


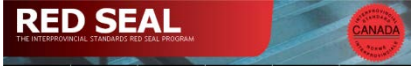












Essential Skills Tools and Resources




SECTOR/ OCCUPATION	RESOURCE TYPE	DESCRIPTION AND HYPERLINKS	ESSENTIAL SKILLS	ORGANIZATIONS
General	Reference	<p>LEARNING TOOLS</p> <p>https://www.canada.ca/en/employment-social-development/programs/essential-skills/tools.html</p> <ul style="list-style-type: none"> • Essential Skills Tip Sheets • Passport • Portfolio • A Guide for Employees and Learners • Vocabulary Building Workbook • Oral Communication Video - An Essential Skill in the Canadian Workplace • Communications Essentials - A Modular Workshop • Trades Math Workbook 	<p>Oral Communication</p> <p>Document Use</p> <p>Digital Technology</p> <p>Working with others</p> <p>Reading</p> <p>Writing</p> <p>Numeracy</p>	 <p>Employment and Social Development Canada Emploi et Développement social Canada</p> <p>http://www.esdc.gc.ca/eng/home.shtml</p>
General	Curriculum	<p>From New Zealand</p> <p>http://www.skillsyouneed.com/numeracy-skills.html</p>	Numeracy	http://www.skillsyouneed.com/
Facilitators	<p>Reference</p> <p>Curriculum</p> <p>Lesson Plans</p> <p>Facilitator Guides</p>	<p>TRAINING SUPPORTS</p> <ul style="list-style-type: none"> • Taking Action: An Introduction • Taking Action: A Guide • Training Activities • Mentoring and Essential Skills • Job Enhancement and Essential Skills • Developing Partnerships to support Literacy and Essential Skills 		
Facilitators	<p>Reference</p> <p>Lesson Plans</p>	http://www.edu.gov.on.ca/eng/studentsuccess/thinkliteracy/files/Oral.pdf	Oral Communication	
Facilitators	Reference	http://www.writeforward.ca/	Writing	



<p>Apprentices</p>		<p>https://www.canada.ca/en/employment-social-development/programs/essential-skills/tools.html</p> <p>Click on the Apprentices and tradespersons tab.</p> <p>Essential Skills for Success in the Trades:</p> <ul style="list-style-type: none"> • Automotive Service Technician • Carpenter • Construction Electrician • Cook • Hairstylist • Industrial Mechanic (Millwright) • Machinist • Plumber • Sheet Metal Worker • Welder • Ironworker • Industrial Electrician • Truck and Transport Mechanic • Steamfitter-Pipefitter • Refrigeration-Air Conditioning Mechanic <p>Using Essential Skills: on the Job Stories:</p> <ul style="list-style-type: none"> • Plumber • Automotive Service Technician • Carpenter • Cook • Hairstylist • Machinist Industrial Mechanic • Welder Sheet Metal Worker • Construction Electrician <p>Assessment Essential Skills Self-Assessment for the Trades SUPPORT</p> <ul style="list-style-type: none"> • Preparing for your Interprovincial Red Seal Exam • Essential Skills for Your Apprenticeship Training • Before Training: Resources to Improve Your Essential Skills • Essential Skills Workbook for the Trades • Trades Math Workbook 		<p>ALSO ACCESSIBLE through the Red Seal Trade Website</p>  <p>http://www.red-seal.ca</p>
<p>Engineering Accounting Healthcare</p>	<p>Reference Curriculum Lesson Plans Facilitator Guides</p>	<p>IMMIGRANT-OCCUPATIONAL TERMINOLOGY, PROFILES AND ACTION PLANS</p> <p>FACILITATOR'S GUIDE AND PARTICIPANTS WORKBOOK Curriculum Updated: March 2004</p> <p>Direct Link to download for the 3 sectors:</p> <ul style="list-style-type: none"> • Facilitator Guide Overview and Orientation Accountants: http://atwork.settlement.org/downloads/atwork/stic/ac_fac_guide_full.pdf • Engineers: http://atwork.settlement.org/downloads/atwork/stic/eg_fac_guide_full.pdf 	<p>Reading Document Use Writing Working with Others Oral Communication Continuous Learning Numeracy Thinking Skills Digital Technology</p>	<p>STIC (Sector-Specific Terminology & Counselling)</p>  <p>OCASI - 110 Eglinton Avenue West, Suite 200 Toronto, ON M4R 1A3 CANADA Phone: 416-322-4950 Fax: 416-322-8084 generalmail@ocasi.org</p>




