**OALCF Task Cover Sheet**

**Task Title:** Training Schedule

|  |
| --- |
| **Learner Name:** |
| **Date Started: Date Completed:****Successful Completion: Yes\_\_\_ No\_\_\_** |
| **Goal Path:** Employment **✓** Apprenticeship **✓** Secondary School\_\_\_ Post Secondary **✓** Independence\_\_\_ |
| **Task Description:**Complete an agenda for a training schedule and traveling times.  |
| **Competency:**A: Find and Use InformationB: Communicate Ideas and InformationC: Understand and Use NumbersD: Use Digital Technology | **Task Group(s):**A1: Read continuous textA2: Interpret documentsB3: Complete and create documentsC2: Manage timeC4: Manage DataD2: Use Digital Technology |
| **Level Indicators:**A1.1: Read brief texts to locate specific detailsA2.2: Interpret simple documents to locate and connect informationB3.2a: Use layout to determine where to make entries in simple documentsB3.2b: Create simple documents to sort, display and organize informationC2.1: Measure time and make simple calculationsC4.1: Make simple comparisons and calculationsD.2: Perform well-defined, multi-step digital tasks |
| **Performance Descriptors:** see chart on last page |
| **Materials Required:*** Pen and Paper
* Computer with a word processing program or spreadsheet program
 |

**Task Title:** Training Schedule

**Complete an agenda for a training schedule**

You have decided that returning to school is the best option for future employment. It has been a long time since you attended classes and the timetable can be a bit overwhelming. The scheduled classes are at different times in the day and you have to work out your travel time based on your class schedule. You should never be late for a class or a job.

**Task 1:** Complete the weekly agenda using the class schedule. Include the class code.

**Task 2:** Using the Express and Regular bus schedules, locate the times that you will be catching the bus at the Downtown Terminal to arrive at the college on time for all classes. Enter the information into the agenda for each day. You should arrive at class 15 minutes before it begins.

**Task 3:** You are meeting friends downtown for dinner at 6 p.m. on Wednesday. What time does the bus leave after your last class on Wednesday that would allow you to meet your friends on time?

**Task 4:** Name the two buildings where your classes will be held according to the class schedule.

Class Schedule



Weekly agenda

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday  | Wednesday | Thursday | Friday |
| 7 |  | 7 |  | 7 |  | 7 |  | 7 |  |
|  |  |  |  |  |  |  |  |  |  |
| 8 |  | 8 |  | 8 |  | 8 |  | 8 |  |
|  |  |  |  |  |  |  |  |  |  |
| 9 |  | 9 |  | 9 |  | 9 |  | 9 |  |
|  |  |  |  |  |  |  |  |  |  |
| 10 |  | 10 |  | 10 |  | 10 |  | 10 |  |
|  |  |  |  |  |  |  |  |  |  |
| 11 |  | 11 |  | 11 |  | 11 |  | 11 |  |
|  |  |  |  |  |  |  |  |  |  |
| 12 |  | 12 |  | 12 |  | 12 |  | 12 |  |
|  |  |  |  |  |  |  |  |  |  |
| 1 |  | 1 |  | 1 |  | 1 |  | 1 |  |
|  |  |  |  |  |  |  |  |  |  |
| 2 |  | 2 |  | 2 |  | 2 |  | 2 |  |
|  |  |  |  |  |  |  |  |  |  |
| 3 |  | 3 |  | 3 |  | 3 |  | 3 |  |
|  |  |  |  |  |  |  |  |  |  |
| 4 |  | 4 |  | 4 |  | 4 |  | 4 |  |
|  |  |  |  |  |  |  |  |  |  |
| 5 |  | 5 |  | 5 |  | 5 |  | 5 |  |
|  |  |  |  |  |  |  |  |  |  |
| 6 |  | 6 |  | 6 |  | 6 |  | 6 |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Evening |  | Evening |  | Evening |  | Evening |  | Evening |

**The Express Bus Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Depart Downtown** | **Arrive at College** | **Depart College** | **Arrive Downtown** |
| 6:30 am | 6:55 am | 7:00 am  | 7:25 am |
| 7:30 am | 7:55 am | 8:00 am | 8:25 am |
| 8:30 am | 8:55 am | 9:00 am | 9:25 am |
| 9:30 am | 9:55 am | 10:00 am | 10:25 am |
| 10:30 am | 10:55 am | 11:00 am | 11:25 am |
| 1:30 pm | 1:55 pm | 2:00 pm | 2:25 pm |
| 2:30 pm | 2:55 pm | 3:00 pm | 3:25 pm |
| 3:30 pm | 3:55 pm | 4:00 pm | 4:25 pm |
| 4:30 pm | 4:55 pm | 5:00 pm | 5:25 pm |

