

Public Works Curriculum

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

Essential Skills and Public Works
Public Works 101
Equipment
Document Use
Oral Communication
Health and Safety

LLEO has provided the OALCF competency for each of the units within the Public Works 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 Public Works

Unit: Essential Skills for Public Works Learning Activity 1

A1.2	Makes connections between sentences and between paragraphs in a single text Scans text to locate information
A2.3	Performs complex searches using multiple search criteria Manages unfamiliar elements to complete tasks Integrates several pieces of information from documents Uses layout to locate information
B1.1	Participates in short, simple exchanges Chooses appropriate language in exchanges with clearly defined purposes Conveys information on familiar topics
B3.1	Makes a direct match between what is requested and what is entered Make straightforward entries to complete very simple documents
D1	Follows simple prompts Follows apparent steps to complete tasks
E1	Begins to identify barriers to achieving goals Begins to monitor own learning Uses feedback to improve performance

Unit: NOC 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 Extracts information from tables and forms Uses layout to locate information
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 Locates specific functions and information

Public Works 101

Unit: Understanding Public Works - Learning Activity 1

A2.1	Interprets brief text and common symbols Locates specific details in simple documents, such as labels and signs
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: Understanding Public Works - Learning Activity 2

A2.2	Performs limited searches using one of two search criteria Extracts information from tables and forms Uses layout to locate information
B3.1	Makes direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Understanding Public Works - Learning Activity 3

A1.2	Scans text to locate information Reads more complex text to locate a single piece of information Locates multiple pieces of information in simple texts Follows the main events of descriptive, narrative, and informational texts Obtains information from detailed reading Begins to identify sources and evaluate information
A2.1	Scans to locate specific information Interprets brief text and common symbols
D2	Selects and follows appropriate steps to complete tasks Begins to identify sources and evaluate information

Unit: Understanding Public Works - Supplemental Activity

A1.3	Integrates several pieces of information from texts Manages unfamiliar elements to complete tasks Skims to get the gist of longer texts Uses organization features, such as headings, to locate information
A2.3	Manages unfamiliar elements to complete tasks Uses layout to locate information Makes inferences and draws conclusions from information displays

Unit: Understanding Public Works - Learning Activity 4

A1.3	Manages unfamiliar elements to complete tasks Skims to get the gist of longer texts Uses organizational features, such as headings, to locate information Obtains information from detailed reading
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
D2	Selects and follows appropriate steps to complete tasks Performs simple searches using keywords

Unit: Public Works NOC - Learning Activity 5

A1.2	Makes connections between sentences and between paragraphs in a single text Scans text to locate information Locates multiple pieces of information in a single text Follows the main events of descriptive, narrative, and informational texts Obtains information from detailed reading
A2.2	Performs limited searches using one or two search criteria Extracts information from tables and forms Uses layout to locate information
B2.1	Writes simple text to request, remind, or inform Conveys simple ideas and factual information
B2.3	Writes text to present information, summarize, express opinions, present arguments, convey ideas, or persuade Selects and uses vocabulary, tone, and structure appropriate to the task Organizes and sequences writing to communicate effectively
B3.2	May draw on additional simple sources, such as a list 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 Makes entries using limited range of vocabulary Follows instructions on documents

Unit: Job Description - Learning Activity 6

B1.2	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
B3.2	May draw on additional simple sources, such as a list 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: Job Description- Learning Activity 7

A2.2	Performs limited searches using one or two search criteria Extracts information from tables and forms Uses layout to locate information
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Unit: Working in Canada Website- Learning Activity 8

D1	Follows simple prompts Follows apparent steps to complete tasks Locates specific functions and information Begins to perform simple searches
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Unit: Working in Canada Website - Learning Activity 9

A2.2	Performs limited searches using one or more search criteria Extracts information from tables and forms Uses layout to locate information
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)
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands

