

NEW SKILLS FOR SUCCESS CURRICLUM RESOURCES

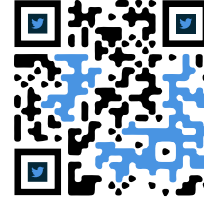
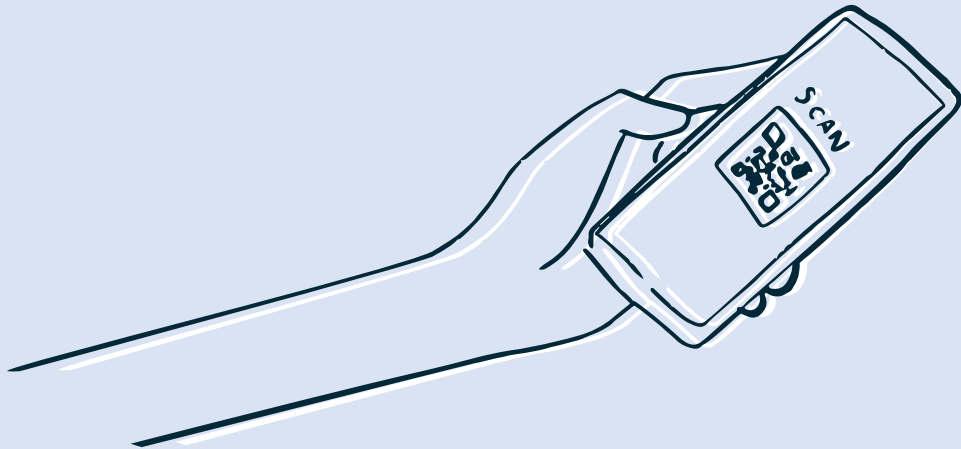
From Community Literacy of Ontario

PRESENTED BY: JANE TUER

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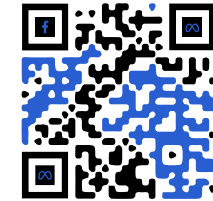
Twitter



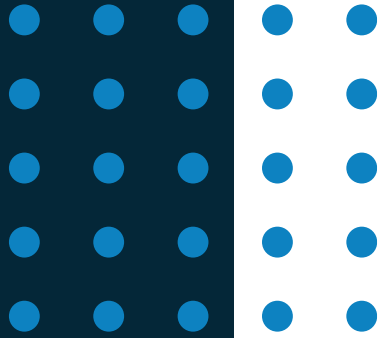
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Our Website



Meta/Facebook



Acknowledgements

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The Government of Ontario and its agencies are in no way bound by the recommendations contained in this event. The views expressed in this session do not necessarily reflect those of the Province.

Canada 



Ontario 

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Housekeeping:

- The Resources:

www.communityliteracyofontario.ca/skills-for-success/

<https://lbsresourcesandforum.contactnorth.ca/>

- Q&A session
- ASL Interpreters
- Recording
- Evaluation

Introductions



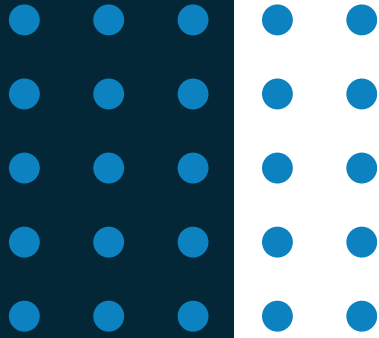
Host

Catherine Toovey
CLO



Presenter

Jane Tuer
Project READ



Land Acknowledgement

Community Literacy of Ontario recognizes that its work, and the work of its member agencies takes place on traditional Indigenous territories across the province. We acknowledge that there are [46 treaties and other agreements](#) that cover the territory now called Ontario. We are thankful to be able to work and live in these territories. We are thankful to the First Nations, Metis and Inuit people who have cared for these territories since time immemorial and who continue to contribute to the strength of Ontario and to all communities across the province. CLO is honoured to collaborate with Indigenous clients, stakeholders and communities throughout the various territories.



