

Developing OALCF Apprenticeship Tasks for the Competency “Use Digital Tasks” (2014/2015)

Task-based Activity Cover Sheet

Task Title: Refrigeration and Air Conditioning Mechanic Career Exploration

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes____ No____	
Goal Path: Employment ✓ Apprenticeship ✓ Secondary School ✓ Post Secondary ____ Independence ____	
Task Description: A learner, considering the Refrigeration and Air Conditioning Mechanic Apprenticeship program, explores the skills of the trade. The learner may also use this information to decide which skills need to be developed before entering the program.	
Competency: A: Find and Use Information B: Communicate Ideas and Information C: Understand and Use Numbers D: Use Digital Technology E: Manage Learning	Task Group(s): A1: Read continuous text A2: Interpret documents B1: Interact with others B3: Complete and create documents C4: Manage data
Level Indicators: A1.2: Read texts to locate and connect ideas and information A2.2: Interpret simple documents to locate and connect information B1.2: Initiate and maintain interactions with one or more persons to discuss, explain, or exchange information and opinions B3.2a: Use layout to determine where to make entries in simple documents C4.1: Make simple comparisons and calculations D.2: Perform well-defined, multi-step digital tasks E.1 Set short-term goals, begin to use limited learning strategies and begin to monitor own learning	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none"> • Computer with internet access • Printer • Pencil 	

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Learners considering the Refrigeration and Air conditioning trade use various online resources to explore the career. They may read about the tasks done, the types of skills needed and do questionnaires to figure out what skills need to be developed before going into the apprenticeship program.

Learner Information and Tasks:

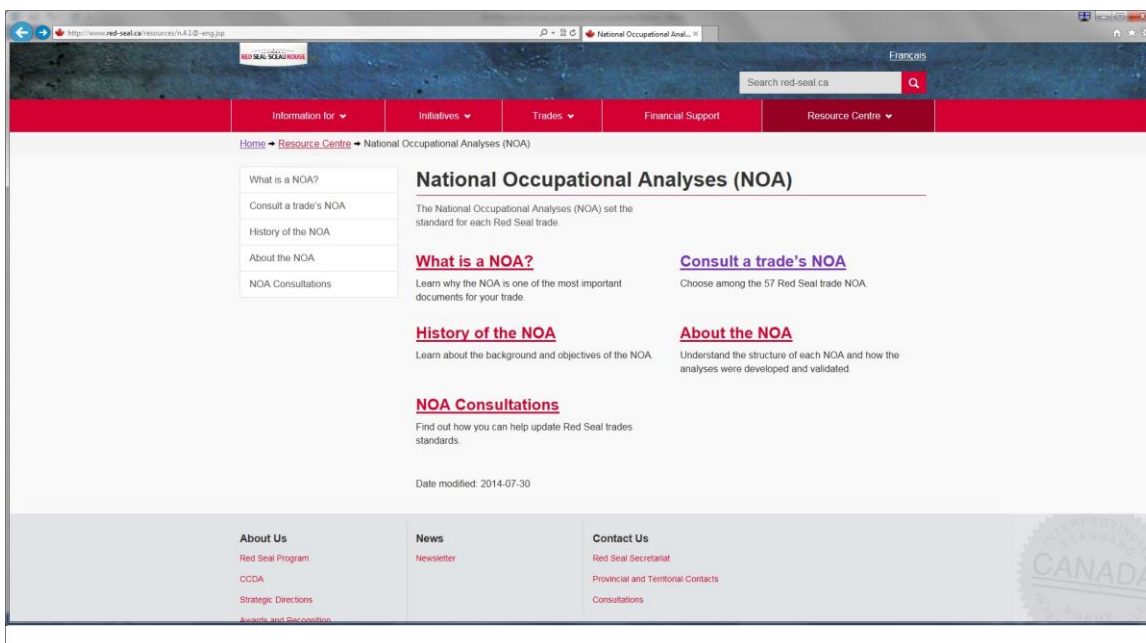
- Task 1:** Use a browser to locate the Red Seal Trades web site. Save this site to Favorites. Select the arrow next to the Resource Centre link; select National Occupational Analyses.
- Task 2:** On the Red Seal Trades website under the Resource Centre, select the National Occupational Analyses. Select Consult a Trade’s NOA and then select the Refrigeration and Air Conditioning Mechanic (2014) link. Download the pdf version. Scan the document to find the information on Computer Use. Copy and paste the section below.
- Task 3:** Open a new internet page (do not close the one above). Select the Red Seal Trades web page from Favorites. On the drop down menu under Resource Centre, select Essential Skills. Scan the page to see the sections and some of the hyperlinks. Select the link ‘Essential Skills for Success as a Refrigeration and Air Conditioning Mechanic’. Scan the page for Computer Use and copy and paste the section below.
- Task 4:** Compare the two sections on Computer Use. Which points from the Essential Skills for Success as a Refrigeration and Air Conditioning Mechanic do not appear on the NOA’s document?
- Task 5:** Navigate back a page from the Essential Skills website. Select the Essential Skills Self-Assessment for the Trades link. Download and print the pdf version of the questionnaire. Complete the questionnaire. When you have completed the questionnaire, total up your scores and list your 3 strengths and 3 areas for improvement. Discuss your strengths and weaknesses with your instructor.

