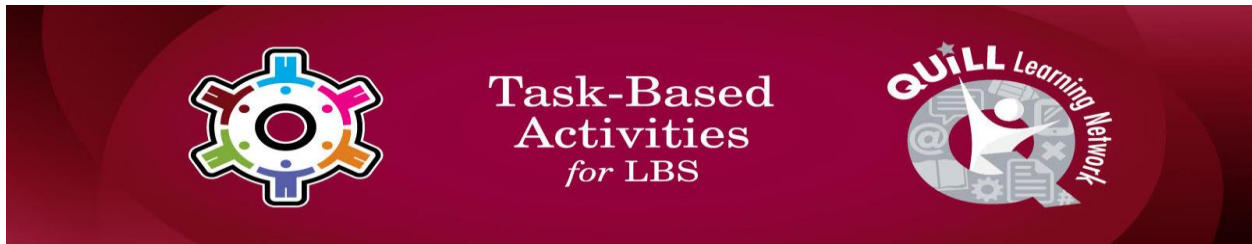


Task Title:

JobProfileReviewPart1\_E\_A1.1\_A1.2\_A2.1\_A2.2\_A2.3\_B2.1\_B2.2\_B3.1a\_D1\_D2



## Task Title: Part 1- Reviewing a Specific Job Profile for Career Exploration

OALCF Task Cover Sheet-Practitioner Copy

---

Learner Name: \_\_\_\_\_

Date Started (m/d/yyyy): \_\_\_\_\_

Date Completed (m/d/yyyy): \_\_\_\_\_

Successful Completion: Yes  No

Goal Path: Employment  Apprenticeship

Secondary School  Post Secondary  Independence

### Task Description:

In this task set, a learner is asked to review an Essential Skills Profile of a specific job as part of their career exploration to identify a desired employment goal. Can be followed up with **Part 2- Career Exploration based on an Essential Skills Profile.**

**Competency:** A: Find and Use Information  
B: Communicate Ideas and Information  
D: Use Digital Technology

**Task Groups:** A1: Read continuous text  
A2: Interpret documents  
B2: Write continuous text  
B3: Complete & create documents  
D1: Perform simple digital tasks according to a set procedure  
D2: Perform well-defined, multi-step digital tasks

Task Title:

JobProfileReviewPart1\_E\_A1.1\_A1.2\_A2.1\_A2.2\_A2.3\_B2.1\_B2.2\_B3.1a\_D1\_D2

**Level Indicators:**

A1.1: Read brief texts to locate specific details

A1.2: Read texts to locate and connect ideas and information

A2.1: Interpret very simple documents to locate specific details

A2.2: Interpret simple documents to locate and connect information

A2.3: Interpret somewhat complex documents to connect, evaluate and integrate information

B2.1: Write brief texts to convey simple ideas and factual information

B2.2: Write texts to explain and describe information and ideas

B3.1a: Make straightforward entries to complete very simple documents

D1: Perform simple digital tasks according to a set procedure

D2: Perform well-defined, multi-step digital tasks

**Performance Descriptors:** See chart on last page

**Materials Required:**

- Question or Task Sheet
- Computer with Internet access
- Essential Skills Profile – either one found online by the learner, based on their career interests, or one provided by the Instructor

**Practitioner Preparation:**

- Review the Tasks below.
- Help the learner prepare with skill-building activities.
- Help the learner to become familiar with the HRSDC Essential Skills website including the Profile web page, "Search the profiles". ([www10.hrsdc.gc.ca/es/English/SearchMain.aspx](http://www10.hrsdc.gc.ca/es/English/SearchMain.aspx))
- Explain the Essential Skills matrix to the learner – levels and skill domains.

NOTE - There is no answer sheet included as answers to the Task questions will vary from learner to learner, depending on the job each has chosen to explore. Practitioners will need to check each learner's answers manually.

Task Title:

JobProfileReviewPart1\_E\_A1.1\_A1.2\_A2.1\_A2.2\_A2.3\_B2.1\_B2.2\_B3.1a\_D1\_D2

## Learner Information

In this task, you are asked to review an Essential Skills Profile of a specific job that you're interested in. [Option: If you cannot think of a specific job, you can review the Essential Skills Profile for Food and Beverage Servers.]

