

CURRICULUM RESOURCE

Learn to Use the Skills Canada App

OALCF ALIGNMENT

Competency	Task Group	Level
Competency A -Find and Use Information	A1. Read continuous text	2
Competency A -Find and Use Information	A2. Interpret documents	2
Competency B - Communicate Ideas and Information	B2. Write continuous text	2
Competency D - Use Digital Technology	N/A	2
Competency E - Manage Learning	N/A	N/A

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: This is a stand-alone learner resource, with a separate answer key available for facilitators.

ACKNOWLEDGEMENTS

Project Host

Community Literacy of Ontario

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The opinions expressed in this report are the opinions of Community Literacy of Ontario and do not necessarily reflect those of our funders.

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The Skills for Success



What are the Skills for Success?

The Skills for Success are the nine skills that everyone needs for work, learning, and life. These skills are:

ADAPTABILITY

What does adaptability mean? Adaptability is being able to deal with change, and staying positive when something happens that we didn't expect. Sometimes we call this being flexible or "rolling with the punches."

COLLABORATION

What does collaboration refer to? Collaboration means working together with other people. It involves sharing our ideas and skills so we can accomplish something as a team.

COMMUNICATION

What does communication mean? Communication is sharing information or ideas with other people. We do this by talking and using body language. We also do this by listening, and watching the body language of other people.

CREATIVITY & INNOVATION

What are creativity and innovation? Creativity isn't just about being artistic. It's about "thinking outside the box." Creative and innovative people can imagine things that don't exist and work to make them real. They can also come up with new and better ways of doing common tasks.

DIGITAL SKILLS

What are digital skills? Digital skills are needed to use computers, the internet, smartphones, tablets, apps, and other technology. When we communicate, find information, and complete tasks online, we are using digital skills.

NUMERACY

What is numeracy? Numeracy refers to the ability to understand and work with numbers. It involves skills like counting, measuring, calculating, and understanding what numbers mean so we can solve problems and make decisions.

PROBLEM SOLVING

What is problem solving? Finding ways to overcome a challenge is problem solving. It starts with understanding what the problem is and thinking about why it happened. Then we can come up with different ways of solving the problem and decide what option would be the best to fix it.

READING

When do we use reading skills? We use our reading skills when looking at words and sentences to understand their meaning. We read handwritten notes and words in books, on screens, on posters, or on billboards to learn new things and understand the world around us.

WRITING

What are writing skills? We use writing skills when using letters, words, and sentences to express our thoughts or ideas, either on paper or electronically. It involves organizing our thoughts and writing or typing them clearly in a way other people can understand.

We all have different levels of skill in each of these areas. One person may be very good at writing but not have a lot of experience working with other people (collaborating). Another person may be very creative and innovative but struggle with math (numeracy).

Knowing where your strengths are, and what skills you may need to improve, can be a great first step towards getting – and keeping – the job you want!

Reflect

What do you think are your strongest Skills for Success? Choose at least two and write them below.

Why do you think these are your strongest skills? **Tip:** think about how you may have used them in the past.

Which Skills for Success do you think you could improve? Choose at least two and write them below.