Unit: What Makes a Good Public Works Employee – Learning Activity 10

B2.3	Writes text to present information, summarize, express opinions, present arguments, convey ideas, or persuade Manages unfamiliar elements to complete tasks Selects and uses vocabulary, tone, and structure appropriate to the tasks
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Equipment

Unit: Heavy Equipment - Learning Activity 1

A1.2	Scans to locate information Locates multiple pieces of information in simple texts Reads more complex texts to locate a single piece of information Obtains information from detailed reading
B2.2	Writes text to explain or describe Uses a limited range of vocabulary and punctuation appropriate to the task Begins to organize writing to communicate effectively

Unit: Heavy Equipment - Learning Activity 2

A2.1	Scans to locate specific detail Interprets brief text and common symbols Locates specific details in specific documents, such as labels and signs
A3	Extract information from films, broadcasts, and presentations
B3.3	Draws from multiple sources as required Uses layout to determine where to make entries Makes inferences to decide what, where, and how to enter information
D2	Selects and follows appropriate steps to complete tasks Begins to identify sources and evaluate information Performs simple searches using keywords

Unit: Barricades - Learning Activity 3

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 Obtains information from detailed reading
A2.2	Extracts information from tables and forms Uses layout to locate information
B2.2	Writes texts to explain or describe Begins to organize writing to communicate effectively

Unit: Road / Street Signs- Learning Activity 4

A2.1	Interprets brief text and common symbols Locates specific details in simple documents, such as labels and signs
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual 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
D2	Selects and follows appropriate steps to complete tasks Performs simple searches using keywords (e.g. Internet, software help menu)

Document Use

Unit: Document Use and Essential Skills - Learning Activity 1

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 Follows instructions on documents
D1	Follows simple prompts Begins to perform simple searches (e.g. Internet, software help menu)

Unit: Document Use and Essential Skills - Learning Activity 2

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
E1	Begins to identify barriers to achieving goals Begins to monitor own learning

Unit: Time Sheets - Learning Activity 3

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts Follows the main events of descriptive, narrative, and informational texts
A2.2	Extracts information from tables and forms Uses layout to locate information
B3.2	May draw on additional simple sources, such as a list 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
C2.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Understands and uses common date formats Reads time on analog and digital clocks Identifies and performs required operation Represents dates and times using standard conventions Measures time using common instruments, such as clocks, timers, and stopwatches Follows apparent steps to reach solutions

Unit: Work Order Forms - 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
B2.1	Writes simple text to request, remind, or inform Conveys simple ideas and factual information
B2.2	Writes text to explain or describe Connects ideas using paragraph structure Begins to select words and tone appropriately to the task Begins to organize writing to communicate effectively

Unit: Vehicle Inspection Forms - Learning Activity 5

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts Follows the main events of descriptive, narrative, and informative texts Obtains information from detailed reading
B3.3	Draws from multiple sources as required (e.g. other documents and texts) Manages unfamiliar elements (e.g. vocabulary, context, topic) to complete the task Uses layout to determine where to make entries

Unit: Vehicle Inspection Forms - Learning Activity 6

B1.1	Conveys information on familiar topics Chooses appropriate language in exchanges with clearly defined purposes Participates in short, simple exchanges Speaks or signs clearly in a focused and organized way
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 information Makes entries using limited range of vocabulary Follows instructions on documents

Unit: Vehicle Inspection Forms - Learning Activity 7

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
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
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 Makes entries using a limited range of vocabulary Follows instructions on documents
D1	Follows simple prompts Follows apparent steps to complete tasks Interprets brief text and icons Locates specific functions and information
E1	Begins to identify barriers to achieving goals Uses feedback to improve performance Sets short-term goals

Oral Communication

Unit: The Purpose of Oral Communication - Learning Activity 1

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
B3.2	May draw on additional simple sources, such as a list 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: The Purpose of Oral Communication - Learning Activity 2