Categories



- **Apprenticeship**
- **Digital**
- **Workplace**
- **Under-Represented Groups**

Cover Pages

Curriculum Resource

Apprenticeship Answers: By The Numbers

OALCF Alignment

Competency	Task Group	Level
Competency A - Find and Use Information	A1. Read continuous text	1
Competency A - Find and Use Information	A2. Interpret documents	2
Competency B - Communicate Ideas and Information	B1. Interact with others	2
Competency B - Communicate Ideas and Information	B3. Complete and create documents	2
Competency C - Understand and Use Numbers	A1. Read continuous text	1
Competency C - Understand and Use Numbers	A1. Read continuous text	2
Competency C - Understand and Use Numbers	C2. Manage time	1
Competency D - Use Digital Technology	N/A	1
Competency E - Manage Learning	N/A	2

Goal Paths (check all that apply)

- Employment Postsecondary
 Apprenticeship Independence
 Secondary School Credit

Embedded Skills for Success (check all that apply)

- Adaptability Numeracy
 Collaboration Problem Solving
 Communication Reading
 Creativity and innovation Writing
 Digital

Notes:

Skills for Success

- Adaptability
- Collaboration
- Communication
- Creativity & Innovation
- Digital
- Numeracy
- Problem Solving
- Reading
- Writing



Apprenticeship

Apprenticeship Answers

- The next 6 curricula are created from this resource from Literacy Link Niagara (LLN)
- Originally one large document
- The full document can be found on their website at <https://www.literacylinkniagara.ca/about-us/projects/apprenticeship-answers-curriculum/>

Exploring Apprenticeship

- Level 2 OALCF – A1, A2, B1, B2, B3, D
- Outlines what apprenticeship involves and the kinds of apprenticeships
- The learner will also explore careers based on interests
- There are tasks built into each section of the curriculum

How Do I Become an Apprentice

- Mostly Level 2 OALCF – A1, B1, B3.1, D
- Goes through the process of finding an employer
- Registering as an apprentice

Skills for Apprenticeship Success

- Level 1 and 2 OALCF – A1, B1, B3.1, B3, E-1
- The learner works through the Skills for Success with self-assessments
- The learner then reviews their transferable skills

By the Numbers

- Level 1 and 2 OALCF – A1.1, A1.2, A2.2, B1.2, B3.2, C2.1, D-1, E-2
- Covers from making budgets to logging hours

Working as an Apprentice

- Level 2 and some Level 3 OALCF – A1.3, A2.2, A2.3, A3, B1.2, B2.2, B3.2, D-2
- Reviews the process of what to expect on the job and in school when you're apprenticing
- Reviews the certification process and rights and responsibilities

Putting Your Best Foot Forward

- Level 2 OALCF – A1, A2, B1, B2, B3
- Starts with reviewing the Skills for Success
- It also works through dealing with:
 - Change
 - Getting ahead of problems
 - Using creativity
 - Asking questions
 - Reading / using body language
 - Self-care

Activities to Explore the Skilled Trades

- Level 1 and 2 OALCF – A1.1, A1.2, A2.2, A3, B2.1, B2.2, B3.1, D-1, D-2
- These tasks came from the QUILL Task-based Activities portal
- Reviews:
 - Compulsory vs. non-compulsory trades
 - Myths about apprenticeship
 - More start up information

Apprenticeship in Manufacturing

- Level 1, but focused on Level 2 OALCF – A1.2, A2.2, B3.2, D-1
- Gives key terms used in apprenticeship and apprenticeship within manufacturing
- It then focuses on the skills for success in manufacturing
- Then there are activities around the Skilled Trades Ontario website

Getting Ready for a Career as an Automotive Service Technician

- Levels 1, 2 and 3 – A1.1, A2.2, A2.3, A3, B3.2, B3.3, c1.2, D-2, E-1
- Covers:
 - What the job is to vehicle reports cards
 - Error codes
 - Earning your certification

