

Practitioner Assessment Grid

REDISCOVERING MY SKILLS

*Becoming Aware of my Abilities and Limitations While
Living with a Disability*



COALITION ONTARIENNE DE FORMATION DES ADULTES

Developed as part of the Skills for Success resources.

Canada 



Ontario 

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Learner's name: _____

REDISCOVERING MY SKILLS

PRACTITIONER ASSESSMENT

Based on a specific example given by the learner, the practitioner will select the corresponding skill level. Examples of tasks ARE PROVIDED as a guide to help determine the skill level attained. Please refer to the Curriculum Framework for additional tasks or information on performance indicators and descriptors. Please note that some curriculum skills may not have descriptors or indicators, as they are not part of the Curriculum Framework.

1. READING

- | | |
|----------------------------------|---|
| ☐ L1 A1.1 | <i>Read continuous text</i>
Read a brief email confirming the date and time of a meeting. |
| ☐ L2 A1.2 | Read a brochure to learn about a new product. |
| ☐ L3 A1.3 | Read an information package from a charity to decide whether to make a donation. |
| <i>Interpret documents</i> | |
| ☐ L1 A2.1 | Read a clothing label to identify washing instructions. |
| ☐ L2 A2.2 | Locate fire exits on a floor plan. |
| ☐ L3 A2.3 | Interpret a project plan to determine whether adjustments to schedules or activities need to be made. |

2. NUMERACY

- | | |
|----------------------------------|--|
| ☐ L1 C1.1 | <i>Manage money</i>
Calculate change from a purchase. |
| ☐ L2 C1.2 | Prepare an invoice calculating unit costs, subtotal, taxes, and total. |
| ☐ L3 C1.3 | Compare costs and services from several providers to select a cell phone plan. |
| <i>Manage time</i> | |
| ☐ L1 C2.1 | Calculate travel time from departure and arrival times. |
| ☐ L2 C2.2 | Plan one's day by estimating how long activities will take and sequence them accordingly. |
| ☐ L3 C2.3 | Adjust a project schedule to accommodate delays, changes in team member availability and changes in deadlines. |

☐ L1 C3.1*Use measures*

Use a store flyer to select a desk that is big enough to fit a computer and printer.

☐ L2 C3.2

Adjust quantities to double or half a recipe.

☐ L3 C3.3

Calculate paint quantity given room dimensions and paint coverage rates.

☐ L1 C4.1*Manage data*

Count the number of boxes in a shipment to verify that the correct number was received.

☐ L2 C4.2

Interpret a pie graph to identify election results.

☐ L3 C4.3

Collect and interpret income data across several occupations to establish an employment goal.

3. WRITING☐ L1 B2.1*Write continuous text*

Write a brief email to request information.

☐ L2 B2.2

Write an email to explain steps involved in a project.

☐ L3 B2.3

Write a summary to express an opinion on a topic.

☐ L1 B3.1*Complete and create documents*

Record an appointment in an agenda or calendar.

☐ L2 B3.2

Fill in forms, providing all the information requested without error.

☐ L3 B3.3

Complete or create a budget template with subcategories for expenses and income.

4. DIGITAL SKILLS☐ L1 D1.1

Use basic word processing software, such as Notepad, to write a note.

☐ L2 D2.2

Organize digital files into folders.

☐ L3 D3.3

Create a report using a variety of formatting options, such as inserting a table, graph, and contents list.

5. PROBLEM SOLVING☐ 1

Ask questions to confirm understanding.

☐ 2

Identify the reason why a device is malfunctioning (i.e., troubleshoot technological equipment).

☐ 3

Analyze issues in new situations quickly and calmly (i.e., how to complete a task that may be delayed).

6. COMMUNICATION**Verbal**☐ L1 B1.1

Describe a routine task or welcome clients in a store.

☐ L2 B1.2

Brainstorm to generate solutions to a problem.

☐ L3 B1.3

Discuss one's opinions, express oneself clearly and adapt one's language to different situations or contexts (with friends, colleagues, supervisors, and clients).

7. COLLABORATION☐ 1

Work independently without harming others.

☐ 2

Take the time to help others in their work.

☐ 3

Collaborate with other members of a group to achieve common goals.

8. ADAPTABILITY☐ 1

Learn from one's mistakes.

☐ 2

Learn new things, even if it is sometimes difficult (i.e., using new software or a cell phone).

☐ 3

Make an effort to work effectively with others, even if their preferred way of working is different.

9. CREATIVITY AND INNOVATION☐ 1

Perform a task differently from someone else.

☐ 2

Propose new solutions to improve efficiency.

☐ 3

Provide services in new ways.

The practitioner will consolidate the results using the document entitled "A Compilation of Demonstrated Skills" and will present these to the learner before initiating "Activity 2."

Reference: Ontario Ministry of Training, Colleges and Universities, *Ontario Adult Literacy Curriculum, Curriculum Framework*, March 2015.