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Answer Key

Task 1: The learner will have saved the Red Seal Trades web sites under “Favourites” in the browser



Task 2: Computer Use Refrigeration and air conditioning mechanics adjust parameters on automated control systems. They use remote access and on-board functions to monitor and diagnose problems. Refrigeration and air conditioning mechanics use electronic instruments for diagnosis. They may use software, computer devices and the Internet during the course of their work.

Task 3: Computer Use

- Use word processing to prepare technical reports.
- Use a database to input customer contract information.
- Use email to communicate with clients.
- Use a computer to gather diagnostic data for troubleshooting

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	<ul style="list-style-type: none"> scans text to locate information 			
	<ul style="list-style-type: none"> locates multiple pieces of information in simple texts 			
	<ul style="list-style-type: none"> makes low-level inferences 			
	<ul style="list-style-type: none"> makes connections between sentences and between paragraphs in a single text 			
	<ul style="list-style-type: none"> reads more complex texts to locate a single piece of information 			
	<ul style="list-style-type: none"> follows the main events of descriptive, narrative and informational texts 			
	<ul style="list-style-type: none"> obtains information from detailed reading 			
A2.2	<ul style="list-style-type: none"> performs limited searches using one or two search criteria 			
	<ul style="list-style-type: none"> extracts information from tables and forms 			
	<ul style="list-style-type: none"> locates information in simple graphs and maps 			
	<ul style="list-style-type: none"> uses layout to locate information 			
	<ul style="list-style-type: none"> makes connections between parts of documents 			
	<ul style="list-style-type: none"> makes low-level inferences 			
B1.2	<ul style="list-style-type: none"> shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic and cultural differences 			
	<ul style="list-style-type: none"> demonstrates some ability to use tone appropriately 			

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	<ul style="list-style-type: none"> • speaks or signs clearly in a focused and organized way 			
	<ul style="list-style-type: none"> • rephrases to confirm or increase understanding 			
	<ul style="list-style-type: none"> • uses and interprets non-verbal cues (e.g. body language, facial expressions, gestures) 			
B3.2a	<ul style="list-style-type: none"> • uses layout to determine where to make entries 			
	<ul style="list-style-type: none"> • begins to make some inferences to decide what information is needed, where and how to enter the information 			
	<ul style="list-style-type: none"> • makes entries using a limited range of vocabulary 			
	<ul style="list-style-type: none"> • follows instructions on documents 			
C4.1	<ul style="list-style-type: none"> • adds, subtracts, multiplies and divides whole numbers and decimals 			
	<ul style="list-style-type: none"> • identifies and compares quantities of items 			
	<ul style="list-style-type: none"> • understands numerical order 			
	<ul style="list-style-type: none"> • identifies and performs required operation 			
	<ul style="list-style-type: none"> • follows apparent steps to reach solutions 			
D.2	<ul style="list-style-type: none"> • selects and follows appropriate steps to complete tasks 			
	<ul style="list-style-type: none"> • locates and recognizes functions and commands 			
	<ul style="list-style-type: none"> • makes low-level inferences to interpret icons and text 			
	<ul style="list-style-type: none"> • begins to identify sources and evaluate information 			
	<ul style="list-style-type: none"> • performs simple searches using keywords (e.g. internet, software help menu) 			
E.1	<ul style="list-style-type: none"> • sets short-term goals 			
	<ul style="list-style-type: none"> • identifies steps required to achieve goals 			
	<ul style="list-style-type: none"> • begins to monitor own learning 			
	<ul style="list-style-type: none"> • identifies preferred learning style 			

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	<ul style="list-style-type: none"> identifies one source of information (e.g. text, document, classmate, co-worker) to complete tasks 			
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This task: was successfully completed ____ needs to be tried again ____

Learner Comments

Instructor (print)

Learner Signature