

Task Title: Tracking your Upgrading Hours

# OALCF 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:** The learner will calculate the number of hours they have dedicated to increasing their literacy skills**.**

**Competency:**

A: Find and Use Information

B: Communicate Ideas and Information

C: Understand and Use Numbers

E: Manage Learning

**Task Groups:**

A1: Read continuous text

A2: Interpret documents

B3: Complete and create documents

C1: Manage money

C2: Manage time

C4: Manage Data

E: n/a

**Level Indicators:**

* A1.1: Read brief texts to locate specific details
* A2.1: Interpret very simple documents to locate specific details
* B3.1a: Make straightforward entries to complete very simple documents
* C2.1: Measure time and make simple comparisons and calculations
* C4.1: Make simple comparisons and calculations
* E.1: Set short-term goals, begin to use limited learning strategies, and begin to monitor own learning

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

**Materials Required:**

* Pen and paper
* A calendar for tracking literacy hours (not supplied, use what will work best for your situation)
* Calculator

**Instructor preparation:**

Review the tasks with the learner to ensure they understand what to do. Ensure the learner has the skills to estimate and track the number of minutes/hours they have spent on upgrading. Teach goal-setting skills.

# Learner Information and Tasks

When you are in an upgrading program, it is important to spend a lot of time on your learning. More time on learning can mean greater progress towards your goal.

**Task 1: Over the next month, record the total number of hours you spend each day on your upgrading. This can include time in class, time on e-learning, and time doing homework.**

Answer:

**Task 2: At the end of the month, add the total number of hours you   
 have spent on upgrading.**

Answer:

**Task 3: Review your chart and consider whether or not you are spending enough time on your upgrading.**

Answer:

**Task 4: Set a goal for the next month for the number of hours you will spend on your upgrading.**

Answer:

# 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 |  |  |  |
|  | Decodes words and makes meaning of sentences in a single text |  |  |  |
|  | Follows simple, straightforward instructional texts |  |  |  |
| A2.1 | Scans to locate specific details |  |  |  |
|  | Interprets brief text and common symbols |  |  |  |
|  | Identifies how lists are organized (e.g. sequential, chronological, alphabetical) |  |  |  |
| B3.1a | Makes a direct match between what is requested and what is entered |  |  |  |
| C2.1 | Understands chronological order |  |  |  |
|  | Chooses appropriate units of measurement (e.g. hours, minutes, seconds) |  |  |  |
|  | Interprets and represents time using whole numbers, decimals, and simple common fractions |  |  |  |
|  | Follows apparent steps to reach solutions |  |  |  |
| C4.1 | Adds, subtracts, multiplies, and divides whole numbers and decimals |  |  |  |
|  | Identifies and compares quantities of items |  |  |  |
|  | Makes simple estimates |  |  |  |
|  | Interprets and represents values using whole numbers, decimals, percentages, and simple, common fractions. |  |  |  |
| E.1 | Sets short-term goals |  |  |  |
|  | Identifies steps required to achieve goals |  |  |  |
|  | Begins to monitor progress towards achieving goals |  |  |  |
|  | Begins to identify barriers to achieving goals |  |  |  |
|  | Begins to monitor own learning |  |  |  |

This task:

Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner Signature