information and reinforce learning (e.g. reviewing notes)
E2	Monitors own learning Identifies how skills and strategies can transfer to different contexts Evaluates own performance using established criteria and tools (e.g. checklist, rubrics)

Unit: Listening and Taking Notes- Learning Activity 6

A1.2	Follows the main events of descriptive, narrative, and informational texts Obtains information from detailed reading
A2.2	Extracts information from tables and forms Makes low-level inferences
B1.2	Uses strategies to maintain communication, such as encouraging responses from others and asking questions Speaks or signs clearly in a focused and organized way Rephrases to confirm or increase understanding
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text
E1	Begins to use a limited number of learning strategies (e.g. follows instructions, takes literal notes, highlights or underlines key information, uses a calendar or agenda) Begins to identify ways to remember information and reinforce learning (e.g. reviewing notes)
E2	Monitors own learning Uses a limited number of learning strategies (e.g. take notes, organizes learning materials)

Unit: Listening and Taking Notes- Learning Activity 7

B3.2	Sorts entries into categories Displays one or two categories of information organized according to content to be presented
E1	Sets short-term goals Identifies steps required to achieve goals Begins to identify barriers to achieving goals

Unit: Tests and Exams- Learning Activity 8

A1.3	Identifies the purpose and relevance of texts Skims to get the gist of longer texts Compares or contrasts information between two or more texts Follows the main events of descriptive, narrative, informational, and persuasive texts Obtains information from detailed reading
B1.2	Uses strategies to maintain communication, such as encouraging responses from others and asking questions Speaks or signs clearly in a focused and organized way
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
B3.1	Makes a direct match between what is requested and what is entered
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information Sorts entries into categories Displays one or two categories of information organized according to content to be presented
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text
E1	Begins to use a limited number of learning strategies (e.g. follows instructions, takes literal notes, highlights or underlines key information, uses a calendar or agenda) Begins to identify ways to remember information and reinforce learning (e.g. reviewing notes)
E3	Monitors and evaluates own learning Evaluates the quality and comprehensiveness of multiple resources to complete tasks

Unit: Tests and Exams- Learning Activity 9

A3	Watch a webinar to learn about a topic
B1.2	Uses strategies to maintain communication, such as encouraging responses from others and asking questions Speaks or signs clearly in a focused and organized way
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
D1	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text
E1	Begins to use a limited number of learning strategies (e.g. follows instructions, takes literal notes, highlights or underlines key information, uses a calendar or agenda) Begins to identify ways to remember information and reinforce learning (e.g. reviewing notes)

Unit: Tests and Exams- Supplemental Learning Activity

A2.2	Extracts information from tables and forms Makes low-level inferences
A3	Watch a webinar to learn about a topic
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text
E1	Begins to use a limited number of learning strategies (e.g. follows instructions, takes literal notes, highlights or underlines key information, uses a calendar or agenda) Begins to identify ways to remember information and reinforce learning (e.g. reviewing notes)