Skills for Success Curriculum Resource Cover Page

Organization

College Sector Committee for Adult Upgrading (CSC)

Curriculum Resource

Digital Skills and Adaptability for Trades and the Workplace

This is one in a series of five resources adapted from the "Essential Skills Self-Assessment for the Trades", originally produced by Employment and Social Development Canada. This resource contains an overview of two Skills for Success (Digital and Adaptability), along with a self-assessment checklist and a short reflection activity.

OALCF Alignment

Competency	Task Group	Level
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	B2. Write continuous text	2
Competency B - Communicate Ideas and Information	B3. Complete and create documents	2
Competency D - Use Digital Technology	N/A	2
Competency E - Manage Learning	N/A	2

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

Digital Skills: Your ability to use digital technology and tools to find, manage, apply, create and share information and content. For example, we use this skill to create spreadsheets, safely use social media, and securely make online purchases.

Please read the following statements and place a checkmark in the column that best suits your answer:

I can…	Yes	Somewhat	No
Use a bank machine for deposits, withdrawals, and bill payments.	☐	☐	☐
Use a calculator.	☐	☐	☐
Use GPS handheld/vehicle systems.	☐	☐	☐
Download music from the Internet.	☐	☐	☐
Use texting to communicate with people.	☐	☐	☐
Do online banking.	☐	☐	☐
Recognize and differentiate between specific online security aspects including spam, privacy policies, phishing and cookies.	☐	☐	☐
Use the mouse to open and navigate programs.	☐	☐	☐
Easily locate keys on the keyboard.	☐	☐	☐
Save my work on a computer.	☐	☐	☐
Open a new blank document within a word processing program (for example, MS Word).	☐	☐	☐
Locate and use the Control Panel and make changes to computer desktop background, screen saver, and to adjust other computer settings.	☐	☐	☐

Use word processing commands including: (File) new, open, close, save as, page set up, print preview, print.	☐	☐	☐
Use word processing commands including: (Edit) undo, redo, cut, copy, paste, and select all .	☐	☐	☐
Locate a saved file on a removable drive.	☐	☐	☐
Locate a saved file on the computer (including the locations: Documents and Desktop).	☐	☐	☐
Save to a removable drive.	☐	☐	☐
Use Spell and Grammar check using within a word processing program (for example, MS Word).	☐	☐	☐
Use Internet icons/toolbar functions such as: back, forward, stop, refresh, home, search, favourites, history, share and print.	☐	☐	☐
Read email messages.	☐	☐	☐
Write a new email message.	☐	☐	☐
Construct contact information within an email program including adding contacts editing contacts, deleting contacts, adding contacts to email message, and creating groups of contacts.	☐	☐	☐
Apply email options such as: saving a Draft Email message, deleting email messages and using the sent mail folder.	☐	☐	☐
Use reply, reply to all and forward commands when using email.	☐	☐	☐
Print email messages.	☐	☐	☐
Send and receive/open attachments within email messages.	☐	☐	☐
Shop online.			
Post to Twitter, Facebook or Instagram.	☐	☐	☐

Self-reflection: Digital Skills

Digital technology has changed the way you find and share information, solve problems, and communicate with others. Most jobs now require digital skills to complete tasks related to reading, writing, numeracy, and many others.

Digital skills help you to keep up with changing demands in the modern workplace and in your daily life.

❖ Reflecting on your answers to the questionnaire above, what would you say are your strengths when it comes to using and learning digital skills?

❖ Reflecting on your answers to the questionnaire above, what are skills you could build when it comes to using digital technology?

Adaptability: Your ability to achieve or adjust goals and behaviours when expected or unexpected change occurs, by planning, staying focused, persisting, and overcoming setbacks. For example, we use this skill to change work plans to meet new deadlines, learn how to work with new tools and improve our skills through feedback.

I am confident in my ability to…	Yes	Somewhat	No
Change my schedule at work, school or home.	☐	☐	☐
Change my job or home care responsibilities.	☐	☐	☐
Learn a new type of technology to replace something I've been using, e.g. a new smartphone	☐	☐	☐
Look for a new way of doing something when the "old way" isn't working	☐	☐	☐
Get used to a different supervisor or teacher.	☐	☐	☐
Move to a new town and learn my way around.	☐	☐	☐
Change from one job or workplance to another.	☐	☐	☐
Look at situations or problems from more than one viewpoint.	☐	☐	
Think ahead to prepare for a task I may need to do.	☐	☐	☐
Be open-minded about change and see the possibilities ahead.	☐	☐	☐

Self-reflection: Adaptability

Major changes in society are affecting how you work, live, and learn and require you to constantly adapt to change. Strong adaptability skills will help you to deal effectively with change and to learn new skills and behaviours when needed, to stay focused on your responsibilities and goals, and to not give up when situations are difficult. They will help you stay positive and manage the stress that can come from change in the workplace, community, and your life at home.

❖ Reflecting on your answers to the questionnaire above, what would you say are your strengths when it comes to adaptability?

❖ Reflecting on your answers to the questionnaire above, what are skills you could build when it comes to adaptability?