

Material Handler Curriculum

Literacy Link Eastern Ontario (LLEO) has reviewed and endeavoured to identify all relative OALCF competencies for each of the activities within the Material Handler 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 Material Handler

Essential Skills and Material Handlers
Introduction to Material Handlers
Working Conditions and Practices
Measurements
Equipment
Health and Safety
Job Skills

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

Essential Skills and Material Handlers

Unit: Essential Skills for Material Handlers

A1.1	Read brief texts to locate specific details Identifies main idea in brief texts
A2.3	Makes inferences and draws conclusions Integrates several pieces of information from documents
B1.1	Participates in brief exchanges Conveys information on familiar topics
B3.1	Makes straightforward entries into simple documents Makes a direct match between what is requested and what is entered
D1	Follows simple prompts Begins to perform simple searches (e.g. Internet, software help menu)
E1	Begins to monitor own learning Begins to identify barriers to achieving goals

Unit: NOC

A2.2	Scans to locate specific details Interprets brief texts and common symbols Extracts information from tables and forms Makes low-level inferences
B3.1	Makes straightforward entries into simple documents Makes a direct match between what is requested and what is entered
D1	Follows simple prompts Begins to perform simple searches (e.g. Internet, software help menu)

Introduction to Material Handlers

Unit: Material Handler Defined - Learning Activity 1

B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Material Handler Defined - Supplemental Activity

A3	Extract information from films, broadcasts and presentations
D1	Follows simple prompts Follows apparent steps to complete tasks

Unit: Material Handler Defined - Learning Activity 2

A2.2	Uses layout to locate information Makes connections between parts of documents
B3.1	Makes a direct match between what is being requested and what is entered Makes entries using familiar vocabulary

Unit: A Day in the Life - Learning Activity 3

A1.1	Reads short texts to locate information Follows the sequence of events in straightforward chronological texts
B3.1	Makes straightforward entries to complete very simple documents Makes a direct match between what is requested and what is entered
C4.1	Make simple comparisons and calculations Adds, subtracts, multiplies, and divides whole numbers and decimals

Unit: A Day in the Life - Learning Activity 4

A1.1	Reads short texts to locate information Follows the sequence of events in straightforward chronological texts
A2.1	Interpret very simple documents to locate specific details Scans to locate specific details
B3.1	Makes straightforward entries to complete very simple documents Organizes list to suit purpose (chronologically, alphabetically, sequentially)

Unit: A Day in the Life - Learning Activity 5

B3.2	Use 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
C1.1	Understands numerical order Follows apparent steps to reach solutions

Unit: A Day in the Life - Learning Activity 6

A1.2	Makes low-level inferences Obtains information from detailed reading
A2.1	Scans to locate specific details Locates specific details in simple documents
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
B3.2	Use 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: Job Titles- Learning Activity 7

B3.1	Makes straightforward entries to complete very simple documents Makes a direct match between what is requested and what is entered
E1	Identifies steps required to achieve goals Begins to monitor own learning

Unit: Job Titles- Learning Activity 8

B3.1	Makes straightforward entries to complete very simple documents Makes a direct match between what is requested and what is entered
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Unit: Trends and Job Outlook - Learning Activity 9

B2.2	Writes texts to explain or describe Begins to organize writing to communicate effectively
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Trends and Job Outlook - Learning Activity 10

A2.2	Locates information in simple graphs and maps Uses layout to locate information
B2.2	Writes texts to explain or describe Begins to organize writing to communicate effectively
C4.2	Finds ranges for data sets Recognizes patterns and begins to identify trends in data (e.g. population, crime, demographic, inventory, injury)

Unit: Trends and Job Outlook - Learning Activity 11

B3.1	Follows conventions to display information in lists, labels, simple forms Make straightforward entries to complete very simple documents
C4.2	Collects, organizes, and represents data using simple tables and graphs Selects appropriate steps to solutions

Unit: Trends and Job Outlook - Learning Activity 12

A2.2	Extracts information from tables and forms Locates information in simple graphs Makes low-level inferences
B2.3	Writes texts to present information, summarize, express opinions, presents arguments, convey ideas, or persuade Organizes and sequences writing to communicate effectively

Working Conditions and Practices

Unit: General Working Conditions - Learning Activity 1

B1.1	Participates in short, simple exchanges Chooses appropriate language in exchanges with clearly defined purposes
B2.2	Writes texts to explain or describe Conveys meaning on familiar topics for a limited range of purposes and audiences

