

Curriculum Resource

Apprenticeship Answers: Skills for Apprenticeship Success

OALCF Alignment

Competency	Task Group	Level
Competency A - Find and Use Information	A1. Read continuous text	2
Competency B - Communicate Ideas and Information	B1. Interact with others	2
Competency B - Communicate Ideas and Information	B3. Complete and create documents	1
Competency B - Communicate Ideas and Information	B3. Complete and create documents	2
Competency E - Manage Learning	N/A	1

Goal Paths (check all that apply)

- Employment
- Apprenticeship
- Secondary School Credit
- Postsecondary
- Independence

Embedded Skills for Success (check all that apply)

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

Notes:

Original source material: Apprenticeship Answers Curriculum

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CLO Researcher / Writer: Summer Burton

Note: Originally one large resource with three units, based on recommendations from our expert advisors, it has been divided into several separate resources:

1. Apprenticeship Answers: Exploring Apprenticeship
2. Apprenticeship Answers: How do I become an Apprentice?
3. Apprenticeship Answers: Skills for Apprenticeship Success
4. Apprenticeship Answers: By the Numbers
5. Apprenticeship Answers: Working as an Apprentice
6. Apprenticeship Answers: Putting Your Best Foot Forward

This is the third resource, Apprenticeship Answers: Skills for Apprenticeship Success

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Apprenticeship Answers: Skills for Apprenticeship Success

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Skills for Success

You may have been out of school for several years or working in a field that was very different from the skilled trade you would like to apprentice in. It is important that you have the skills to be successful in the trade you want to learn.

The Government of Canada has identified nine skills that are used in most jobs. They are called the Skills for Success. The level of skill needed for each job changes depending on the day-to-day activities an employee performs. The nine Skills for Success are:

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

The Government of Canada studies jobs in Canada to decide what skills are most commonly needed. It is important to have a good handle on each of these skills if you are considering applying for an before you start your apprenticeship. This will help you be more successful in the workplace.

Discussion:

What Skills for Success would a Chef use in their daily work?

What Skills for Success would a Plumber use in their daily work?

Activity – Skills for Success Self-Assessment

Read each statement and place a check mark in the column that best describes your ability to complete this task. Think about both your work and life experiences.

Add up the number of checkmarks in each column before moving on to the next section in the Skills for Success self-assessment.

Adaptability – Adjusting to new situations and unexpected changes in a positive way.

I am confident in my ability to...	Yes	Sort of	No
Try something I've never done before.			
Respond calmly when plans change.			
Learn a new way of doing something I already know how to do.			
Not give up or walk away when things start to change.			
Look for ways to make a change work instead of thinking about why it won't.			
Shift work priorities when an employer tells me to.			
Bounce back when something goes wrong.			
Recognize that sometimes change can lead to something better, even if it's uncomfortable.			
Figure out how to meet a deadline even though something unexpected got in the way.			
Anticipate change, and leave room for something unexpected to happen.			
Total			

Collaboration - Interacting with others to complete tasks.

I am confident in my ability to...	Yes	Sort of	No
Work with limited direction or supervision.			
Work with others to schedule and coordinate job tasks.			
Ask for help when required.			
Complete my assigned work on time to ensure team deadlines are met.			
Give or follow recommendations or instructions.			
Recognize the strengths and weaknesses of other team members.			
Use feedback from co-workers to improve my work.			
Give feedback to help others improve their work.			
Resolve conflicts when working with others.			
Take on a leadership role (for example, mentor, advisor).			
Total			

Communication - Exchange thoughts and information with others in a non-written form.

I am confident in my ability to...	Yes	Sort of	No
Talk to co-workers about a work-related issue.			
Talk to clients about services to be provided.			
Speak comfortably in different situations or to different groups of people.			
Communicate information clearly and concisely (for example, explain a work-related issue to a supervisor).			
Understand information or questions that are presented verbally (for example, instructions for repairing a piece of equipment).			
Gather information by asking questions.			
Listen to others without interrupting.			
Use body language and learn from the body language of others.			
Speak in front of a group of people (for example, lead a discussion about a work-related issue).			
Persuade others by speaking convincingly.			
Total			

Creativity and Innovation - Imagine, develop, and apply ideas in new ways.

