

Task Title: Automotive Shop Booking Sheet

# 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:** The learner will use an automotive booking sheet to determine how many appointments they have for the week.

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

* Find and Use Information/Interpret documents/A2.2
* Understand and Use Numbers/Manage data/C4.1

**Materials Required:**

* Pen/pencil and paper and/or digital device

# Learner Information

Apprentices in an automotive shop will need to be able to read the booking sheet for the week to know what jobs are coming in, and when appointments are available.

Scan the “Booking Sheet.”

|  |  |
| --- | --- |
| **Booking Sheet** | |
| **Day** | **Jobs** |
| **Monday** | Mrs. Jones - car service  Mr. Ali - oil change  Miss Watkins - 2 new brake pads |
| **Tuesday** | Miss Addison - car service  Mr. Smith - car service  Mrs. Jenkins - oil change |
| **Wednesday** | Mr. Lovekin - 4 new tires  Mr. Brownhill - oil change  Mr. Talos - oil change |
| **Thursday** | Mrs. Bilkins - car service  Mr. Jamal - 2 new tires  Miss Halvern - 4 new brake pads |
| **Friday** | Mr. Woods - oil change  Mr. Billings - oil change  Mrs. Hodge - oil change |

# Work Sheet

**Task 1: How many customers does the shop have booked for appointments this week?**

Answer:

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

**Task 2: How many new tires will the shop need to have in stock this week?**

Answer:

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

**Task 3: How many litres of oil will the shop use this week if each oil change requires 4 litres of oil?**

Answer:

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

# Answers

**Task 1: How many customers does the shop have booked for appointments this week?**

Answer: 15

**Task 2: How many new tires will the shop need to have in stock this week?**

Answer: 6

**Task 3: How many litres of oil will the shop use this week if each oil change requires 4 litres of oil?**

Answer: 7 x 4 = 28L of oil

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| 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 |  |  |  |
| C4.1 | adds, subtracts, multiplies and divides whole numbers and decimals |  |  |  |
|  | recognizes values in number and word format |  |  |  |
|  | identifies and compares quantities of items |  |  |  |
|  | understands numerical order |  |  |  |
|  | identifies and performs required operation |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

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