**The Regular Bus Schedule**

|  |  |  |
| --- | --- | --- |
| **Depart Downtown** | **Arrive/Depart College** | **Arrive Downtown** |
| 6:00 am | 6:40 am | 7:20 am |
| 6:40 am | 7:20 am | 8:00 am |
| 7: 20 am | 8:00 am | 8:40 am |
| 8:00 am | 8:40 am | 9:20 am |
| 8:40 am | 9:20 am | 10:00 am |
| 9:20 am | 10:00 am | 10:40 am |
| 10:00 am | 10:40 am | 11:20 am |
| 10:40 am | 11:20 am | 12:00 pm |
| 11:20 am | 12:00 pm | 12:40 pm |
| 12:00 pm | 12:40 pm | 1:20 pm |
| 12:40 | 1:20 pm | 2:00 pm |
| 1:20 pm | 2:00 pm | 2:40 pm |
| 2:00 pm | 2:40 pm | 3:20 pm |
| 2:40 pm | 3:20 pm | 4:00 pm |
| 3:20 pm | 4:00 pm | 4:40 pm |
| 4:00 pm | 4:40 pm | 5:20 pm |
| 4:40 pm | 5:20 pm | 6:00 pm |
| 5:20 pm | 6:00 pm | 6:40 pm |
| 6:00 pm | 6:40 pm | 7:20 pm |
| 6:40 pm | 7:20 pm | 8:00 pm |
| 7:20 pm | 8:00 pm | 8:40 pm |
| 8:00 pm | 8:40 pm | 9:20 pm |
| 8:40 pm | 9:20 pm | 10:00 pm |
| 9:20 pm | 10:00 pm | 10:40 pm |
| 10:00 pm | 10:40 pm | 11:20 pm |
| 10:40 pm | 11:20 pm | 12:00 am |

**Task Title:** Training Schedule

## Answer Key

**Task 1:** Complete the weekly agenda using the class schedule. Include the class code.

Weekly Agenda

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday  | Wednesday | Thursday | Friday |
| 7 |  | 7 |  | 7 |  | 7 |  | 7 |  |
|  |  |  |  |  |  |  |  |  |  |
| 8 | **Laws 30-CO1** | 8 | **Laws 79-CO1** | 8 |  | 8 |  | 8 | **Laws 32-CO1** |
|  |  |  |  |  |  |  |  |  |  |
| 9 |  | 9 |  | 9 |  | 9 |  | 9 |  |
|  |  |  |  |  |  |  |  |  |  |
| 10 |  | 10 | **Laws 79-SO1** | 10 |  | 10 | **FLPL 45-CO1** | 10 |  |
|  |  |  |  |  |  |  |  |  | **Recr 9-LO1** |
| 11 | **Laws 32-SO1** | 11 |  | 11 |  | 11 |  | 11 |  |
|  |  |  |  |  |  |  |  |  |  |
| 12 |  | 12 | **Soci 50-SO1** | 12 | **Laws 18-CO1** | 12 | **Laws 83-CO1** | 12 |  |
|  |  |  |  |  |  |  |  |  |  |
| 1 |  | 1 |  | 1 |  | 1 |  | 1 |  |
|  |  |  |  |  |  |  |  |  |  |
| 2 |  | 2 |  | 2 |  | 2 | **Laws 18-SO1** | 2 |  |
|  |  |  |  |  | **RecR 9-L01** |  |  |  |  |
| 3 |  | 3 |  | 3 |  | 3 |  | 3 |  |
|  |  |  |  |  |  |  |  |  |  |
| 4 |  | 4 |  | 4 | **Laws 83-SO1** | 4 |  | 4 |  |
|  |  |  |  |  |  |  |  |  |  |
| 5 |  | 5 |  | 5 |  | 5 |  | 5 |  |
|  |  |  |  |  |  |  |  |  |  |
| 6 |  | 6 |  | 6 |  | 6 |  | 6 |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Evening |  | Evening |  | Evening |  | Evening |  | Evening |