Unit: General Working Conditions - Learning Activity 2

A1.2	Scans text to locate information Makes low-level inferences
B2.1	Writes simple text to request, remind, or inform Conveys simple ideas and factual information
B3.1	Makes straightforward entries to complete simple documents Makes a direct match between what is requested and what is entered

Unit: General Working Conditions - Supplemental Activity

D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands
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Unit: Physical Demands - Learning Activity 3

B3.1	Makes straightforward entries to complete simple documents Makes a direct match between what is requested and what is entered
C2.1	Measures time using common instruments such as clocks, timers, and stopwatches Represents dates and times using standard conventions
C4.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Make simple comparisons and calculations

Unit: Physical Demands - Learning Activity 4

A2.1	Scans to locate specific details Identifies how lists are organized (e.g. sequential, chronological, alphabetical)
B3.1	Makes straightforward entries to complete simple documents Makes a direct match between what is requested and what is entered
C2.1	Understands chronological order Recognizes values in number and word format

Unit: Physical Demands - Learning Activity 5

A2.2	Locates information in simple graphs and maps Makes low-level inferences
B2.1	Writes brief texts to request, remind, or inform Conveys simple ideas and factual information
B3.1	Makes a direct match between what is being requested and what is entered Makes entries using familiar vocabulary
B3.2	May draw on additional simple sources Begins to make some inferences to decide what information is needed, and where and how to enter the information

Unit: Customer Service - Learning Activity 6

B3.1	Makes straightforward entries to complete simple documents Makes a direct match between what is requested and what is entered
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Unit: Customer Service - Learning Activity 7

A1.1	Decodes words and makes meaning of sentences Reads short texts to locate information
B3.1	Makes straightforward entries to complete simple documents Makes a direct match between what is requested and what is entered
C4.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Begins to interpret integers

Unit: Customer Service - Learning Activity 8

A2.1	Scans to locate specific details Locates specific details in simple documents
B1.1	Participates in short, simple exchanges Conveys information on familiar topics
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Customer Service - Learning Activity 9

B1.1	Participates in short, simple exchanges Speaks clearly in a focused and organized way
B2.2	Writes texts to explain or describe Conveys meaning on familiar topics for a limited range of purposes and audiences

Unit: Reading and Writing on the Job - Learning Activity 10

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
C2.1	Represents dates and times using standard conventions Recognizes values in number and word format

Unit: Reading and Writing on the Job - Learning Activity 11

A2.1	Scans to locate specific details Locates specific details in simple documents
B3.1	Makes straightforward entries to complete simple documents Makes a direct match between what is requested and what is entered

Unit: Reading and Writing on the Job - Learning Activity 12

A1.1	Reads short texts to locate information Follows simple, straightforward instructional texts
B2.1	Writes simple texts to request, remind, or inform Uses highly familiar vocabulary
B3.1	Makes a direct match between what is requested and what is entered Makes straightforward entries to complete very simple documents
C2.1	Represents dates and times using standard conventions Recognizes values in number and word format

Unit: Reading and Writing on the Job - Learning Activity 13

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
C3.1	Recognizes values in number and work format Adds and subtracts whole number measurements

Measurements

Unit: Time - Learning Activity 1

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C2.1	Reads time on analog and digital clocks Rounds to the nearest minute or hour

Unit: Time - Learning Activity 2

A1.1	Reads short texts to locate a single piece of information Follows the sequence of events in chronological texts
A2.1	Interprets brief text and common symbols Scans to locate specific details
B3.2	Uses layout to determine where to make entries in documents May draw on additional sources, such as a list
C2.2	Calculates using numbers expressed as whole numbers, fractions, decimals, and percentages Chooses and performs required operation(s); may make inferences to identify required operation(s)

Unit: Measuring Tape - Learning Activity 3

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C3.1	Measures distance, length, width, height, weight, liquid volume, angles, and temperature Uses common standard units (e.g. metres, inches) and non-standard units (e.g. paces, cupfuls, scoops)

Unit: Measuring Tape - Learning Activity 4

B1.1	Participates in short, simple exchanges Chooses appropriate language in exchanges with clearly defined purposes
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C3.1	Measures distance, length, width, height and weight, liquid volume, angles, and temperature Uses common standard units (e.g. metres, inches) and non-standard units (e.g. paces, cupfuls, scoops)