I am confident in my ability to...	Yes	Sort of	No
Imagine how things could be done differently.			
Try new ways of doing things.			
Brainstorm a variety of solutions to a problem.			
See things from different points of view.			
Picture how what I do impacts other people.			
Use a tool to do a job it wasn't originally meant for.			
Learn about the opinions of people who think differently than me.			
See how something done in one place could also be done in another.			
Find a way to complete a task even though I don't have all the tools you need.			
Help others see things from different points of view.			
Total			

Digital - Using computers, mobile devices and apps.

I am confident in my ability to...	Yes	Sort of	No
Use company-specific technology, such as two-way radios or computer-controlled machinery.			
Perform basic interactions with a computer (for example, log on, manage electronic files).			
Use digital documents and notes (for example, create and format Word documents).			
Use spreadsheet software to perform tasks (for example, organize data and create graphs in Excel).			
Use databases to perform tasks (for example, find or verify customer information).			
Use graphics software to create visual aids (for example, create basic drawings of parts and fixtures).			
Communicate digitally (for example, send and receive emails, use text or messaging software, and participate in video calls).			
Use company-specific software and tools, including apps (for example, financial).			
Use the Internet to find information (for example, online supplier catalogue).			
Resolve basic technical difficulties (for example, replace an ink cartridge in a printer).			
Total			

Numeracy - Using numbers and thinking in quantitative terms to complete tasks.

I am confident in my ability to...	Yes	Sort of	No
Perform one-step calculations, such as addition, subtraction, multiplication or division.			
Perform multi-step calculations and calculations using percentages, fractions, decimals or ratios.			
Convert numbers from one unit of measurement to another (for example, metric to imperial).			
Plan or monitor schedules, budgets or inventories.			
Take precise measurements, such as length or temperature.			
Calculate the dimensions, area or volume of different shapes.			
Analyze or compare numerical data to identify trends or compile statistics.			
Estimate unknown values, such as time, distance, volume or quantity.			
Calculate ratios and proportions (for example, determine actual measurements using scale drawings).			
Perform calculations using geometry (for example, calculate slopes or elevation).			
Total			

Problem Solving - Identify, analyze, propose solutions, and make decisions.

I am confident in my ability to...	Yes	Sort of	No
Recognize and identify problems.			
Use past experiences to help solve problems or make decisions.			
Identify several reasonable options to address a problem.			
Evaluate options and choose the best course of action when confronted with a problem or a decision.			
Find and use relevant information required to complete a task.			
Organize job tasks according to their level of priority.			
Plan and arrange job tasks to meet deadlines.			
Make reasonable assumptions when information is unavailable.			
Evaluate the accuracy or credibility of information.			
Find new and better ways to complete a task.			
Total			

Writing - Communicating through words, numbers and symbols on paper or a computer screen.

I am confident in my ability to...	Yes	Sort of	No
Record information, such as telephone messages or tasks to be completed.			
Use correct grammar and spelling.			
Write to inform or request information.			
Tailor writing for a specific audience, such as a foreperson or a supplier.			
Express my opinions in writing.			
Write brief notes, such as log entries or reminder notes.			
Write letters to clients or complete incident reports.			
Write notes to co-workers.			
Write business plans or proposals.			
Write documents using a template, such as contracts or financial reports.			
Total			

Reading - Understanding materials written in sentences or paragraphs (for example, reports, contracts and manuals).