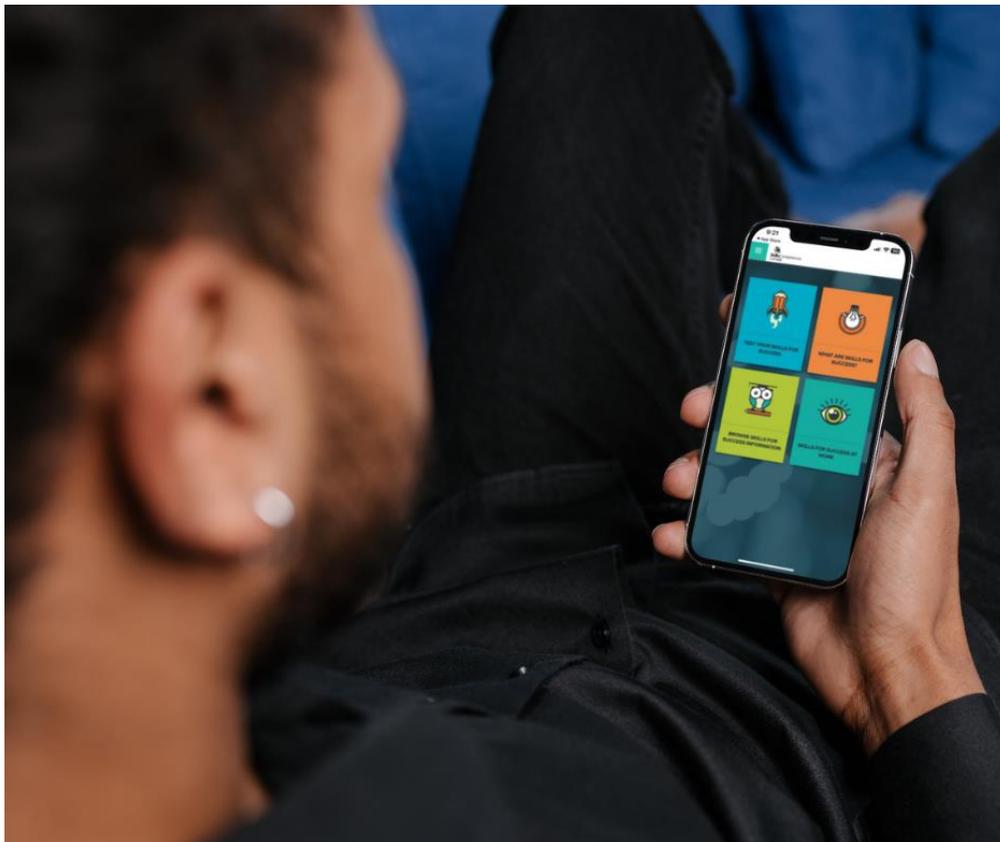
Why did you pick those specific skills?

The Skills Canada App

What is the Skills Canada App?

Skills Canada is a free app for tablets and smartphones that can help you:

- learn more about each of the Skills for Success
- find out which skills are required for more than 40 different jobs in technology and the skilled trades
- measure your Skills for Success



The Skills Canada App was created by Skills/Competences Canada and is free to use.

Learn more about Skills/Competences Canada by visiting their website

<https://www.skillscompetencescanada.com/en/>

The Skills Canada App: Step-by-Step

Let's look at how to use the Skills Canada App. Please get a smartphone or tablet so you can follow along with each step. You will use that device to look at the Skills Canada App and then complete your own Skills for Success test!

Step 1: Open the Skills Canada App



If you are using a phone or a tablet that already has the Skills Canada App, you can open the app by tapping on its icon.

On the left, you can see what the icon looks like.

If the phone or tablet does not have the Skills Canada App, you can download it from either the Apple App Store (for iPhones or iPads) or from Google Play (for Android phones or tablets). The links to both stores are below.

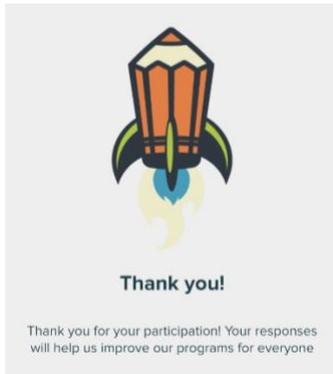
Apple App Store: <https://apps.apple.com/ca/app/skills-canada/id970485889>

Google Play: <https://play.google.com/store/apps/details?id=com.skillsCanada.app>

The first time you use the Skills Canada App, you will be asked to share some information about yourself. Skills/Competences Canada asks for this information so they can learn more about the people using the app. They are interested in:

- how old you are
- what gender you identify with
- if you are part of a BIPOC (Black, Indigenous, or People of Colour) community
- what province you live in
- your highest level of education





If you are comfortable answering those questions, you can continue with the survey until you reach a screen that says “Thank you!”

On the left, you can see what that screen looks like.

It is important to know that you do not need to answer those questions if you don’t want to.

To use the app without sharing your information, tap “No thanks, skip this questionnaire” at the bottom of the screen.

On the right, you can see where to tap if you do not want to answer the questions.



The “test your skills for success” button will appear when you either answer all of the questions or choose to skip the questionnaire.



Tap this button to continue.



Note: You will listen to audio clips during several of the Skills for Success tests. You will recognize an activity that has an audio clip because it will include an image of an ear.

On the left, you can see what that image looks like.

