

CURRICULUM RESOURCE

Introducing the Build Your Skills Platform

OALCF ALIGNMENT

Competency	Task Group	Level
Competency A - Find and Use Information	A1. Read continuous text	2
Competency A - Find and Use Information	A3. Extract information from films, broadcasts and presentations	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

Goal Paths (check all that apply)

- | | |
|----------------------------------------------------|----------------------------------------|
| <input checked="" type="checkbox"/> Employment | <input type="checkbox"/> Postsecondary |
| <input checked="" type="checkbox"/> Apprenticeship | <input type="checkbox"/> Independence |
| <input type="checkbox"/> Secondary School Credit | |

Embedded Skills for Success (check all that apply)

- | | |
|---------------------------------------------------------------|-----------------------------------------------------|
| <input checked="" type="checkbox"/> Adaptability | <input checked="" type="checkbox"/> Numeracy |
| <input checked="" type="checkbox"/> Collaboration | <input checked="" type="checkbox"/> Problem Solving |
| <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Reading |
| <input checked="" type="checkbox"/> Creativity and innovation | <input checked="" type="checkbox"/> Writing |
| <input checked="" type="checkbox"/> Digital | |

NOTES: This resource is a follow-up to "Exploring the Construction Training and Apprenticeship Ontario Hub." It encourages learners interested in the construction trades to continue their investigation of the Construction Training and Apprenticeship Ontario (CTAO) online hub. The resource introduces skills needed in construction and the Skills for Success. It outlines how to create an account in the "Build Your Skills" section of the hub. Learners will then be guided through a high-level overview of the interactive learning hub. This resource is followed by additional resources that take a deeper dive into each of the three hubs: Explorer, Pre-Apprentice, and Apprentice.

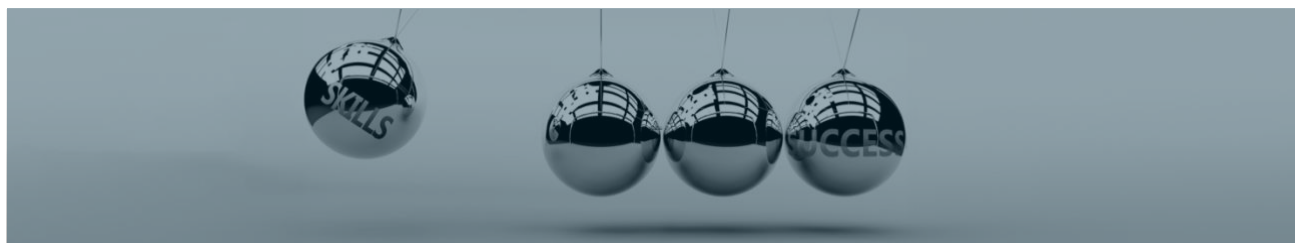
ACKNOWLEDGEMENTS

Project Host

Community Literacy of Ontario

Research & Writing

Summer Burton



This Employment Ontario service is funded in part by the Government of Canada and the Government of Ontario through the Canada-Ontario Job Fund Agreement.

Canada

EMPLOYMENT
ONTARIO

Ontario



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



communityliteracyofontario.ca



(705) 733-2312



info@communityliteracyofontario.ca



@CommunityLiteracyOntario



@love4literacy



@love4literacy

Introduction

A career in construction can be exciting and rewarding. There are many different kinds of jobs you can do in the construction trades, including:

- Sprinkler and Fire Protection Installer
- Refrigeration and Air Conditioning Systems Mechanic
- Painter and Decorator
- Heavy Equipment Operator
- Construction and Maintenance Electrician
- Mobile Crane Operator

Do you already know what construction trade, or trades, interest you the most? If so, write them down below.



You will have the opportunity to learn about the skills needed in these trades and many more in the Build Your Skills section of the Construction Training & Apprenticeship Ontario (CTAO) website <https://www.ctaontario.ca/>

If you aren't sure what trade you want to pursue yet, that's okay! You may narrow down your choices while you are using Build Your Skills.

Note: There is another resource that can help you learn more about different construction trades. It would be helpful to complete that resource before starting this one. Be sure to ask your teacher or tutor for a copy of “[Explore the Construction Training and Apprenticeship Ontario \(CTAO\) Hub!](#)”

Skills for Construction

As you work towards a career in the construction trades, you may find that you need to build some new skills. This is a normal part of preparing for and being successful at a new job. Some of the skills you will need to work in construction include:



Physical fitness and stamina – You need to be able to work long hours climbing ladders, lifting heavy tools and objects, and operating heavy machinery.

