

# CHECK YOUR SKILLS



## Want to be an Apprentice? Check Your Skills!

Your employer can teach you the skills you need specific to your chosen trade. It's up to you to bring your Essential Skills to work. Do you have the Essential Skills you need to succeed in the workplace?

	I do this well	I'd like to do this better
<b>Reading</b>		
Read a catalogue to learn basic product information	<input type="checkbox"/>	<input type="checkbox"/>
Understand formal documents like employee policies, contracts, and safety procedures	<input type="checkbox"/>	<input type="checkbox"/>
<b>Document Use</b>		
Locate data in lists to determine if inventory is in stock	<input type="checkbox"/>	<input type="checkbox"/>
Identify what parts are requested on work orders and where the parts are to be delivered	<input type="checkbox"/>	<input type="checkbox"/>
Enter data into log books to record schedules and deliveries	<input type="checkbox"/>	<input type="checkbox"/>
<b>Writing</b>		
Write detailed messages based on customer requests	<input type="checkbox"/>	<input type="checkbox"/>
Complete documents using a template eg. Health and safety incident report forms	<input type="checkbox"/>	<input type="checkbox"/>
<b>Math</b>		
Convert numbers from one unit of measurement to another eg. pounds to kilograms, miles to kilometres, ounces to grams	<input type="checkbox"/>	<input type="checkbox"/>
Compare data for cost comparison purposes	<input type="checkbox"/>	<input type="checkbox"/>
<b>Computer Use</b>		
Fill out online forms and applications	<input type="checkbox"/>	<input type="checkbox"/>
Find product information and repair manuals online	<input type="checkbox"/>	<input type="checkbox"/>
Send an email with an attachment when responding to customer inquiries	<input type="checkbox"/>	<input type="checkbox"/>

### Test Your Skills

1. A wrench is regularly priced at \$24.98. It is on sale with a 15% discount. How many dollars will you save by buying it on sale?

- A. \$3.75 B. \$4.60 C. \$2.89 D. \$7.80

2. What words are spelled incorrectly in these sentences?

Landscapers must know what kind of shovel to use to plant different varieties of flowers.

Maintenance schedules for production machines are very important as regular attention is needed to replace worn parts.

3. A bread recipe calls for 3% yeast. What is the weight of the yeast required for 10 kg of flour?

- A. 3 grams B. 30 grams C. 300 grams D. 3000 grams

### Did You Know?

- Education level and skill level aren't the same thing
- There are free programs to help you build your Essential Skills for the workplace
- We can help

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Literacy Link South Central

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EMPLOYMENT ONTARIO



Other resources for Apprentices:  
[theapprenticeshipnetwork.com](http://theapprenticeshipnetwork.com)  
[apprenticesearch.com](http://apprenticesearch.com)  
[collegeoftrades.ca](http://collegeoftrades.ca)  
[ontario.ca](http://ontario.ca) (Apprenticeship)