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
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
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
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 Identifies and performs required operation Follows apparent steps to reach solutions
D1	Follows simple prompts Follows apparent steps to complete tasks Interprets brief text and icons Locates specific functions and information
E1	Begins to monitor own learning Begins to monitor progress towards achieving goals

Unit: Modes of Communication in Public Works - Learning Activity 3

A1.3	Integrates several pieces of information from texts Skims to get the gist of longer texts Follows the main events of descriptive, narrative, informational, and persuasive texts Obtains information from detailed reading
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 communications 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 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 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
E1	Begins to monitor progress towards achieving goals Begins to identify ways to remember information and reinforce learning (e.g. reviewing notes)

Unit: Modes of Communication in Public Works - Learning Activity 4

A1.2	Makes connections between sentences and between paragraphs in a single text Scans text to locate information Locates multiple pieces of information in simple text Follows the main events of descriptive, narrative, and informational texts Obtains information from detailed reading
B2.2	Writes text to explain or describe Uses a limited range of vocabulary and punctuation appropriate to the task Begins to select words and tones appropriate to the task Begins to organize writing to communicate effectively

Unit: Modes of Communication in Public Works - Learning Activity 5

B3.2	Uses layout to determine where to make entries Begins to make inferences to decide what information is needed, where and how to enter the information Follows instructions on documents
F	Acknowledges/ identifies responsibilities Shows an awareness of group dynamics Demonstrates tolerance and flexibility

Unit: Customer Service and Public Works - Learning Activity 6

A1.2	Makes connections between sentences and between paragraphs in a single text 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
B2.2	Uses a limited range of vocabulary and punctuation appropriate to the task Begins to select words and tone appropriate to the task Begins to organize writing to communicate effectively
F	Understands one's role; seeks clarification as required Adapts behaviour to the demands of the situation Demonstrates tolerance and flexibility Recognizes areas of agreement and disagreement Identifies options for resolving disagreements

Unit: Feedback and Constructive Criticism - Learning Activity 7

A1.1	Decodes words and makes meaning of sentences in a single text Identifies the main idea in brief texts
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Begins to select words and tone appropriate to the task
F	Recognizes roles of others Acknowledges and accepts others' perspectives Contributes to finding a mutually agreeable resolution

Unit: Inappropriate Communication - Learning Activity 8

B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences
B3.1	Makes a direct match between what is requested and what is entered Makes straightforward entries to complete very simple documents
F	Acknowledges and accepts others' perspectives Shows an awareness of group dynamics Meets group expectations (e.g. is prepared to participate, meets deadlines) Demonstrates tolerance and flexibility

Unit: Effective Communication Skills - Learning Activity 9

A1.2	Makes connections between sentences and between paragraphs in a single text Scans text to locate information Locates multiple pieces of information in simple text Makes low-level inferences Follows the main events of descriptive, narrative, and informational texts Obtains information from detailed reading
B2.1	Writes simple texts to request, remind or inform Conveys simple ideas and factual information
B2.2	Writes text to explain or describe Begins to sequence writing with some attention to organizing principles Uses a limited range of vocabulary and punctuation appropriate to the task Begins to select words and tone appropriate to the task Begins to organize writing to communicate effectively
B2.3	Writes text to present information, summarize, express opinions, present arguments, convey ideas, or persuade Organized and sequences writing to communicate effectively
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 Makes entries using a limited range of vocabulary Follows instructions on documents
F	Shows an awareness of group dynamics Identifies options for resolving disagreements

Health and Safety

Unit: Know Your Body - Learning Activity 1

B2.2	Writes 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 entries using familiar vocabulary

Unit: Lifting - Learning Activity 2

B1.1	Chooses appropriate language in exchanges with clearly defined purposes Gives short, straightforward instructions or directions 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 Makes straightforward entries to complete very simple documents