It is a good idea to check your smartphone or tablet to be sure the volume is turned on before you begin. If you are completing this activity in a public place or a busy classroom, you can use headphones so you hear the audio clips but other people do not.

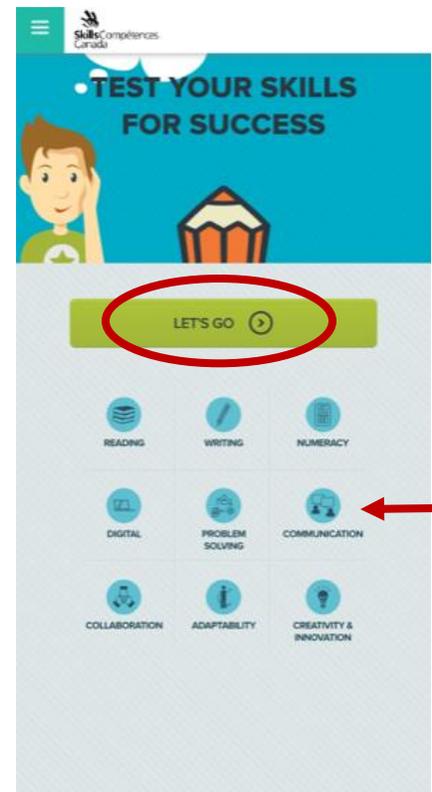
Step 2: Test Your Skills for Success

The app will display all nine of the Skills for Success that we looked at earlier. Each is represented by a small blue icon with the name of the skill underneath.

On the right, you can see what the “Test Your Skills for Success” screen looks like.

You can tap “Let’s Go” to test your skills in the order shown on the screen, starting with **Reading**.

If you prefer, you can decide which skills you would like to test and in what order. Just tap any of the Skills for Success icons on the screen.



Let’s look at what happens if you test your **Communication** skills. You can start the test by tapping on the Communication icon, which has an arrow pointing at it in the “Test Your Skills for Success” screen shown above.



First, the Skills Canada App will tell you more about the skill you've tapped on.

The act of giving, receiving, and sharing information -- in other words, talking or writing, and listening or reading.

On the left, you can see how the Skills Canada App describes **Communication**.



To begin testing your communication skills, you will tap the "START" button in the middle of the screen.



After you complete a Skills for Success test, your skills in that area will be shown as either one, two, or three stars. Here, you can choose your star rating without doing the test, but we do not recommend it.

If you decide not to do the test, you can tap the "SKIP" button. You will move to the screen for the next Skill for Success.

There are 12 questions in each of the Skills for Success tests. When you click "START" the first question will appear.

HOW TO COMPLETE A SKILLS FOR SUCCESS TEST

For each question, you will need to do **one** of three things:

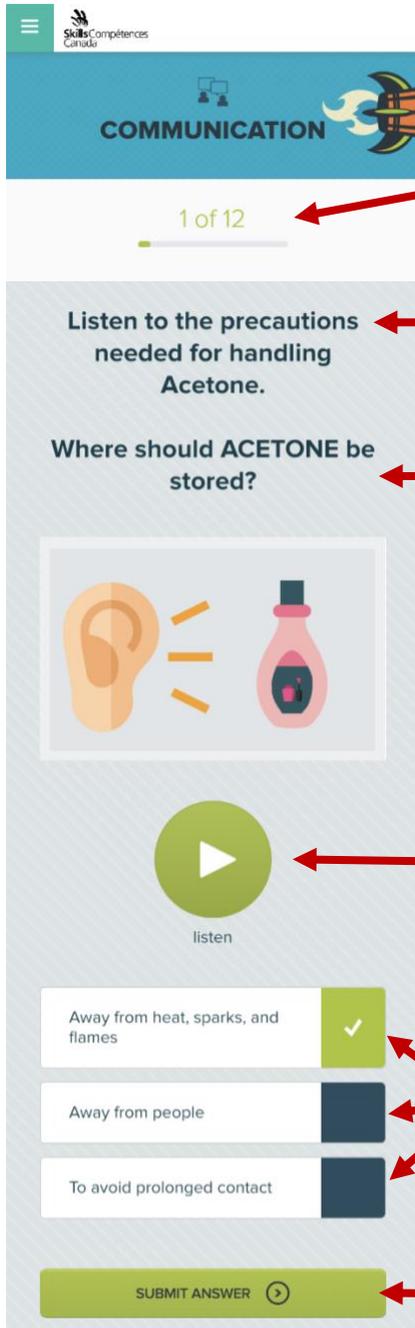
- Read information
- Look at a picture
- Listen to an audio clip

Then, you will be asked a multiple-choice question about what you read, saw, or heard.