Communication – You need to communicate with other workers and managers clearly and professionally. This includes sharing information, asking questions, listening, and understanding instructions both verbally and in writing.



Hand-eye coordination - You need these skills to drill, cut, or hammer accurately and without injury or damage to tools or supplies.

Math – You will need to understand many mathematical concepts beyond adding, subtracting, multiplying, or dividing. You need to be comfortable working with fractions and decimals, determining angles, and calculating using different units of measurement.



Reading – You will need to read and understand building codes, blueprints, and technical documents.

Technical Knowledge – You need to understand the technical aspects of construction, including what tools and materials should be used for each job.



Problem-solving skills – You need to identify problems, think about what caused them, brainstorm possible solutions, and apply them.

Teamwork – You will be part of a team, and need to be respectful, share responsibilities, be flexible, and work together towards a common goal.



Ability to use tools – Depending on your trade, you may need to use saws, drills, measuring tools, crowbars, tile cutters, and hammers. You may also use large machinery like cranes, bulldozers, and earth movers.

Comfort with technology – You will use digital devices as a regular part of your work, and as technology grows and changes, you need to be comfortable with learning about and using new technology.



Adapted from “Construction Skills and How to Improve Them” <https://ca.indeed.com/career-advice/resumes-cover-letters/construction-skills>

You may already have some of these skills. You will learn other skills as an apprentice in the trade you have chosen. You may need to learn some skills in an adult upgrading program.

Which of these skills do you think you already have?

Which of these skills do you think you will need to learn?

Skills for Success

There are also skills that everyone needs, regardless of the kind of work they do. These are called the Skills for Success, and they are used in all areas of work, learning, and life.



They are:



Adaptability – This is the ability to handle unexpected changes and learn how to do things in new ways.

Have you ever had to adapt to something unexpected? ☐ Yes ☐ No

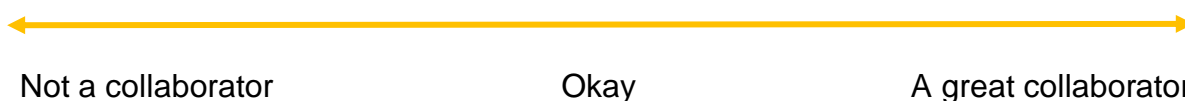
How adaptable are you? Mark the line where you think your adaptability skills are.



Collaboration – This is the ability to be a team player and work well with other people.

Have you ever worked as part of a team? ☐ Yes ☐ No

How much of a team player are you? Mark the line where you think your collaboration skills are.





Digital – This is using technology comfortably and effectively.

Do you use digital technology (i.e., tablets or smartphones)? ☐ Yes ☐ No

How comfortable are you with digital technology? Mark the line where you think your digital skills are.



Reading – This is the ability to read and understand instructions, signs, posters, and other written communication both on paper and online.

Do you read regularly? Do you read different kinds of text? ☐ Yes ☐ No

How strong a reader are you? Mark the line where you think your reading skills are.



Problem solving – This is the ability to understand why problems happen and figure out ways to overcome them.

Have you ever had to solve a difficult problem? ☐ Yes ☐ No

How was that for you? Mark the line where you think your problem-solving skills are.

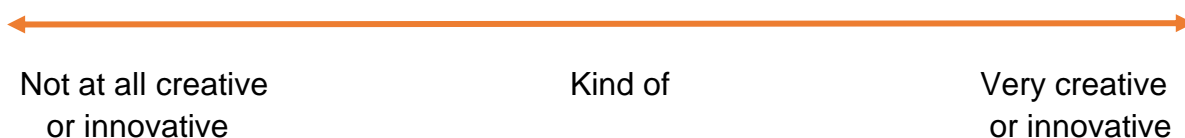




Creativity and innovation – This is the ability to visualize, use your imagination, and come up with new ways of doing things.

Have you used your imagination to think of new or interesting things? ☐ Yes ☐ No

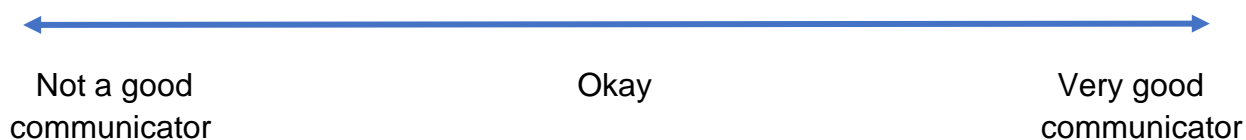
Do you think you're creative? Mark the line where you think your creativity skills are.