**Unit: Hazard Assessment and Emergency Procedures –
Learning Activity 3**

A1.3	Integrates several pieces of information from texts Manages unfamiliar elements to complete tasks Skims to get the gist of longer texts Infers meaning which is not explicit in texts Uses organizational features, such as headings, to locate information Follows the main events of descriptive, narrative, informational, and persuasive texts Obtains information from detailed reading
A2.1	Scans to locate specific details Interprets brief text and common symbols Locates specific details in simple documents
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
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Risk Management - Learning Activity 4

B2.2	Writes texts to explain or describe Begins to sequence writing with some attention to organizing principles Uses a limited range of vocabulary and punctuation appropriate to the task Begins to select words and tone appropriate to the task Begins to organize writing to communicate effectively
B3.1	Makes a direct match between what is requested and what is entered Makes straightforward entries to complete very simple documents

Unit: Housekeeping - Learning Activity 5

A1.2	Makes connections between sentences and between paragraphs in a single text Scans text to locate information Locates multiple pieces of information in a simple text Makes low-level inferences Follows the main events of descriptive, narrative, and informational texts Obtains information from detailed reading
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 Uses highly familiar vocabulary
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
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 Makes entries using a limited range of vocabulary

Unit: Housekeeping - Learning Activity 6

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

B2.2	Writes text to explain or describe Begins to sequence writing with some attention to organizing principles Uses a limited range of vocabulary and punctuation appropriate to the task 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: General Tool and Machinery Safety Tips - Learning Activity 8

A1.2	Makes connections between sentences and between paragraphs in a single text Scans to locate information Locates multiple pieces of information in simple texts Makes low-level inferences Obtains information from detailed reading
B1.2	Demonstrates some ability to use tone appropriately 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 Uses sentence structure, upper and lower case, and basic punctuation
B2.2	Writes text to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Begins to select words and tone appropriate to the task Begins to organize writing to communicate effectively
B2.3	Writes texts to present information, summarize, express opinions, present arguments, convey ideas, or persuade Manages unfamiliar elements to complete the tasks Selects and uses vocabulary, tone, and structure appropriate to the task Organizes and sequences writing to communicate effectively Uses a variety of vocabulary, structures, and approaches to convey main ideas with supporting details

Unit: Personal Protective Equipment - Learning Activity 9

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 appropriate to the task Begins to select words and tones appropriate to the task Begins to organize writing to communicate effectively
B3.1	Makes a direct match between what is requested and what is entered Makes entries to complete very simple documents

Unit: Contact Lenses at Work - Learning Activity 10

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
A1.2	Makes connections between sentences and between paragraphs in a single text Scans text to locate information Locates multiple pieces of information in simple texts Makes low-level inferences Obtains information from detailed reading
B2.2	Writes texts to explain or describe Begins to select words and tones appropriate to the task Begins to organize writing to communicate effectively
B3.1	Makes a direct match between what is requested and what is entered Makes straightforward entries to complete very 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 Follows instructions on documents

Unit: CCOHS - Learning Activity 11

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts Obtains information from detailed reading
A2.2	Performs limited searches using one or two search criteria Uses layout to locate information
D1	Follows simple prompts Follows apparent steps to complete tasks Locates specific functions and information

Unit: Lock Out / Tag Out - Learning Activity 12

A1.1	Decodes words and makes meanings of sentences in a single text Identifies the main idea in brief texts
B3.1	Makes a direct match between what is requested and what is entered Makes straightforward entries to complete very simple documents

Unit: WHMIS Overview - Learning Activity 13

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
B2.2	Writes texts to explain or describe Begins to sequence writing with some attention to organizing principles Begins to select words and tones appropriate to the task Begins to organize writing to communicate effectively
B3.1	Makes a direct match between what is requested and what is entered Makes straightforward entries to complete very 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 Follows instructions on documents
B3.3	Draws from multiple sources as required Manages unfamiliar elements to complete the task Makes inferences to decide what, where, and how to enter information