



Task Title: Getting Started with ACE Distance Program

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: The learner will use the internet to search for program information and complete an online registration form for the ACE Distance e-Channel LBS program.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Complete and create documents/B3.2a
- Use Digital Technology/D.2

Materials Required:

- Computer with internet access and printer

Note for Instructors/Practitioners

Only use this task with learners who are ready to apply to ACE Distance/Online, as Task 6 requires them to complete the online application form which sets in motion required completion of an online skills assessment (1-2 hours), and completion of an online orientation course (Learn to Learn). Learn to Learn will take the learner 15-20 hours to complete and it must be completed within 30 days.

Learner Information

Online courses are becoming a reality for many people today. Quite often it may be the only opportunity to advance an educational goal. In this task you will sign up for an online course that does not have a cost associated with it. This online course is a step towards taking the Academic Career Entrance Certificate (A.C.E.) or, if you are only in need of one course such as apprenticeship math you may decide to follow through with that.

Perform a keyword search for the e-Channel website and click on the link.

Work Sheet

Select the ACE Distance link.

Task 1: List two things ACE can help you qualify for.

Answer:

Select the Study Online link.

Task 2: Who is eligible to take free ACE courses?

Answer:

Task 3: List 3 things required to do the course work.

Answer:

Task 4: What are the four steps to getting started with ACE Distance?

Answer:

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Task 5: How long does it take to complete the online skills assessments?

Answer:

Task 6: How long is the Learn to Learn course?

Answer:

Task 7: Complete the online application.

Answer: No written response required here.

Task Completed: Yes

Task 8: If able, print a copy of your completed registration.

Answer: No written response required here.

Task Completed: Yes

Answers

Select the ACE Distance link.

Task 1: List two things ACE can help you qualify for.

Answer: Any two of the following:

- Admission to certificate and Diploma programs at Ontario's Public Colleges
- Jobs that require Grade 12 or equivalent credentials
- Registration as an Apprentice

Select the Study Online link.

Task 2: Who is eligible to take free ACE courses?

Answer: Ontario residents 18 years or older who are proficient in English and able to meet the required entry scores on the ACE skills assessments

Task 3: List 3 things required to do the course work.

Answer: Any 3 of the following:

- A professional email address
- Access to the internet
- A reliable computer
- Motivation and self-discipline to do the course work

Task 4: What are the four steps to getting started with ACE Distance?

Answer:

- 1) Complete the online application form
- 2) Complete the online skills assessments
- 3) Proceed to Learn to Learn
- 4) Register in an ACE Distance Course

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Task 5: How long does it take to complete the online skills assessments?

Answer: 1-2 hours

Task 6: How long is the Learn to Learn course?

Answer: 15-20 hours over the course of three weeks

Task 7: Complete the online application.

Answer: No one correct answer. Learner should check off the "Task Completed" checkbox when this task is done.

Task 8: If able, print a copy of your completed registration.

Answer: When done, learner should have a print copy of their completed registration.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	Makes connections between sentences and between paragraphs in a single text			
	Scans text to locate information			
	Locates multiple pieces of information in simple texts			
	Reads more complex texts to locate a single piece of information			
	Makes low-level inferences			
	Obtains information from detailed reading			
B3.2a	Uses layout to determine where to make entries			
	Begins to make some inferences to decide what information is needed, where and how to enter the information			
	Makes entries using a limited range of vocabulary			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
D.2	Selects and follows appropriate steps to complete tasks			
	Locates and recognizes functions and commands			
	Makes low-level inferences to interpret icons and text			
	Begins to identify sources and evaluate information			
	Performs simple searches using keywords (e.g. internet, software help menu)			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