There will be three possible answers on the screen.

Tap on the answer you think is right and then tap the "**Submit Answer**" button.

Let's look at one question you could be asked in the Communication test.



You can see what question you are on at the top of the screen. This is question 1 of 12.

For this question, you are told to listen to an audio clip about handling Acetone.

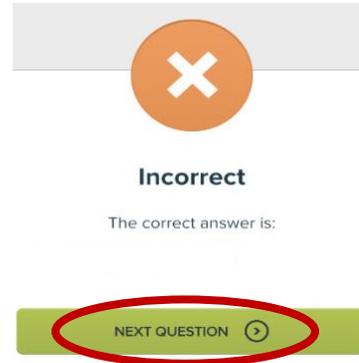
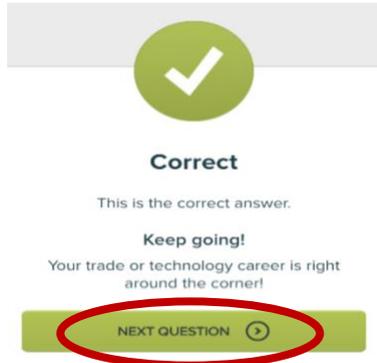
The question you will answer is about storing Acetone safely.

You would tap the **listen icon** to begin listening to the audio clip.

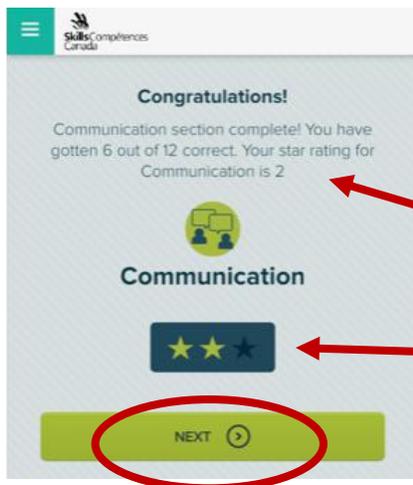
Then, choose which of the three answers you believe is correct based on what you heard.

When you think you've made the right choice, tap the **"Submit Answer"** button.

When you submit your answer, you will see a pop-up telling you whether it was correct or not. If it was incorrect, app will tell you which answer was right.



To move on to the next question, you will tap the “**Next Question**” button.



Each of the tests takes between 15 and 20 minutes to complete. When you have completed all 12 questions in the test, you will see your test results. They will include:

- How many questions you got right or wrong.
- Your skill level indicated by either one, two, or three stars.

If you click the “**NEXT**” button, you will return to the “Test Your Skills for Success” screen.

On the right, you can see what has changed on the “Test Your Skills for Success” screen.

Because you completed the **Communication** test, the colour of the icon has changed, and it has a checkmark next to it.



Activity: Complete a Skills for Success Test

Now it is time to practice what you learned. Complete the Communication test, or pick a different Skills for Success test. When you are done, answer the questions below.

1. What skill did you choose? _____

2. What is one thing you learned while doing this test? _____

3. How many questions did you get right? How many did you get wrong?

Right: _____ Wrong: _____

4. How many stars did you earn when you were done with this test? _____

5. List three ways that you use this skill in your life.

1. _____

2. _____

3. _____

6. What test do you think you would like to try next? _____

Step 3: See What Else the Skills Canada App Includes

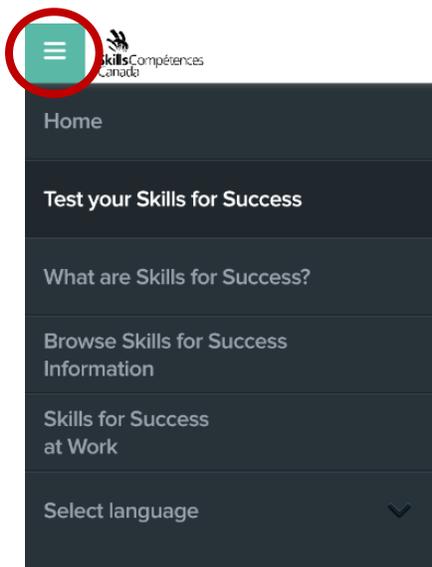


You can do more than just test your Skills for Success using the Skills Canada App. There are four different things you can do. They are:

1. Test your Skills for Success
2. Learn more about each of the Skills for Success
3. Browse Skills for Success information
4. Find out what Skills for Success you need in different jobs

Let's look at how to get to, and use, each of these parts of the app.