Communication – This is the ability to listen carefully, speak clearly, and exchange information with other people.

Do you need to listen to and speak with other people regularly? ☐ Yes ☐ No

Is this something you're good at? Mark the line where you think your communication skills are.



Tip: We have more skills to look at, but if you want to learn more about the Skills for Success, please visit: <https://www.canada.ca/en/services/jobs/training/initiatives/skills-success.html>!



Numeracy – This is the ability to use numbers in a variety of different ways.

Do you need to use numbers or math in your daily life? ☐ Yes ☐ No

How comfortable are you with numbers? Mark the line where you think your numeracy skills are.



Writing – This is the ability to write clear text using proper spelling, grammar, and sentence structure, both with a pen and paper and using digital technology.

Do you write every day? ☐ Yes ☐ No

Are you a good writer? Mark the line where you think your writing skills are.



We have looked at the skills you need in construction and at the Skills for Success. Did you notice that some skills can be found on both lists? Write the skills you find on both lists below.

Tip: They may have slightly different names but refer to the same skill or ability.

Creating a Build Your Skills Profile

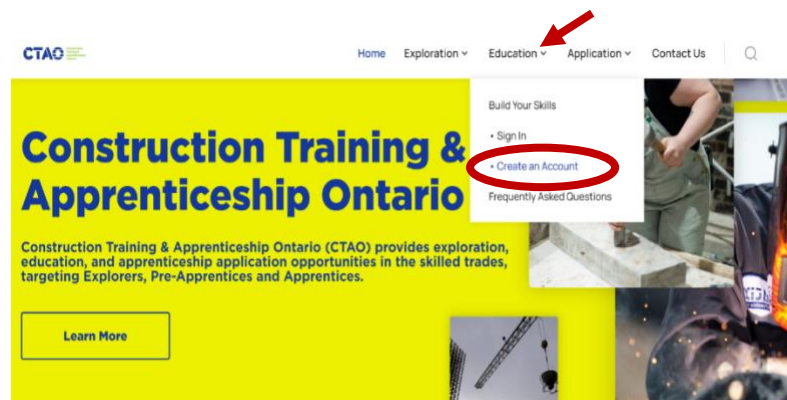
Let's look at the learning opportunities available in the Build Your Skills section of the Construction Training & Apprenticeship Ontario (CTAO) website.

Open a web browser and go to www.ctaontario.ca so you can follow along.

Before you can use the Build Your Skills section of the CTAO site, you need to register for an account and create a profile. Creating a profile is what gives you access to CTAO's interactive learning center and resources. There you can:

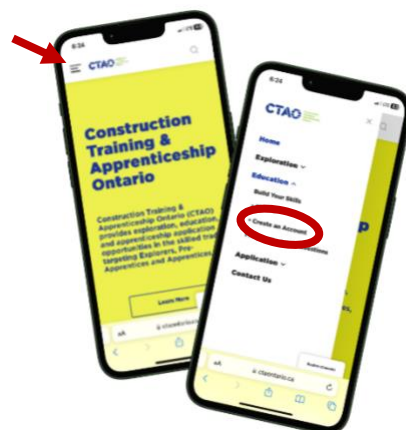
- build foundational skills with trade-specific practice problems
- practice your math, science, and reading skills to prepare you for practical use in the trades
- watch training videos, get tutoring, and more

It can take **at least 24 hours** for your account to be confirmed, so following these steps now means you will be able to use the site later.



If you are using a laptop or desktop computer you will see five links at the top of the website. If you hold your cursor over the word Education, a drop-down menu will appear. To begin, click the words "Create an Account" from the drop-down menu.

If you are using a tablet or smartphone you will see three small lines on the top left side of your screen. If you tap them, a menu will appear. To begin, tap the words "Create an Account" in that menu.



To create an account, you will need to provide the following information:

- Your first and last name.
- Your email address.
- Your phone number. This is optional, so you do not need to provide it.
- What experience you have in the skilled trades. Options include:
 - I am still exploring (I am unsure what trade I want to join).
 - I am a pre-apprentice (I know what trade I want to join / I am in a pre-apprenticeship program / I am starting technical training soon).
 - I am an apprentice.
 - I am a trainer/training provider.
- What trade you are interested in. Options include:
 - A field where you can type your own answer. This is optional, so you do not need to fill it in unless you want to.
 - Another field that includes a drop-down menu with an option for “still deciding” and lists all of the construction trades you can apprentice in. This field is required, so you must choose at least one option.
- How you learned about CTAO’s online learning hub. Options include:
 - Social media
 - A teacher / trainer / counsellor
 - An event (conference, presentation, etc.)
 - Other
- A field for you to share more information about how you learned about the CTAO hub, if you wish.