On the "Search the profiles" web page, profiles can be looked up based on "list of all profiles", "occupation", "keyword", "most important skills", "skill levels" and "National Occupational Classification Code (NOC)". Choose one of those options on the web page, click on it. On the new web page, follow the instructions to find a specific Essential Skills Profile for a job that you are interested in. Use the Essential Skills Profile to complete the tasks below.

## Work Sheet

### **Task 1: What is the National Occupational Classification (NOC) Code for the job?**

Answer:

---

### **Task 2: Name all of the most important Essential Skills for the job.**

Answer:

---

Task Title:

JobProfileReviewPart1\_E\_A1.1\_A1.2\_A2.1\_A2.2\_A2.3\_B2.1\_B2.2\_B3.1a\_D1\_D2

**Task 3: Pick one of the most important Essential Skills.**

- a) List two examples of tasks that a worker must do on the job within that skill.**

Answer:

---

- b) What is the complexity level for each example?**

Answer:

---

**Task 4: Choose another Essential Skill from the “Document Sections” at the top of the Profile.**

- a) List the skill you chose.**

Answer:

---

Task Title:

JobProfileReviewPart1\_E\_A1.1\_A1.2\_A2.1\_A2.2\_A2.3\_B2.1\_B2.2\_B3.1a\_D1\_D2

**b) Give an example of a task that a worker must do on the job in that skill.**

Answer:

---

**Task 5: Locate the section "Other Information" in the profile.**

**a) Find the "Attitudes" listed for the job. What are they?**

Answer:

---

**b) Do you share these attitudes? Please explain if you do or don't.**

Answer:

---

Task Title:

JobProfileReviewPart1\_E\_A1.1\_A1.2\_A2.1\_A2.2\_A2.3\_B2.1\_B2.2\_B3.1a\_D1\_D2

**Task 6: After reading over the entire Essential Skills Profile, explain whether you would be interested or not interested in this job and why (How would it compare to your experiences, skills, knowledge and attitudes from previous jobs and life?).**

Answer:

---

Task Title:

JobProfileReviewPart1\_E\_A1.1\_A1.2\_A2.1\_A2.2\_A2.3\_B2.1\_B2.2\_B3.1a\_D1\_D2

### Performance Descriptors

| Levels | Performance Descriptors   | Needs Work | Completes task with support from practitioner | Completes task independently |
|--------|---|------------|---|------------------------------|
| A1.1   | reads short texts to locate a single piece of information                   |            |   |                              |
| A1.1   | decodes words and makes meaning of sentences in a single text               |            |   |                              |
| A1.1   | follows the sequence of events in straightforward chronological texts       |            |   |                              |
| A1.1   | follow simple, straightforward instructional texts                          |            |   |                              |
| A1.1   | identifies the main idea in brief texts                                     |            |   |                              |
| A1.2   | scans text to locate information  |            |   |                              |
| A1.2   | locates multiple pieces of information in simple texts                      |            |   |                              |
| A1.2   | makes low-level inferences  |            |   |                              |
| A1.2   | makes connections between sentences and between paragraphs in a single text |            |   |                              |
| A1.2   | reads more complex texts to locate a single piece of information            |            |   |                              |
| A1.2   | follows the main events of descriptive, narrative and informational texts   |            |   |                              |
| A1.2   | obtains information from detailed reading                                   |            |   |                              |
| A1.2   | begins to identify sources and evaluate information                         |            |   |                              |
| A2.1   | scans to locate specific details  |            |   |                              |
| A2.1   | interprets brief text and common symbols                                    |            |   |                              |

Task Title:

JobProfileReviewPart1\_E\_A1.1\_A1.2\_A2.1\_A2.2\_A2.3\_B2.1\_B2.2\_B3.1a\_D1\_D2