At the top of the Skills Canada App, you will see a small green box with three white lines in it. Tapping that box will open the menu. You have just tested your Skills for Success, so in the image below, that menu item is highlighted. You can tap any of the menu items to explore different parts of the Skills Canada App.



Tapping **Home** will take you to the screen you see at the top of this page. You can get to all four of the areas of the app using either that screen or the menu.

Tapping **What are Skills for Success?** will take you to a screen that tells you more about each of the Skills for Success.

Tapping **Browse Skills for Success Information** will take you to a screen that shares information about schools, programs, and resources that can help you build your Skills for Success.

Tapping **Skills for Success at Work** will take you to a screen that lists many different jobs. From here you can learn more about the skills, education, and training you need to do each job.

Tapping **Select language** will let you choose to use the app in either English or French.

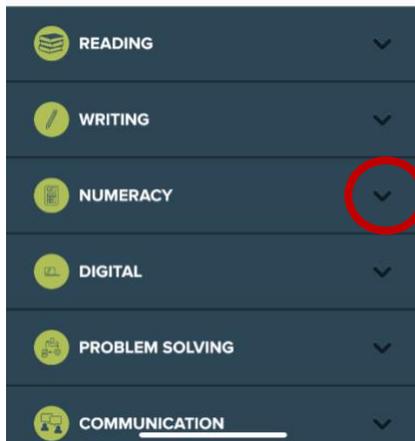
Let's look at the other three main sections of the Skills Canada App.



Skills for success are used in nearly every job at different levels of complexity. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change.

Tap **“What Are Your Skills For Success?”** You will see the screen shown on the left.

Here you can read why the Skills for Success are so important at work.



You will also see a list of all nine of the Skills for Success.

Each skill has a small arrow next to it. **Tap that arrow** to see a description of the skill.

Let's look at an example.

Tapping the small arrow next to Communication shows us that communication is “the act of giving, receiving, and sharing information – in other words, talking or writing and listening or reading.”



Communication

The act of giving, receiving, and sharing information -- in other words, talking or writing, and listening or reading. For example, we use this skill when playing video games with friends to help us win the game. Strong communication skills help you share information in a way that others can clearly understand. You also need strong communication skills to listen to, pay attention to, and understand others.

Do you remember reading that description before?

It was shown when we were testing our communication skills!

If you haven't already tested this skill, you can start the test by tapping the **“Test Your Skills”** button.



Activity: Learn More About Three Skills for Success

Now it is time to practice what you learned. **Tap the small arrow** next to each of the following three skills.

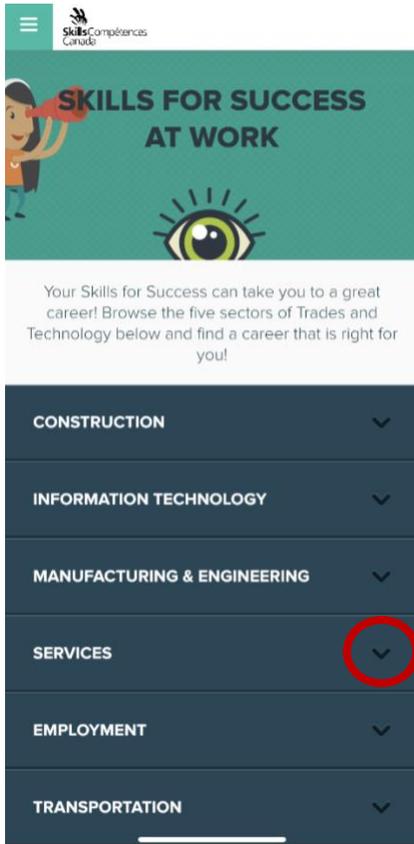
1. Creativity & Innovation
2. Digital
3. Numeracy

Read the description of each skill and fill in the blanks in the paragraphs below.