Do you know how you will answer each of those questions? ☐ Yes ☐ No

If you aren’t ready to create an account yet, that’s okay. Follow along with the rest of this resource so you know exactly what to do when the time comes!

On the following page, we will look at the actual registration page as it appears on a laptop or desktop computer. See if you can find each of the fields listed above!

Fields marked with an * are required.

Access Your Personal Online Learning Hub

Test your knowledge! Build your skills! Create your account or sign in today to find out if you have what it takes to succeed in a career in the skilled construction trades. We are here to support you along the way!



First Name *

Last Name *

Email *

Phone (Optional)

Trade Experience *

TRADE OF INTEREST

Select Trade *

How did you learn about the Online Learning Hub?

Please tell us more

☐ I have reviewed the [Terms and Conditions](#) *

Submit

Already have an account?

Log In

Still finding your path?

Explore the Trades

Question: Did you find all of the fields listed on the previous page? ☐ Yes ☐ No

Terms and Conditions

At the bottom of the registration page, just above the “submit” button, there is a check box next to the words “I accept the Terms and Conditions.” The words “terms and conditions” are underlined. They are a link that will open a new tab in your browser where you can read all of the things you are agreeing to.

You must accept the terms and conditions of using the CTAO hub to create an account. It is important to read the terms of any website you use, so you know what you are agreeing to. The terms and conditions of the CTAO hub include:

- You can’t claim that what they publish on their website belongs to you.
- They can’t confirm that other websites have accurate information.
- You must be 19 years or older to use the site.
- They might contact you at the email address you provide for registration to ask you if you are interested in completing surveys about using the site.

Reflection question: Do you normally read the terms and conditions of websites before you accept them?

☐ Yes ☐ No

If not, you aren’t alone. A lot of people click “accept” without reading what they are agreeing to. To build your digital literacy skills, challenge yourself to read the terms and conditions of the websites, apps, or other online services you want to use.

If you are comfortable with the terms and conditions, put a checkmark in the box, and click the “submit” button.

☒ I have reviewed the [Terms and Conditions](#) *

Submit

You will then see a confirmation screen letting you know that CTAO will be in touch with you shortly.

✓ Thanks for contacting us! We will be in touch with you shortly

Introducing Build Your Skills

Within 24 hours, you will receive a welcome email similar to the one below from CTAOtradeshub@skillplan.ca. It will include a username and password to sign into your account (circled below).

If you don't see that email, check your spam or junk folder or email Construction Training & Apprenticeship Ontario (CTAO) at CTAOtradeshub@skillplan.ca for help.

Good morning,

Great news! You've been given access to the **Build Your Skills Learning Hub**.

The online Learning Hub is your opportunity to access a series of **FREE** courses with interactive learning and assessment tools for the construction trades. In each course, you'll find videos, quizzes, self-assessments, interactive step-by-step instructions, and other activities that will help you improve the foundational skills you need to succeed in the trades.

Access Information

Homepage: <https://skillplan.brightspace.com/d2l/home>

Username: *your email address*

Password: skillplan

We are always here to support you, so if you need any assistance please contact: support@skillplan.ca

Thank you,

Katie Nelson

E-Learning Administrator

Submit all questions in writing to:

e: learn@skillplan.ca

w: www.skillplan.ca

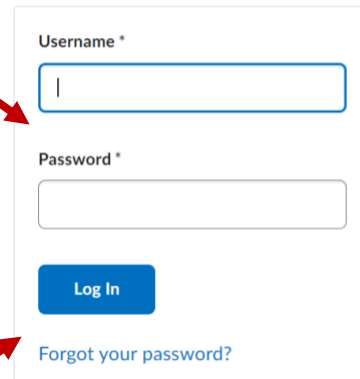


Once you receive your email, click on the link for the homepage (<https://skillplan.brightspace.com/d2l/home>). This will open a browser window so you can enter your username and password and start preparing for your career in the skilled trades.

Tip: If you have your username and password, log in so you can follow along with the rest of this resource. **If you haven't received your username and password yet, continue reading this resource so you can log in easily when you get them.**

Build Your Skills | Développe tes compétences

This is where you will enter your new username and password for the Build Your Skills portal.



Once you type in that information, click the blue **Log In** button.