Unit: Calculating Area - Learning Activity 5

A1.1	Reads short texts to locate a single piece of information Follows the sequence of events in chronological texts
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C3.1	Measure distance, length, width and height Chooses appropriate units of measurement
C3.2	Interprets and represents area and volume using symbols and abbreviations Selects appropriate steps to solutions

Unit: Calculating Volume - Learning Activity 6

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C3.2	Interprets and represents area and volume using symbols and abbreviations Selects appropriate steps to solutions

Unit: Calculating Volume - Learning Activity 7

C3.2	Interprets and represents area and volume using symbols and abbreviations Selects appropriate steps to solutions
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Unit: Calculating Volume - Learning Activity 8

B2.2

Writes texts to explain or describe
Begins to organize writing to communicate effectively

Equipment

Unit: Manual Equipment - Learning Activity 1

A2.2	Makes low-level inferences Performs limited searches using one or two search criteria
B2.2	Writes texts to explain or describe Conveys meaning on familiar topics for a limited range of purposes
B3.1	Organizes lists to suit purpose (e.g. chronologically, alphabetically, numerically, sequentially) Includes titles where required

Unit: Manual Equipment - Supplemental Activity

A3	Extract information from films, broadcasts and presentations
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands

Unit: Manual Equipment - Learning Activity 2

A2.1	Identifies how lists are organized (sequential, chronological, alphabetical) Scans to locate specific details
B2.2	Writes texts to explain or describe Conveys meaning on familiar topics for a limited range of purposes

Unit: Manual Equipment - Learning Activity 3

A1.2	Scans to locate information Locates multiple pieces of information in simple texts
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Manual Equipment - Learning Activity 4

A1.2	Scans to locate information Locates multiple pieces of information in simple texts Makes low-level inferences
B2.1	Writes simple texts to request, remind, or inform Uses highly familiar vocabulary
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Manual Equipment - Learning Activity 5

A2.1	Scans to locate specific details Locates specific details in simple documents
B3.2	Uses layout to determine where to make entries Makes entries using a limited range of vocabulary

Unit: Lifting Equipment - Learning Activity 6

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts
B2.2	Writes texts to explain or describe Conveys meaning on familiar topics for a limited range of purposes and audiences

Unit: Lifting Equipment - Learning Activity 7

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts
B3.2	Begins to make inferences to decide what information is needed, where and how to enter the information Makes entries using a limited range of vocabulary
D3	Makes inferences to interpret icons and text Identifies sources, evaluates and integrates information

Unit: Lifting Equipment - Learning Activity 8

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

Unit: Lifting Equipment - Learning Activity 9

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts
B2.2	Writes texts to explain or describe Conveys meaning on familiar topics for a limited range of purposes and audiences
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands

Unit: Lifting Equipment - Learning Activity 10

B3.1	Makes straightforward entries to complete very simple documents Makes a direct match between what is requested and what is entered
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Unit: Computers - Learning Activity 11

B2.2	Writes texts to explain or describe Conveys meaning on familiar topics for a limited range of purposes and audiences
B3.1	Makes a direct match between what is requested and what is entered Make straightforward entries to complete very simple documents
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands

Unit: Computers - Learning Activity 12

A2.3	Uses layout to locate information Makes inferences and draws conclusions from information displayed
B3.2	Begins to make some inferences to decide what information is needed May draw on additional simple sources, such as a list

Health and Safety

Unit: Legislation - Supplemental Activity

A1.1	Follows simple, straightforward instructional texts Identifies the main idea in brief texts
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands

Unit: Legislation - Learning Activity 1

A1.2	Makes low-level inferences Scans text to locate information
B2.2	Writes texts to explain or describe Begins to organize writing to communicate effectively

Unit: Legislation - Learning Activity 2

A1.2	Makes low-level inferences Scans text to locate information
A2.2	Uses layout to locate information Makes connections between parts of documents
B3.2	Follows instructions on documents Makes entries using a limited range of vocabulary

Unit: Legislation - Learning Activity 3

A2.1	Interpret very simple documents to locate specific details Scans to locate specific details
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: Personal Protective Equipment - Learning Activity 4

B2.2	Write texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.1	Makes a direct match between what is requested and what is entered Make straightforward entries to complete very simple documents

Unit: Personal Protective Equipment - Learning Activity 5

A2.1	Identifies how lists are organized Locates specific details in simple documents
B2.1	Writes simple text 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 Make straightforward entries to complete very simple documents