Creativity & Innovation is the ability to develop, express, encourage, and apply _____ and _____ in ways that are novel, unexpected, or challenge existing methods and norms. For example, we use this skill to discover better ways to complete work or daily life tasks, to create _____, and to deliver services in a new way.

Digital skills are your ability to use digital technology and tools to _____, _____ and _____ information and content. For example, we use this skill to complete our homework, safely use social media, and securely play online games. Digital technology has changed the way you find and share information, solve problems, and _____ with others. Most jobs now use digital skills, and you need them when you apply other skills such as reading, writing, and numeracy.

Numeracy is your ability to find, _____, use, and report mathematical information presented through words, _____, symbols, and graphics. For example, we use this skill to perform calculations, do homework, and play _____. Numeracy skills are also needed in a wide variety of daily contacts, including managing your finances and making purchases.



Open the menu again, and tap “**Skills For Success at Work**”. You will see the screen shown on the left.

There are six skilled trade and technology sectors listed:

1. Construction
2. Information Technology
3. Manufacturing & Engineering
4. Services
5. Employment
6. Transportation

Each sector has a small arrow next to it. Tap that arrow to find different careers in that sector.

Let’s look at an example.

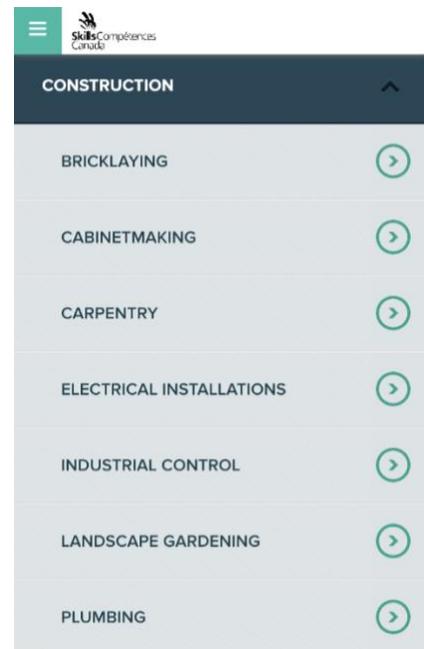
Tapping on the arrow next to Construction

opens a list of 13 different careers in the construction trades.

Next to each career, you will see an arrow pointing to the right. It looks like this. 

When you tap this arrow, information about that career will appear.

Let’s **tap on the arrow** next to Bricklaying.



You can learn a lot about different careers in the Skills Canada App.

Take a minute to look at the information about Bricklaying.

Bricklaying

Every project starts with an examination of the plans and technical specifications with the architect or engineer in charge to see what has to be done, followed by material selection and work site preparation. Masons use an assortment of tools such as trowels to spread mortar, plumb lines and squares to check angles and alignment, and power saws, hammers and chisels to shape materials. These tools are used to build walls, floors, partitions, fireplaces, chimneys and other structures made of brick, pre-cast masonry panels, concrete blocks and other masonry materials. Masons must understand the effects that air, moisture and pressure can have on these structures in order to meet construction safety standards.

EDUCATION & TRAINING

Completion of secondary school is usually required.

Completion of a three-to-four-year apprenticeship program or A combination of over four years of work experience in the trade and some high school, college or industry courses in bricklaying is usually required to be eligible for trade certification.

Trade certification for bricklayers is compulsory in Nova Scotia, New Brunswick and Quebec and available, but voluntary, in all other provinces and the Yukon.

Trade certification for stonemasons is available, but voluntary, in Newfoundland and Labrador.

Interprovincial trade certification (Red Seal) is also available to qualified bricklayers.

INDIGENOUS AND REMOTE CONSIDERATIONS

Many remote fly-in communities do not have access to bricks and houses and buildings are made of other lighter materials (easier and cheaper to ship by seairlift). This may mean that depending on the community an Indigenous student may need to relocate to a different community to pursue this career.

DISABILITY CONSIDERATIONS

With this job being heavy manual labour, it may not be possible for someone with a severe physical disability. Accommodations may be necessary for someone with a learning disability.

SAMPLE JOB TITLES

- Apprentice Bricklayer
- Tile Setter
- Bricklayer
- Brick Mason
- Refractory Bricklayer and Repairer
- Stonemason

SALARY RANGE

\$18.00-\$40.00/hour
Salaries can vary by provinces and territories.