I am confident in my ability to...	Yes	Sort of	No
Read and follow directions on products or labels.			
Read and understand emails, memos or letters.			
Read a catalogue to learn basic product information.			
Read several short documents, such as newsletters, brochures or magazine articles to find information.			
Read and understand formal documents, such as service contracts and incident reports.			
Read and follow directions in equipment manuals, installation guides or work orders.			
Read handbooks and manuals to find information.			
Read policies or procedures when handling a problem at work.			
Read a variety of documents to compare information, such as product specifications.			
Read and interpret regulations to comply with standards.			
Total			

Adapted from the Government of Canada’s Essential Skills Self-Assessment for the Trades.
<https://www.canada.ca/en/services/jobs/training/initiatives/skills-success/tools/self-assessment-trades.html>

Skills summary

Which of the Skills for Success are you strongest in? Record the skill with the highest number of checkmarks in the “Yes” column here.

My strongest skill is: _____

What are three other Skills for Success with a high number of checkmarks in the “Yes” column?

1. _____
2. _____
3. _____

These are transferable skills that you can add to your resume and talk to employers about.

What Skill for Success could you improve the most? Record the skill with the highest number of checkmarks in the “No” column here.

My area of improvement is: _____

What are three other Skills for Success with a high number of checkmarks in the “No” or “Sort Of” columns?

1. _____
2. _____
3. _____

These are areas you can develop as you work towards becoming an Apprentice. What skill or skills would you like to work on first?

My goal is to improve: _____

There are Employment Ontario (EO) upgrading programs across the province that can help you develop these skills. Find a program near you here. <https://www.ontario.ca/page/adult-learning-literacy-and-basic-skills#section-4>

Activity – Transferable Skills

Transferable skills are skills that can be used in many types of jobs. It is important to be able to tell a potential employer what you bring to the job. Check off the skills you have on the list of transferable skills below.

- Communicate: Speak and/or write well and get your ideas across to others easily.
- Analyze: Break a problem down to see what is really going on.
- Creativity: Use your imagination to come up with new ideas or to solve problems.
- Order Goods and Supplies: Keep track of items and how to order them.
- Decision Making: Make good judgments about what to do in a difficult situation, even when the supervisor is not present.
- Adapt to Situations: Learn a new task or work in a different area with different co-workers.
- Explain: Tell others why you do certain things the way you do or why you think the way you do.
- Think Ahead: Plan your day and keep problems or accidents from happening.
- Calculate Numbers: Use a calculator, cash register or computer to answer math questions.
- Set Goals: Set goals for yourself and plan ways to achieve them.
- Learn Quickly: Do new things and carry out new responsibilities easily.
- Confident: Believe in and feel good about yourself.
- Pleasant: Be easy for others to talk to and be with.
- Helpful: Enjoy helping people solve their problems.
- Trustworthy: Be trusted to get the job done, to look after things or keep secrets that are very important to other people.
- Efficient: Perform tasks in the fastest and simplest ways that they can be done.
- Organize: Arrange people, plan events and put things in order so that they run smoothly.

- Take Instructions: Follow instructions well, ask questions when you do not fully understand instructions.
- Service Customers: Be friendly, patient and polite with customers and try your best to service their needs or wants.
- Dependable: Be counted on to do what you said you would do (i.e., show up for work on time, do your job duties well, etc.)
- Flexible: Carry out many different responsibilities, sometimes with very little advanced notice.
- Time Management: Plan your time so that you don't forget to do things, you're almost always or always on time, and you know how to prioritize and give yourself enough time to do the things that you need to do.
- Trouble-shoot: Figure out what the problem is, why there is a problem, or prevent a problem before it happens.
- Listen: Pay attention to what others are saying, without daydreaming or forming judgment about them.
- Punctual: Always be on time for things.
- Resourceful: Think of new, creative and different ways to do things when there are no obvious solutions available.

What do you think your top 5 transferable skills are?

1. _____
2. _____
3. _____
4. _____
5. _____

Look at each of these and practice how you might explain how you bring these to the job with a potential employer. Think of an example of how you have used each skill in work and/or life.

Adapted from [Community Employment Services Oxford](#)

Next steps

Now that you have learned about the Skills for Success, you can move on to the fourth resource in the Apprenticeship Answers series: **By the Numbers**.