Unit: Personal Protective Equipment - Learning Activity 6

B3.1	Makes a direct match between what is requested and what is entered Make straightforward entries to complete very simple documents
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Unit: Personal Protective Equipment - Learning Activity 7

A2.1	Identifies how lists are organized Locates specific details in simple 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

Unit: Personal Protective Equipment - Learning Activity 8

B3.1	Makes a direct match between what is requested and what is entered Make straightforward entries to complete very simple documents
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Unit: Personal Protective Equipment - Learning Activity 9

A1.1	Decodes words and makes meaning of sentences in a single text Follows simple, straightforward instructional texts
A1.2	Makes connections between sentences and paragraphs in a single text Makes low-level inferences
B1.1	Conveys information on familiar topics Participates in short, simple exchanges
B2.2	Writes texts to explain or describe Connects ideas using paragraph structure
B3.1	Makes straightforward entries to complete very simple documents Makes a direct match between what is requested and what is entered
C1.1	Understands numerical order

Unit: Hazards and Preventative Measures - Supplemental Activity

A1.2	Makes connections between sentences and paragraphs in a single text Obtains information from detailed reading
D1	Follows apparent steps to complete tasks Locates specific functions and information

Unit: Hazards and Preventative Measures - Learning Activity 10

A2.3	Performs complex searches using multiple search criteria Integrates several pieces of information from documents
B1.3	Initiates and maintains interactions with one or more persons to discuss, explain, or exchange information and opinions Speaks clearly in a focused and organized way
B2.3	Writes texts to present information, summarize, express opinions, present arguments, convey ideas, or persuade Organizes and sequences writing to communicate effectively
D3	Identifies sources, evaluates and integrates information Performs advanced searches (e.g. refines search terms, uses advanced search features, cross- refers between websites)

Unit: Hazards and Preventative Measures - Learning Activity 11

B3.1	Makes straightforward entries to complete very simple documents Makes a direct match between what is requested and what is entered
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Unit: WHMIS Overview - Pretest

A2.2	Uses layout to locate information Makes low-level inferences Extracts information from tables and forms
B3.1	Makes straightforward entries to complete very simple documents Makes a direct match between what is requested and what is entered

Unit: WHMIS Overview - Learning Activity 12

B3.1	Makes straightforward entries to complete very simple documents Makes a direct match between what is requested and what is entered
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Unit: WHMIS Overview - Learning Activity 13

A2.2	Uses layout to locate information Makes low-level inferences Extracts information from tables and forms
B2.1	Write brief texts to convey simple ideas and factual information Uses highly familiar vocabulary
B3.1	Makes straightforward entries to complete very simple documents Makes a direct match between what is requested and what is entered

Job Skills

Unit: Job Applications - Learning Activity 1

B3.1

Makes a direct match between what is requested and what is entered
Makes straightforward entries to complete very simple documents

Unit: Job Applications - Supplemental Activity

B1.2

Initiate and maintain interactions with one or more persons to discuss, explain, or exchange information and opinions
Uses strategies to maintain communication, such as encouraging responses from others and asking questions

Unit: Cover Letters - Learning Activity 2

A1.2

Makes low-level inferences
Locates multiple pieces of information in simple texts

B3.1

Organizes lists to suit purpose (e.g. chronologically, alphabetically, numerically, sequentially)
Presents text and numbers below one or more headings in lists

Unit: Cover Letters - Supplemental Activity

B1.2

Initiate and maintain interactions with one or more persons to discuss, explain, or exchange information
Speaks or signs clearly in a focused and organized way

B2.2

Writes texts to explain or describe
Begins to sequence writing with some attention to organizing principles

B3.3

Makes inferences to decide what, where, and how to enter information
Follows conventions to display information in more complex documents (e.g. use of abbreviations, symbols)

Unit: Resumes - Supplemental Activity

A1.2	Makes low-level inferences Locates multiple pieces of information in simple texts
D1	Follows apparent steps to complete tasks Locates specific functions and information

Unit: Resumes - Learning Activity 3

B2.2	Write texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.1	Makes a direct match between what is requested and what is entered Makes straightforward entries to complete very simple documents

Unit: The Interview - Learning Activity 4

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
B2.2	Write texts to explain or describe Begins to organize writing to communicate effectively
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
D1	Follows apparent steps to complete tasks Locates specific functions and information