SKILLS FOR SUCCESS

(Insert star rating)

FOR MORE INFORMATION, CONTACT:

Skills/Compétences Canada
294 Albert Street, Suite 201
Ottawa, ON K1P 6E6
Tel: 877 754 5226
Web: <http://skillscompetencescanada.com/en/>

What surprised you? What did you learn?

The Skills Canada App will also show you the level of skill you need for each career.

Each of the nine Skills for Success is listed, and a star rating of between one and five stars is shown.

The skill level needed in this career is shown in the line of stars with the hat next to it.

The hat looks like this. 

If you have tested your Skills for Success, your score in each skill will be shown in the line of stars with the head and shoulders next to it.

It looks like this. 

To do their jobs well, Bricklayers need an average of three stars in each of the Skills for Success. Two skills need four stars, however. What are they?

Required Score	Your Score
READING	★★★★★  
WRITING	★★★★★  
NUMERACY	★★★★★  
DIGITAL	★★★★★  
PROBLEM SOLVING	★★★★★  
COMMUNICATION	★★★★★  
COLLABORATION	★★★★★  
ADAPTABILITY	★★★★★  
CREATIVITY & INNOVATION	★★★★★  

The level of skill you need in each of the Skills for Success can change based on the kind of work you want to do. For example, some jobs may only require one star in a skill like Communication, while a different job could require as high as five stars in the same skill.

Activity: Learn More About A Specific Career



Now it is time to practice what you learned. **Tap the small arrow** pointing left at the top of the Skills Canada App.

This will bring you back to the list of careers in the Construction sector.

Pick a different career. It can also be from the Construction sector or another of the six skilled trade and technology sectors. Read about this career and answer the questions below.

1. What career did you choose? _____

2. What sector includes that career?

3. What kind of education or training do you need to work in this job?

4. What is one other job title someone in this career might have? _____

5. What is the salary range for this career? _____

6. How many stars are required in each of the Skills for Success?

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



Open the menu again, and tap “**Browse Skills for Success Information**”. You will see the screen shown on the left.

There are three sections:

1. Schools and Colleges
2. Contact Us
3. Resources

Each of these three sections has a small arrow next to it. Tap that arrow to see more information about each topic.

Let’s look at the Schools and Colleges section.

Tapping **Schools and Colleges** will open up a list of every province and territory in Canada.

Next to each province, you will see an arrow pointing up and to the right. It looks like this.



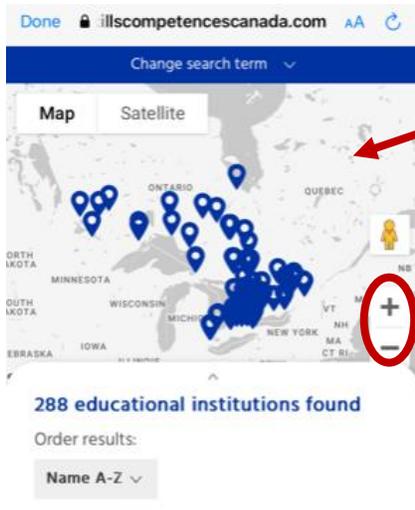
When you tap this arrow, a website will open with information about schools and colleges in that province.

Let’s tap on the arrow next to Ontario.



The Skills/Compétences Canada website will open. All of the educational institutions offering training in technology or the skilled trades in Ontario will be shown.

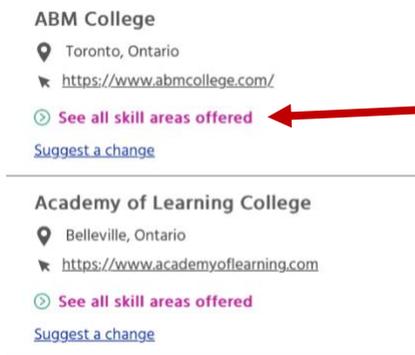
How many educational institutions does this site say are available in Ontario? _____



At the top of the screen, there is a map with pins showing where these schools and colleges are.

You can zoom in and out using the + and – signs at the bottom of the map.

Below the map, each of these schools and colleges is listed in alphabetical order.



To learn more about a school or college, tap “See all skill areas offered.”

