

**OALCF Task Cover Sheet**

**Task Title:** Find and Use Training Standard for a trade

<b>Learner Name:</b>	
<b>Date Started:</b>	
<b>Date Completed:</b>	
<b>Successful Completion:</b> Yes ___      No ___	
<b>Goal Path:</b> Employment ___ Apprenticeship ✓ Secondary School ✓ Post Secondary ✓ Independence ___	
<b>Task Description:</b> The learner will find the Ontario College of Trades website and locate the <i>Training Standard</i> for a trade they are interested in.  From LLSC Apprenticeship Curriculum - find it at <a href="http://www.llsc.on.ca/about-us/resources">http://www.llsc.on.ca/about-us/resources</a>	
<b>Competency:</b> A: Find and Use Information B: Communicate Ideas and Information D: Use Digital Technology	<b>Task Group(s):</b> A1: Read continuous text A2: Interpret documents B2: Write continuous text D2: n/a
<b>Level Indicators:</b> A1.1: Read brief texts to locate specific details A2.2: Interpret simple documents to locate and connect information B2.1: Write brief texts to convey simple ideas and factual information D2: Perform well-defined, multi-step, digital tasks	
<b>Performance Descriptors:</b> See chart on last page.	
<b>Materials Required:</b> <ul style="list-style-type: none"> <li>• Pencil and paper</li> <li>• Internet access</li> <li>• **Practitioner Note: while most Training Standards do list the roles and responsibilities of the apprentice there are one or two less common ones that do not.</li> </ul>	

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Individuals interested in becoming employed in the trades do research on the trades and apprenticeship.

Look at the Ontario College of Trades website on the internet.

**Learner Information and Tasks:**

**Task 1:** Find the *Training Standard* for a trade that you are interested in on the website. Download the document and save it on your hard drive or USB drive.

**Task 2:** Locate the Table of Contents in the *Training Standard*. Find the page with the roles and responsibilities of the apprentice. List the roles and responsibilities of the apprentice.

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**Answer Key:**

**Task 1:** See task instructions.

**Task 2:** See task instructions. Answer will vary depending on trade chosen.

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Performance Descriptors		Needs work	Completes task with support from practitioner	Completes task independently
A1.1	<ul style="list-style-type: none"> <li>reads short texts to locate a single piece of information</li> </ul>			
	<ul style="list-style-type: none"> <li>decodes words and makes meaning of sentences in a single text</li> </ul>			
	<ul style="list-style-type: none"> <li>identifies the main idea in brief texts</li> </ul>			
A2.2	<ul style="list-style-type: none"> <li>performs limited searches using one or two search criteria</li> </ul>			
	<ul style="list-style-type: none"> <li>extracts information from tables and forms</li> </ul>			
	<ul style="list-style-type: none"> <li>uses layout to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>makes connections between parts of documents</li> </ul>			
	<ul style="list-style-type: none"> <li>makes low-level inferences</li> </ul>			
	<ul style="list-style-type: none"> <li>begins to identify sources and evaluate information</li> </ul>			
B2.1	<ul style="list-style-type: none"> <li>writes simple texts to request, remind or inform</li> </ul>			
	<ul style="list-style-type: none"> <li>conveys simple ideas and factual information</li> </ul>			
	<ul style="list-style-type: none"> <li>demonstrates a limited understanding of sequence</li> </ul>			
D2	<ul style="list-style-type: none"> <li>selects and follows appropriate steps to complete tasks</li> </ul>			
	<ul style="list-style-type: none"> <li>locates and recognizes functions and commands</li> </ul>			
	<ul style="list-style-type: none"> <li>makes low-level inferences to interpret icons and text</li> </ul>			
	<ul style="list-style-type: none"> <li>performs simple searches using keywords (e.g., Internet, software help menu)</li> </ul>			

**This task:** was successfully completed\_\_\_ needs to be tried again\_\_\_