Skills for Success in the Service Sector

- Levels 1 and 2 – A1.1, A1.2, A2.2, B1.1, B2.1, B3.1, D-1, D-2
- It's built around [ApprenticeSearch.com](https://www.ApprenticeSearch.com). The learner will do some activities based on the website
- The learner will also think about how they use or have used the Skills for Success

Training & Working in the Skilled Trades

- Levels 1 and 2 – A1.2, A2.2, B2.2, B3.1, B3.2, D-2, E-1
- Gives an overview of working as an apprentice
- Outlines the Skills for Success and how they are used on the job
- Takes learners through the Skilled Trades Ontario website using a scavenger hunt approach

Working in a Professional Kitchen

- Level 1, but focused on Level 2 OALCF – A1.2, A2.2, B3.2, D-1
- The learner will complete a self assessment for career exploration
- Work with a soup (clam chowder) and a grilled chicken Caesar recipe for a restaurant
- Explore the cooking trade
- And work with a restaurant purchase order



Digital

Introduction to Android Phones

- Level 1 – B1.1, D-1
- Overview of what Android phones do
- The learner will create a Google account
- Get an overview of the main features of the phone
- Using apps for entertainment purposes
- The learner will do some tasks like finding a new app and taking a picture and making that the wallpaper

Introduction to iPhones

- Level 1 – A1.1, B1.1, D-1, F
- Overview of iPhones
- Signing up for your own Apple ID and iCloud
- The main features
- Using apps for entertainment purposes
- Like the Android the learner will add a new app to their phone; they will turn the flashlight on and off and take pictures and find the photos in the photos app

Cyber-Safety: Part 1

- Level 1 – D-1
- Protecting your passwords
- Managing your online information and online presence
- Spotting untrustworthy websites
- Handy cyber-safety tips and tricks
- It also talks about being careful about what YOU post

Cyber-Safety: Part 2

- Level 1 – A1.1, D-1
- Protecting from phishing and other scams
- Protecting from online predators and identity theft
- Shopping safely online
- Avoiding cyberbullying
- Teaches about the difference between an http and an https website

Introduction to Facebook

- Level 1 – A1.1, B1.1, D-1
- Learner creates a Facebook profile
- Goes over the main features of Facebook (including Newsfeed and Posts) – explaining the icons, etc
- Tips on making a good Facebook profile

Introduction to Gmail

- Level 1 – B1.1, D-1
- Getting a Gmail address
- Overview of the main features
- Review of some of the special features of Gmail

Introduction to Online Banking

- Level 1 – A1.1, C1.1, D-1
- Access to your bank account online and signing in
- Understanding the basics of online banking and services
- Paying bills and transferring funds online
- Staying safe and secure with online banking

Introduction to Video Calls

- Level 1 – B1, D-1, F-1
- Google Meet and Zoom
- Main features
- How to invite or accept an invitation

Introduction to Word Processing

- Level 1 – A1.1, B2.1, D
- Works with MS Word and Google Docs
 - Shows you all about fonts, bullets and the dictate button (on Word)
- Shows you how to use free versions of both
- Points out the differences between the two

Introduction to YouTube

- Level 1 – B1.1, D-1
- Getting a YouTube account
- Finding and commenting on videos
- Subscribing to your favourite channels
- Posting your own videos to YouTube

A photograph of four construction workers at an outdoor site. They are wearing hard hats and work clothes. One worker in the foreground is using a yellow power drill on a wooden frame. The background shows trees and a fence. The image has a dark blue overlay.

Workplace

Skills for Success in the Workplace: *Retail - Adaptability*

- Level 1 – A1.1, B1.1, F-1
- What is adaptability?
- Trying new roles
- Doing things in a different way
- Changing shifts
- New coworkers or bosses
- Then activities that are scenarios with directed questions

Scenario

Hassan has been working at a Harvey's for four months.

He was trained to do many different roles at work, but from the beginning he has always worked the cash register.

One day his boss tells him that a co-worker has quit.