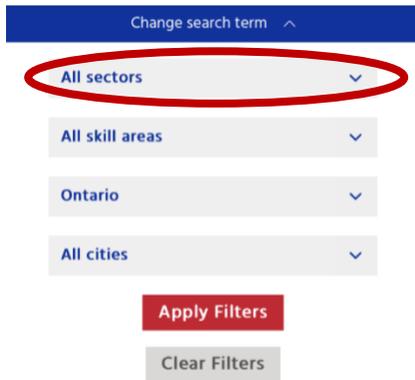
When you tap “See all skill areas offered”, a small popup window will appear listing each of the skills you can learn at this school or college.

The location is also listed, and you can visit the school or college’s website by clicking the link in the popup.

Tap the **X** in the upper right-hand corner of the window to close it when you are done.



If you feel like there are too many schools to look at, you can change the number of schools and colleges that appear on the list. This is called “filtering.” **Tap the blue button** that says “Change search term” at the top of the screen.

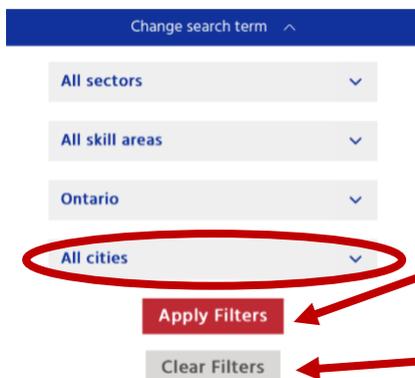
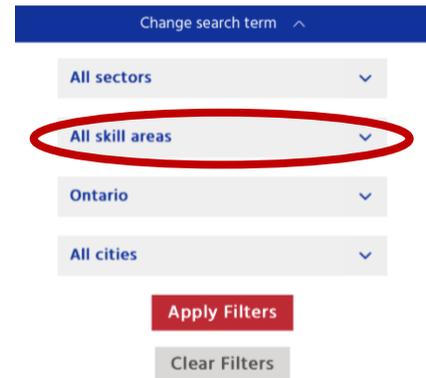


A menu will open. From here, you can filter the map so it only shows schools that offer training in one of the six skilled trade and technology sectors:

1. Construction
2. Employment
3. Information Technology
4. Manufacturing & Engineering
5. Services
6. Transportation

You can also filter the map so it only shows schools that offer training in specific skill areas. There are many to choose from, which include:

- Carpentry
- Heavy Vehicle Technology
- Photography
- Welding



Finally, you can filter the map so it only shows schools or colleges in a specific city.

When you are done, **tap the red “Apply Filters”** button to see a new, shorter list of schools and colleges.

To return to the full list of schools and colleges, click the grey “Clear Filters” button.

Activity: Find a School or College

Now it is time to practice what you learned. Follow the instructions below.

Step 1: Tap “Schools and Colleges” and select Ontario.

Step 2: Use the “**Change search term**” button to filter the map so it only shows schools offering training in one sector.

What sector did you choose? _____

Step 3: Next, filter the map so it only shows schools offering training in one skill area.

What skill area did you choose? _____

Step 4: After making these two selections, **tap the red “Apply Filters”** button.

How many educational institutions offer this kind of training in Ontario? _____

Step 5: Choose one of these schools or colleges and answer the questions below.

What is the name of the school or college? _____

What city is it located in? _____

What are the skills offered at this institution? **Reminder:** tap “See all skill areas offered” to find these skills!

Tips

If you would like to build your Skills for Success, there are free adult upgrading programs across Ontario that can help. To find a program near you, contact your regional literacy network by visiting <https://learningnetworks.ca/contact-my-network/>

If you would like to explore the Skills/Compétences Canada map on a desktop or laptop computer, you can open a browser and go to <https://www.skillscompetencescanada.com/en/map/>

Review What You Learned

Now that you have completed this resource, you know:

- what the nine Skills for Success are
- what the Skills Canada App is, and how it works
- how to test your Skills for Success
- where to find information about different careers in skilled trades and technology
- what Skills for Success you need in each of those careers
- how to find a school or college that offers skills training

Reflect on your next steps



Are you interested in a career in technology or the skilled trades? Think about the kinds of jobs that might interest you. If you can, talk to someone who works in that trade to find out more about it!

Make a list of the skills you have now, and what skills you may need to build to be successful. Think about what you can do, or where you can go, to build those skills.