You will be presented with the terms and conditions of using the SkillPlan platform. SkillPlan is the organization that developed the Build Your Skills section of the Construction Training & Apprenticeship Ontario (CTAO) website.



Terms and Conditions

1. Scope and Purpose

Do you remember what we said earlier about the importance of reading the Terms and Conditions? Challenge yourself to read these and ask your teacher or tutor if you have questions about what they mean.

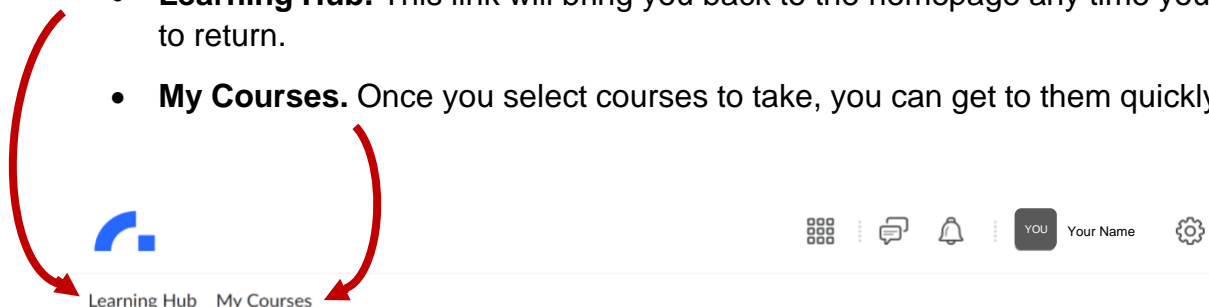
When you are ready, put a checkmark in the box to indicate you have read the Terms and Conditions, and click the blue **Accept** button.

☒ I have read the above Terms and Conditions



Once you click Accept, you will arrive at the homepage. Let's take a tour of what you can find here. At the top of the screen, you will see links to:

- **Learning Hub.** This link will bring you back to the homepage any time you want to return.
- **My Courses.** Once you select courses to take, you can get to them quickly here.



Clicking these nine small boxes will show you a drop-down menu of all of the courses you are enrolled in.



Clicking these voice bubbles will show you information about the content you've subscribed to on the Build Your Skills platform.



Clicking the bell will show you any updates that have been made to the courses you are taking or to the Build Your Skills platform itself.



Clicking your initials and name will open a drop-down menu where you can:

- update your profile to include a photo and more details about yourself
- control how you receive notifications about activity in your courses
- adjust the settings of your account so they work best for you. **Tip:** This is where you can go to make sure the Build Your Skills platform works with any assistive devices you are using, like a screen reader.
- track your progress in each of the courses you are taking and check your quiz results
- change the language from English to French
- log out of the Build Your Skills Platform



Clicking the gear symbol will give you access to any files you have uploaded to the Build Your Skills platform.

Check Your Learning

1. If you don't receive your welcome email within 24 hours, you should check your junk or spam folder. If you still don't have the welcome email, who should you contact and what is their email address?

2. Should you read the Terms and Conditions before you accept them?

☐ Yes

☐ No

3. What link will bring you back to the homepage any time you want to return?

4. What will clicking the nine small boxes at the top of the homepage show you?

5. What should you click to adjust the settings of your Build Your Skills account so they work best for you?



Be sure to review your answers with your teacher or tutor!

Now that you know what all the buttons at the top of the homepage are for, let's scroll down. You will find that Build Your Skills offers three different levels of skill building.



The Explorer Hub offers an opportunity to learn more about different construction trades. Here you can:



- ☐ choose from almost 20 different trades you want to know more about
- ☐ watch a video about each of those trades
- ☐ find out whether the responsibilities of the trades you chose interest you or not
- ☐ see if you have the skills needed for the trades you are interested in
- ☐ hear real tradespeople talk about what they like about working in this trades on your list
- ☐ learn more about the math, reading, writing, and other skills for success you need in these trades

Question: Which of these things would you like to do? Check each of your choices.

The Pre-Apprentice Hub offers an opportunity to watch video tutorials about the skills needed in the trades, and you can complete practice activities and quizzes. Here you can:

- ☐ do a skills assessment to see if you're ready to start a job in the skilled trades
- ☐ practice the math skills you need to be successful in an apprenticeship
- ☐ learn about the science involved in the trades
- ☐ practice the reading skills you need for workplace documents and understanding exam questions
- ☐ learn how to recognize and manage test anxiety



Question: Which of these things would you like to do? Check each of your choices.

