

This is a resource for LBS Facilitators who have learners using the CLO resource “Introducing the Build Your Skills Platform.”

Note: As part of this resource, learners are told to open a browser and visit the website www.ctaontario.ca to create a Build Your Skills account. Note that it will take **at least 24 hours** for learners to receive their login information. They can review the rest of the resource without following along online, or you can choose to take a break until their username and password arrive. Once they receive their log in information, they are directed to visit <https://skillplan.brightspace.com/d2l/home>. They are also directed to watch a video.

Before assigning this activity to a learner, instructors should confirm the learner has access to a computer or mobile device with access to the internet. Please also consider the impact of the video’s sound and consider whether the learner(s) will need headphones or if they can play the video out loud without disrupting others.

Discussion Questions & Answer Key

On Page 2, learners are asked what construction trade, or trades, interest them the most. **While there is no correct answer to this question, it will provide some insight into the learner’s interests.**

On Page 4, learners are asked which construction skills they think they already have and which they think they will need to learn. **There is no correct answer to this question. It is intended to help learners think about their skills and their upgrading opportunities.**

On Pages 5 through 8, learners are introduced to the Skills for Success. For each skill, they are asked a yes or no question about their experience using that skill and are asked to rank their skill level in each area. **The answers learners give will vary. Reviewing them will help facilitators identify skill-building areas to work on with the learner in the future.**

On Page 8, learners are asked to compare the list of construction skills they reviewed to the nine Skills for Success and identify the skills that appear on both lists. **In some cases, the words used in each list are different, but the skill is the same. The skills that appear on both lists are Communication, Math/Numeracy, Reading, Problem Solving, Teamwork/Collaboration, and Comfort with Technology/Digital.**

On Page 10, learners are told each question they will need to answer when creating a Build Your Skills account. They are asked if they know how they will answer each of those questions. **Learners should say yes to this question before actually creating an account, but they can continue to use the rest of the resource without creating an account if they wish.**

On Page 12, learners are asked if they normally read the terms and conditions of websites before they accept them. **While we hope the answer is yes, we recognize that most people do not. This is a good opportunity to discuss online safety and digital literacy. Note: this topic comes up again later in the resource.**

On Page 16, learners are asked a series of questions about items at the top of the Build Your Skills homepage. **The correct answers are shown below in bold.**

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? **Construction Training & Apprenticeship Ontario (CTAO) at CTAOtradeshub@skillplan.ca**

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?
Learning Hub

4. What will clicking the nine small boxes at the top of the homepage show you?
A drop-down menu of all of the courses you are enrolled in.

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

On Pages 17 and 18, learners are given an overview of what they will find in each of the three learning hubs (Explorer, Pre-Apprentice and Apprentice) They are asked which of the things they could learn in each hub interests them the most. **Answers will vary by learner. Knowing their interests in each section will help facilitators find the most relevant content for the learner in each of the resources that follows.**

On Page 19, learners are asked why they think they would use the “Need Help” chat feature. **There is no right or wrong answer to this question. Its purpose is to encourage learners to consider using the built-in help features of the learning hub.**

On Page 20, learners are instructed to watch a video about the Build Your Skills learning hub and write down three things they learned. **Answers will vary by learner. This question is intended as a skill-building exercise for learners to capture information from the video by listening, watching, pausing when necessary, and taking notes.**

In the conclusion on Page 21, learners are asked which of the hubs in the Build Your Skills portal is the best fit for them. The options are:

- The Explorer Hub. **If chosen, consider offering this learner the next resource in this series “Build Your Skills: Welcome to the Explorer Hub!”**
- The Pre-Apprentice Hub. **If chosen, consider offering this learner the resource called “Build Your Skills: Welcome to the Pre-Apprentice Hub!”**
- The Apprentice Hub. **If chosen, consider offering this learner the resource called “Build Your Skills: Welcome to the Apprentice Hub!”**