		<p>Healthcare: http://atwork.settlement.org/downloads/atwork/stic/he_fac_guide_full.pdf</p> <ul style="list-style-type: none"> • Facilitator Guide Occupational Terminology • Participant Workbook Overview and Orientation 		
<p>Construction Customer Service Entrepreneur Ironworker Supervisor in Tourism Supervisor Healthcare</p>	<p>Reference Curriculum Lesson Plans Facilitator Guides Assessments</p>	<p>AWARENESS TOOLS, INSTRUCTIONAL AND LEARNER MATERIALS.</p> <p>http://wem.mb.ca/resources/</p> <ul style="list-style-type: none"> • Instructional Materials • Awareness Tools • Learner Material • Youth • Links: 	<p>Reading Document Use Writing Working with Others Oral Communication Continuous learning Numeracy Thinking Skills Digital Technology</p>	 <p>Workplace Education Manitoba</p> <p>http://www.wem.mb.ca</p> <p>1000 Waverley Street, Winnipeg, Manitoba R3T 0P3 Phone: (204) 272-5030 Fax: (204) 272-5031 E-mail: info@wem.mb.ca</p>
Deaf Workers	Reference Curriculum	http://essentialskillsdeafliteracy.ca/resources/		 <p>Deaf Literacy Initiative</p>
60 Trades Related Occupations	Reference Curriculum Assessments	<p>ASSESSMENT, LEARNING AND INSTRUCTIONAL TOOLS</p> <p>On line Assessment Link: Register online, Video instructions for the assessment, the occupation outline and assessment report http://www.ita.essentialskillsgroup.com/index.php</p>	<p>Reading Document Use Numeracy</p>	 <p>Office Address: 8th Floor – 8100 Granville Avenue Richmond, B.C. V6Y 3T6 Phone: 778-328-8700 Fax: 778-328-8701 Toll Free (within BC): 1-866-660-6011 E-mail: customerservice@itabc.ca</p>




<p>Construction</p> <p>General Trades</p> <p>Carpenter</p> <p>Apprentices in trades and construction</p> <p>Heavy Equipment Operators</p> <p>Ironworkers</p> <p>Bricklayers</p> <p>Floor layer</p>	<p>Reference</p> <p>Curriculum</p> <p>Lesson Plans</p> <p>Assessments</p>	<p>LEARNING AND INSTRUCTIONAL TOOLS</p> <p>Links: http://www.skillplan.ca/</p> <p>List of Publications</p> <ul style="list-style-type: none"> • Document Use at Work • Numeracy at Work • Numeracy Rules • Thinking strategies for Numeracy • Formulas at work-trades workers on the job • Essential Skills for Apprentices • Measurement and Calculation for Trades • Preparing for Heavy Equipment Occupations • Preparing for technical training-Bricklayers • Preparing for technical training-Ironworkers • Preparing for technical training-Floor layers • Science for the Trades • Reading at Work • Writing at Work • Skills Measure Up 	<p>Reading</p> <p>Numeracy</p> <p>Document Use</p> <p>Writing</p>	 <p>BC Construction Industry Skills Improvement Council</p> <p>Suite 405 - 3701 Hastings Street Burnaby, BC V5C 2H6 Phone: (604) 436-1126 Fax: (604) 436-1149 E-mail: info@skillplan.ca</p> <ul style="list-style-type: none"> • Kyle Downie, Chief Executive Officer
<p>General</p>	<p>Reference</p> <p>Curriculum</p> <p>Lesson Plans</p> <p>Facilitator</p>	<p>ASSESSMENT, LEARNING AND INSTRUCTIONAL TOOLS - Direct Link:</p> <p>Measure Up Resources</p> 	<p>Document Use</p> <p>Numeracy</p> <p>Reading text</p>	 <p>BC Construction Industry Skills Improvement Council</p> <p>Suite 405 - 3701 Hastings Street Burnaby, BC V5C 2H6 Phone: (604) 436-1126 Fax: (604) 436-1149 E-mail: info@skillplan.ca</p> <p>Kyle Downie, Chief Executive Officer</p>
<p>General</p>	<p>DVD</p>	<p>ESI DVD</p> <p>ESI:1 http://vimeo.com/14220366</p> <p>ESI:2 http://vimeo.com/14222996</p> <p>ESI:3 http://vimeo.com/14223542</p>		<p>To order the DVD:</p> <p>http://www.urbanspiritfoundation.com/store/</p>