The Apprentice Hub offers an opportunity to use learning resources specific to the construction trade someone is working in. Here you can choose one trade from a list of construction trades and then:



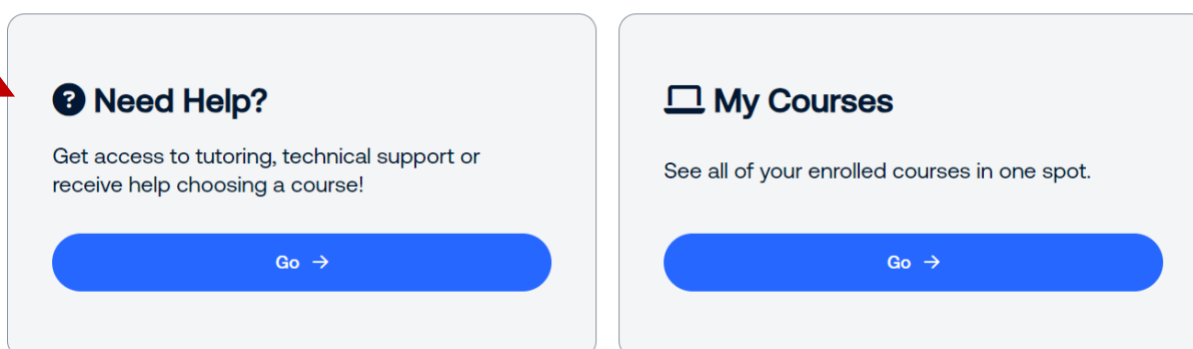
- ☐ complete math, science, reading, and writing courses that include activities specific to that trade
- ☐ prepare for certification exams for that trade
- ☐ learn how to manage your money as an apprentice in the skilled trades
- ☐ build your skills so you can mentor new apprentices once you are done with your own training
- ☐ learn about diversity in the workplace and how to be inclusive and respectful
- ☐ find out about how to support Indigenous people in the trades
- ☐ build your mental health and wellness, and find out how to access support when you need it

Question: Which of these things would you like to do? Check each of your choices.

Below the images of the Explorer, Pre-Apprentice and Apprentice, you will find two boxes.

If you click the blue **Go** button in the “Need Help?” box, a chat screen will open where you can:

- select from a list of common questions people ask
- type your own questions to ask
- request help from a tutor
- chat with a live person (between the hours of 10:00 am and 6:00 pm Eastern Standard Time (EST) from Monday to Friday each week)



If you click the blue **Go** button in the “My Courses” box you will go to a page with all of the courses you are enrolled in. **Tip:** This is the same page you reach by clicking “My Courses” at the top of the homepage.

Question: What do you think you would use the “Need Help” chat feature for?

Watch a video about the Build Your Skills Portal

Below the two boxes, you will find a video about the Build Your Skills portal and the resources it offers. If you don't have your username or password for the Build Your Skills portal yet, you can watch the same video on YouTube using this link:

https://youtu.be/OaUaUZoYCyA?si=pOiigp_HL61zLKP9

Watch the video and write down **three things** you learned. You can pause the video or watch it more than once so you have time to record your notes.



What I learned from this video:

- 1.
- 2.
- 3.

Conclusion

This resource introduced you to several new topics related to the construction trades. We looked at:

- the skills you need to be successful in construction
- the Skills for Success and how they relate to construction skills
- how to create an account in the "Build Your Skills" section of the Construction Training and Apprenticeship Ontario (CTAO) website
- the purpose of each of the three sections of the interactive learning hub (Explorer, Pre-Apprentice, and Apprentice)

Next steps: Now that you know more about each of the hubs in the Build Your Skills portal, which one is the best fit for you?

Put a checkmark in the box below to indicate your choice. Remember, if you start with the Explorer Hub, you can move on to the Pre-Apprenticeship Hub and the Apprenticeship Hub when you are ready.

- ☐ The Explorer Hub
- ☐ The Pre-Apprentice Hub
- ☐ The Apprentice Hub

If you put a checkmark next to The Explorer Hub, ask your teacher or tutor for the next resource in this series **“Build Your Skills: Welcome to the Explorer Hub!”**

If you put a checkmark next to the Pre-Apprentice Hub, ask your teacher or tutor for the resource called **“Build Your Skills: Welcome to the Pre-Apprentice Hub!”**

If you put a checkmark next to the Apprentice Hub, ask your teacher or tutor for the resource called **“Build Your Skills: Welcome to the Apprentice Hub!”**