

Module: Essential Skills and Public Works

| Unit | Learning Activity | Find and Use Information | Communicate Ideas and Information | Understand and Use Numbers | Use Digital Technology | Manage Learning |
|-----------------------------------|-------------------|--------------------------|-----------------------------------|----------------------------|------------------------|-----------------|
| Essential Skills for Public Works | <i>1</i> | A1.2 A2.3 | B1.1 B3.1 | | D1 | E1 |
| NOC | <i>1</i> | A1.2 A2.2 | B3.1 | | D1 | |

Module: Public Works 101

| Unit | Learning Activity | Find and Use Information | Communicate Ideas and Information | Understand and Use Numbers | Use Digital Technology | Manage Learning |
|---|---------------------|--------------------------|-----------------------------------|----------------------------|------------------------|-----------------|
| Understanding Public Works | <i>1</i> | A2.1 | B3.2 | | | |
| | <i>2</i> | A2.2 | B3.1 | | | |
| | <i>3</i> | A1.2 A2.1 | | | D2 | |
| | <i>Supplemental</i> | A1.3 A2.3 | | | | |
| | <i>4</i> | A1.3 | B3.1 | | D2 | |
| Job Description | <i>5</i> | A1.2 A2.2 | B2.1 B2.3 B3.2 | | | |
| | <i>6</i> | | B1.2 B3.2 | | | |
| Working in Canada Website | <i>7</i> | A2.2 | | | | |
| | <i>8</i> | | | | D1 | |
| What Makes a Good Public Works Employee | <i>9</i> | A2.2 | B3.1 | | D2 | |
| | <i>10</i> | | B2.3 | | | |

Module: Equipment

| Unit | Learning Activity | Find and Use Information | Communicate Ideas and Information | Understand and Use Numbers | Use Digital Technology | Manage Learning |
|---------------------|-------------------|--------------------------|-----------------------------------|----------------------------|------------------------|-----------------|
| Heavy Equipment | 1 | A1.2 | B2.2 | | | |
| | 2 | A2.1 A3 | B3.3 | | D2 | |
| Barricades | 3 | A1.2 A2.2 | B2.2 | | | |
| Road / Street Signs | 4 | A2.1 | B2.1 B3.2 | | D2 | |

Module: Document Use

| Unit | Learning Activity | Find and Use Information | Communicate Ideas and Information | Understand and Use Numbers | Use Digital Technology | Manage Learning |
|-----------------------------------|-------------------|--------------------------|-----------------------------------|----------------------------|------------------------|-----------------|
| Document Use and Essential Skills | 1 | A1.1 | B3.2 | | D1 | |
| | 2 | | B3.1 | | | E1 |
| Time Sheets | 3 | A1.2 A2.2 | B3.2 | C2.1 | | |
| Work Order Forms | 4 | A2.2 | B2.1 B2.2 | | | |
| Vehicle Inspection Forms | 5 | A1.2 | B3.3 | | | |
| | 6 | | B1.1 B3.2 | | | |
| | 7 | A1.1 A2.2 | B3.2 | | D1 | E1 |

Module: Oral Communication

| Unit | Learning Activity | Find and Use Information | Communicate Ideas and Information | Understand and Use Numbers | Use Digital Technology | Manage Learning |
|--|-------------------|--------------------------|-----------------------------------|----------------------------|------------------------|-----------------|
| The Purpose of Oral Communication | 1 | | B1.2 B3.2 | | | |
| | 2 | A1.2 | B1.2 B3.1 B3.2 | C4.1 | D1 | E1 |
| Modes of Communication in Public Works | 3 | A1.3 | B1.2 B2.1 B3.1 | | D1 | E1 |
| | 4 | A1.2 | B2.2 | | | |
| | 5 | | B3.2 | | | |
| Customer Service and Public Works | 6 | A1.2 | B2.2 | | | |
| Feedback and Constructive Criticism | 7 | A1.1 | B2.2 | | | |
| Inappropriate Communication | 8 | | B1.2 B3.1 | | | |
| Effective Communication Skills | 9 | A1.2 | B2.1 B2.2 B2.3 B3.2 | | | |

Modes of Communication in Public Works - Learning Activity 5 includes F- Engage with Others
 Customer Service and Public Works - Learning Activity 6 includes F- Engage with Others
 Feedback and Constructive Criticism - Learning Activity 7 includes F- Engage with Others
 Inappropriate Communication - Learning Activity 8 includes F- Engage with Others
 Effective Communication Skills - Learning Activity 9 includes F- Engage with Others

Module: Health and Safety

| Unit | Learning Activity | Find and Use Information | Communicate Ideas and Information | Understand and Use Numbers | Use Digital Technology | Manage Learning |
|--|-------------------|--------------------------|-----------------------------------|----------------------------|------------------------|-----------------|
| Know Your Body | 1 | | B2.2 B3.1 | | | |
| Lifting | 2 | | B1.1 B2.1 B3.1 | | | |
| Hazard Assessment and Emergency Procedures | 3 | A1.3 A2.1 | B1.1 B2.1 B3.1 | | | |
| Risk Management | 4 | | B2.2 B3.1 | | | |
| Housekeeping | 5 | A1.2 | B2.1 B3.1 B3.2 | | | |
| | 6 | | B3.1 | | | |
| Slips, Trips and Falls | 7 | | B2.2 B3.1 | | | |
| General Tool and Machinery Safety Tips | 8 | A1.2 | B1.2 B2.1 B2.2 B2.3 | | | |
| Personal Protective Equipment | 9 | | B2.2 B3.1 | | | |
| Contact Lenses at Work | 10 | A1.1 A1.2 | B2.2 B3.1 B3.2 | | | |
| CCOHS | 11 | A1.2 A2.2 | | | D1 | |
| Lock Out / Tag Out | 12 | A1.1 | B3.1 | | | |
| WHMIS Overview | 13 | A1.2 | B2.2 B3.1 B3.2 B3.3 | | | |