**Task 2:** Using the Express and Regular bus schedules, locate the times that you will be catching the bus at the Downtown Terminal to arrive at the college on time for all classes. Enter the information into the agenda for each day. You should arrive at class 15 minutes before it begins.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday  | Wednesday | Thursday | Friday |
| 7 | **Regular bus - 6:40** | 7 | **Regular bus - 6:40**  | 7 | **Regular bus – 10:40** | 7 | **Regular bus – 8:40** | 7 | **Regular bus - 6:40** |
|  | **Express bus – 6:30** |  | **Express bus – 6:30** |  | **Express bus – 10:30** |  | **Express bus – 8:30** |  | **Express bus – 6:30** |
| 8 | **Laws 30-CO1** | 8 | **Laws 79-CO1** | 8 |  | 8 |  | 8 | **Laws 32-CO1** |
|  |  |  |  |  |  |  |  |  |  |
| 9 |  | 9 |  | 9 |  | 9 |  | 9 |  |
|  |  |  |  |  |  |  |  |  |  |
| 10 |  | 10 | **Laws 79-SO1** | 10 |  | 10 | **FLPL 45-CO1** | 10 |  |
|  |  |  |  |  |  |  |  |  | **Recr 9-LO1** |
| 11 | **Laws 32-SO1** | 11 |  | 11 |  | 11 |  | 11 |  |
|  |  |  |  |  |  |  |  |  |  |
| 12 |  | 12 | **Soci 50-SO1** | 12 | **Laws 18-CO1** | 12 | **Laws 83-CO1** | 12 |  |
|  |  |  |  |  |  |  |  |  |  |
| 1 |  | 1 |  | 1 |  | 1 |  | 1 |  |
|  |  |  |  |  |  |  |  |  |  |
| 2 |  | 2 |  | 2 |  | 2 | **Laws 18-SO1** | 2 |  |
|  |  |  |  |  | **RecR 9-L01** |  |  |  |  |
| 3 |  | 3 |  | 3 |  | 3 |  | 3 |  |
|  |  |  |  |  |  |  |  |  |  |
| 4 |  | 4 |  | 4 | **Laws 83-SO1** | 4 |  | 4 |  |
|  |  |  |  |  |  |  |  |  |  |
| 5 |  | 5 |  | 5 |  | 5 |  | 5 |  |
|  |  |  |  |  |  |  |  |  |  |
| 6 |  | 6 |  | 6 |  | 6 |  | 6 |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Evening |  | Evening |  | Evening |  | Evening |  | Evening |

**Task 3:** You are meeting friends downtown for dinner at 6 p.m. on Wednesday. What time does the bus leave the college after your last class on Wednesday?

**The bus leaves at 5:20 pm**

**Task 4:** Name the two locations where your classes will be held according to the class schedule.

**Brealey and PTBO Sport and Wellness Centre**

## Task Title: Training Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| 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
 |  |  |  |
|  | * follows the sequence of events in straightforward chronological texts
 |  |  |  |
|  | * follow simple, straightforward instructional texts
 |  |  |  |
|  | * identifies the main idea in brief texts
 |  |  |  |
| A2.2 | * performs limited searches using one or two search criteria
 |  |  |  |
|  | * extracts information from tables and forms
 |  |  |  |
|  | * uses layout to locate information
 |  |  |  |
|  | * makes connections between parts of documents
 |  |  |  |
|  | * makes low-level inferences
 |  |  |  |
| 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
 |  |  |  |
|  | * follows instructions on documents
 |  |  |  |
| B3.2b | * follows conventions to display information in simple documents (e.g. use of font, colour, shading, bulleted lists)
 |  |  |  |
|  | * sorts entries into categories
 |  |  |  |
|  | * displays one or two categories of information organized according to content to be presented
 |  |  |  |
|  | * identifies parts of documents using titles, row and column headings and labels
 |  |  |  |
| C2.1  | * recognizes values in number and word format
 |  |  |  |
|  | * understands chronological order
 |  |  |  |
|  | * understands and uses common date formats
 |  |  |  |
|  | * reads time on analog and digital clocks
 |  |  |  |
|  | * identifies and performs required operation
 |  |  |  |
|  | * represents dates and times using standard conventions
 |  |  |  |
|  | * measures time using common instruments, such as clocks, timers and stopwatches
 |  |  |  |
|  | * chooses appropriate units of measurement (e.g. hours, minutes, seconds)
 |  |  |  |
|  | * interprets and represents time using whole numbers, decimals (e.g. .25, .5) and simple common fractions (e.g. ½, ¼ hour)
 |  |  |  |
|  | * follows apparent steps to reach solutions
 |  |  |  |
|  | * uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)
 |  |  |  |
| C4.1 | * recognizes values in number and word format
 |  |  |  |
|  | * understands numerical order
 |  |  |  |
|  | * identifies and performs required operation
 |  |  |  |
|  | * makes simple estimates
 |  |  |  |
|  | * follows apparent steps to reach solutions
 |  |  |  |
|  | * recognizes simple patterns
 |  |  |  |
|  | * uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)
 |  |  |  |
| 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 Signature