

Task Title: Adult Learning Centre Flyer

# OALCF Cover Sheet – Practitioner Copy

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

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** Read a flyer about upgrading courses at an Adult Learning Centre to find key information.

**Main Competency/Task Group/Level Indicator:**

* Find and Use Information/Read continuous text/A1.2

**Materials Required:**

* Pen/pencil and paper and/or digital device

# Learner Information

Adult Learning Centres provide a variety of upgrading and training programs to learners throughout Ontario.

Scan the “Get Trained” flyer.

A screen shot of a cell phone

AI-generated content may be incorrect.

# Work Sheet

**Task 1: List three formats the ALC courses are available in.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 2: List five workplace skills that are covered in Soft Skills Training.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 3: Which course will cover training on Microsoft Office programs?**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 4: How could you find out more information about these programs?**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Answers

**Task 1: List three formats the ALC courses are available in.**

Answer: In person, online or virtual.

**Task 2: List five workplace skills that are covered in Soft Skills Training.**

Answer: Communication, teamwork, personal management, problem solving, professional skills development.

**Task 3: Which course will cover training on Microsoft Office programs?**

Answer: Digital Skills

**Task 4: How could you find out more information about these programs.**

Answer: Go to [www.alcentres.ca](http://www.alcentres.ca)

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A1.2 | scans text to locate information |  |  |  |
|  | locates multiple pieces of information in simple text |  |  |  |
|  | makes low-level inferences |  |  |  |
|  | reads more complex texts to locate a single piece of information |  |  |  |
|  | follows the main events of descriptive, narrative and informational texts |  |  |  |
|  | obtains information from detailed reading |  |  |  |
|  | begins to identify sources and evaluate information |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**