They need Hassan to do the cooking. He has to:

- Flip burgers
- Make fries
- Make onion rings

Skills for Success in the Workplace: *Retail - Collaboration*

- Level 1 – A1.1, B1.1, F-1
- Defines collaboration and gives examples of it on the job
- How to develop good collaboration skills
- Then activities that are workplace scenarios with directed questions and tasks at the end

Skills for Success in the Workplace: *Retail - Communication*

- Level 1 – A1.1, B1.1, F-1
- Defines communication and gives examples of it on the job
- How to develop good communication skills
- Then activities that are workplace scenarios with directed questions and tasks at the end

Skills for Success in the Workplace: *Retail – Creativity & Innovation*

- Level 1 – A1.1, B1.1, F-1
- Defines creativity and innovation and gives examples of it on the job – like finding better ways to do different tasks on the job
- How to develop creativity and innovative skills
- Then activities that are workplace scenarios with directed questions and tasks at the end

Skills for Success in the Workplace: *Retail – Finding a Job*

- Level 1 – A1.1, B1.1, F-1
- Gives the three main steps to finding a job and takes the learner through the steps – preparing, searching and applying
- Gives how to prepare for these steps and the interview process
- Then activities that involve job searches on Indeed

Skills for Success in the Workplace: *Retail – Problem Solving*

- Level 1 – A1.1, B1.1, F-1
- Defines problem-solving and why it's important at work and gives examples of it on the job including dealing with customer complaints or disagreements with a co-worker
- How to develop good problem-solving skills
- Then activities that are workplace scenarios with directed questions and tasks at the end

The background features a circular arrangement of stylized human figures holding hands. One figure on the left is brown, while the others are blue. The figures are set against a dark blue background with a subtle gradient. A solid blue horizontal bar is located at the bottom of the image.

Under-Represented Groups

Definition of Under-Represented Groups

All books in this series begin with a definition of Under-Represented Groups

- Poverty
- Disabilities
- Mental health related issues
- Age-related challenges
- Learners who are Indigenous persons, visible minorities or immigrants
- Gender inequality
- Sexual orientation discrimination
- And other socio-economic inequities

Adapting to Change

- Level 1 and 2 – B1.1, B3.1 and B3.2
- Defines unwelcome and welcome change
- Strategies for adapting to change
- Planning and prioritizing for dealing with change
- Goal setting to adapt to change
- Don't give up – tips for staying on track
- Each section has a “Something to Think About” portion
- Learning Activities

Building Your Self Confidence

- Levels 1 and 2 – B1.1, B2.1, B3.2, E-1
- Describes what is self-confidence
- Talks about why people can lack self-confidence
- Looks at ways to build your self-confidence
- Learning Activities – positive affirmation

Building Your Skills through Volunteering

- Levels 1 and 2 – B2.1, B3.2, E-1
- Overview of volunteering
- The benefits of volunteering
- Building your skills
- Ways to find volunteer opportunities
- Case study – building skills through volunteering
- Supporting activities – self reflection through to problem-solving components

Exploring Your Hobbies, Interests and Skills

- Levels 1 and 2 – B3.1, B3.2, B4, E-1
- An overview of hobbies and interests
- Transferable skills are defined
- Hobbies and creativity – asks the learner to define creativity
- Supporting activities has the learner developing a Mind Map

Finding Services in Your Community

- Level 1 and 2 – B2.1, B3.2, D-1, D-2, E-1
- Explains what community services are
- Gives tips for finding services in your community including 211 overview and talking about trusted sources
- Provides a scenario of finding the services you need
- Supporting activities related to finding information on the 211 website

Getting Involved in Your Community

- Level 1 and 2 – B1.1, B2.1, B3.2, B4, E-1
- The benefits of community involvement – including developing skills and connections
- The why and how to get involved in your community
- Seven teamwork tips
- Supporting activity involves journal writing

Setting Your Priorities

- Level 1 and 2 – B1.1, B2.1, B3.1, B3.2, C4.1
- Why setting priorities is important
- How to set priorities
- Priority setting in action
- Supporting activity



Any Questions



Thank You!