| Levels | Performance Descriptors   | Needs Work | Completes task with support from practitioner | Completes task independently |
|--------|---|------------|---|------------------------------|
| A2.1   | locates specific details in simple documents, such as labels and signs            |            |   |                              |
| A2.1   | identifies how lists are organized (e.g. sequential, chronological, alphabetical) |            |   |                              |
| A2.1   | requires support to identify sources and to evaluate and integrate information    |            |   |                              |
| A2.2   | performs limited searches using one or two search criteria                        |            |   |                              |
| A2.2   | extracts information from tables and forms  |            |   |                              |
| A2.2   | locates information in simple graphs and maps                                     |            |   |                              |
| A2.2   | uses layout to locate information   |            |   |                              |
| A2.2   | makes connections between parts of documents                                      |            |   |                              |
| A2.2   | makes low-level inferences  |            |   |                              |
| A2.2   | begins to identify sources and evaluate information                               |            |   |                              |
| A2.3   | performs complex searches using multiple search criteria                          |            |   |                              |
| A2.3   | manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks   |            |   |                              |
| A2.3   | integrates several pieces of information from documents                           |            |   |                              |
| A2.3   | compares or contrasts information between two or more documents                   |            |   |                              |
| A2.3   | uses layout to locate information   |            |   |                              |
| A2.3   | identifies the purpose and relevance of documents                                 |            |   |                              |



Task Title:

JobProfileReviewPart1\_E\_A1.1\_A1.2\_A2.1\_A2.2\_A2.3\_B2.1\_B2.2\_B3.1a\_D1\_D2

| Levels | Performance Descriptors   | Needs Work | Completes task with support from practitioner | Completes task independently |
|--------|---|------------|---|------------------------------|
| A2.3   | begins to recognize bias in displays, such as graphs  |            |   |                              |
| A2.3   | makes inferences and draws conclusions from information displays                                |            |   |                              |
| B2.1   | writes simple texts to request, remind or inform  |            |   |                              |
| B2.1   | conveys simple ideas and factual information  |            |   |                              |
| B2.1   | demonstrates a limited understanding of sequence  |            |   |                              |
| B2.1   | uses sentence structure, upper and lower case and basic punctuation                             |            |   |                              |
| B2.1   | uses highly familiar vocabulary   |            |   |                              |
| B2.2   | writes texts to explain and describe  |            |   |                              |
| B2.2   | conveys intended meaning on familiar topics for a limited range of purposes and audiences       |            |   |                              |
| B2.2   | begins to sequence writing with some attention to organizing principles (e.g. time, importance) |            |   |                              |
| B2.2   | connects ideas using paragraph structure  |            |   |                              |
| B2.2   | uses limited range of vocabulary and punctuation appropriate to the task                        |            |   |                              |
| B2.2   | begins to select words and tone appropriate to the task   |            |   |                              |
| B2.2   | begins to organize writing to communicate effectively   |            |   |                              |
| B3.1a  | makes a direct match between what is requested and what is entered                              |            |   |                              |

Task Title:

JobProfileReviewPart1\_E\_A1.1\_A1.2\_A2.1\_A2.2\_A2.3\_B2.1\_B2.2\_B3.1a\_D1\_D2

| Levels | Performance Descriptors  | Needs Work | Completes task with support from practitioner | Completes task independently |
|--------|--|------------|---|------------------------------|
| B3.1a  | makes entries using familiar vocabulary  |            |   |                              |
| D.1    | follows simple prompts   |            |   |                              |
| D.1    | follows apparent steps to complete tasks                                       |            |   |                              |
| D.1    | interprets brief text and icons  |            |   |                              |
| D.1    | locates specific functions and information                                     |            |   |                              |
| D.1    | requires support to identify sources and to evaluate and integrate information |            |   |                              |
| D.1    | begins to perform simple searches (e.g. internet, software help menu)          |            |   |                              |
| D.2    | selects and follows appropriate steps to complete tasks                        |            |   |                              |
| D.2    | locates and recognizes functions and commands                                  |            |   |                              |
| D.2    | makes low-level inferences to interpret icons and text                         |            |   |                              |
| D.2    | begins to identify sources and evaluate information                            |            |   |                              |
| D.2    | performs simple searches using keywords (e.g. internet, software help menu)    |            |   |                              |

Task Title:

JobProfileReviewPart1\_E\_A1.1\_A1.2\_A2.1\_A2.2\_A2.3\_B2.1\_B2.2\_B3.1a\_D1\_D2

This task:

Was successfully completed

Needs to be tried again

Learner Comments:

Instructor Name:

---

### URLs

- <https://www.jobbank.gc.ca/essentialskills>
- <https://www.jobbank.gc.ca/trend-analysis/search-occupations>