<p>Choose from 14 General Occupations</p>	<p>Reference Lesson Plans Facilitator Guides</p>	<p>ASSESSMENT, LEARNING AND INSTRUCTIONAL TOOLS http://www.itsessential.ca/itsessential/display_page.asp?page_id=217</p> <p>25 ready-to-go lesson plans for various occupations and activities that illustrate how Essential Skills can be used with a variety of ESL students. They are all downloadable as .pdf documents.</p> <p>11 sample Exit Assessments you can use in the classroom to evaluate if a learner has the appropriate language to perform specific job tasks.</p>	<p>Reading Text Document Use Writing Numeracy Oral Communication</p>	<p>Canadian Language Benchmarks / Essential Skills in the Workplace 200 Elgin Street, Suite 803 Ottawa, Ontario K2P 1L5 Phone: (613) 230-7729 Fax: (613) 230-9305 E-mail: info@language.ca</p> 
<p>General</p>	<p>Reference Curriculum Lesson Plans Facilitator Guides</p>	<p>ASSESSMENT, LEARNING AND INSTRUCTIONAL TOOLS</p> <p>ESPORT: Essential Skills Computerized Occupational Readiness Training http://www.esportfolio.com/</p> <p>Over 500 hours of curriculum / modules on 6 Essential Skills Linked to NOC Codes</p> <ul style="list-style-type: none"> • Web based Essential Skills Modules • Available in BC through Douglas College 	<p>All 9 Essential Skills</p>	 <p>Direct Link: http://www.esportfolio.com/index.cfm?fuseaction=about.RFI</p>
<p>General</p>	<p>Reference Curriculum Lesson Plans Facilitator Guides Assessments</p>	<p>LEARNING TOOLS - INTEGRATING ESSENTIAL SKILLS INTO CURRICULUM www.cewca.org</p> <p>Work-Based Products:</p> <ul style="list-style-type: none"> • Cook Assessment • Portfolio Guide <p>http://www.cewca.org/free-materials</p>	<p>Working with Others Oral Communication Problem Solving Decision-Making Leadership Skills Learning Skills Workplace Culture Accommodation to Diversity & Culture</p>	 <p>For General Information Phone: 1.204.885.2957 Fax: 1.204.885.2958 Email: cewca@cewca.org</p>

<p>General</p>	<p>Reference Assessment</p>	<p>Essential Skills ASSESSMENT and Occupational PROFILES Free online formal Essential Skill assessment http://careers.essentialskillsgroup.com/</p>	<p>Reading Document Use Numeracy</p>	 <p>Michael Herzog Essential Skills Group Inc. Phone: 403-254-1672 Fax: 403-256-2148 E-mail: mherzog@essentialskillsgroup.com Website: www.essentialskillsgroup.com</p>
<p>Employers- General</p>	<p>Reference Assessments</p>	<p>INFORMATION, TOOLS AND ADVICE FOR EMPLOYERS Workplace Literacy Central http://www.conferenceboard.ca/topics/education/default.aspx</p>		<p>The Conference Board of Canada Insights You Can Count On </p> <p>Ottawa Office 255 Smyth Road Ottawa ON K1H 8M7 Phone: 1-866-711-2262 613-526-3280 Fax: 613-526-4857</p>
<p>General Job seekers</p>	<p>Curriculum Facilitator Guides</p>	<p>CONNECTING LITERACY and EMPLOYMENT through ESSENTIAL SKILLS http://www.llsc.on.ca/node/99 A series of 7 interactive Workbooks for download</p>		 <p>Literacy Link Literacy Information South Central Referral Network</p> <p>These workbooks are still available through Copian Library. http://library.copian.ca/</p>
<p>Industrial Clerical Retail Hospitality</p>	<p>Assessments</p>	<p>ASSESSMENT, LEARNING AND INSTRUCTIONAL TOOLS The Camera System http://ptpcompass.ca/the-camera-system/ Use CAMERA to assess the skills http://ptpcompass.ca/the-camera-system/the-workwrite-series/ The Workwrite series is a collection of instructional workbooks and teacher's guides focusing on the functions and features of workplace documents. Research Report: http://ptpcompass.ca/wordpress/wp-content/uploads/2016/07/wescan-workforce-essential-skills-guide.pdf</p>	<p>Document Use Oral Communication Numeracy Reading Text</p>	<p>Pathways to Possibilities Job Solutions – East</p> <p>815 Danforth Ave. Suite 208 Toronto, ON M4J 1L2 Phone: 416-510-3266</p> 

<p>Construction</p>	<p>Reference</p> <p>Curriculum</p> <p>Lesson Plans</p> <p>Facilitator Guides</p>	<p>LEARNING AND INSTRUCTIONAL TOOLS</p> <p>Essential Skills Workbooks</p> <ul style="list-style-type: none"> • Using Trades Math • Plain Language for Construction • Essential Skills Activities for the Trades <p>To order workbooks: http://www.csc-ca.org/</p> <p>To order resources or download for free http://www.csc-ca.org/en/catalog/essential-skills/essential-skills-resources</p>	<p>Numeracy</p>	 <p><i>Workforce solutions built by industry</i></p> <p>(formerly - Construction Sector Council) 220 Laurier Avenue West, Suite 1150 Ottawa, ON K1P 5Z9 Phone: (613) 569-5552 Fax: (613) 569-1220 E-mail: info@csc-ca.org</p>
<p>General</p>	<p>Reference</p> <p>Curriculum</p> <p>Lesson Plans</p> <p>Facilitator Guides</p> <p>Assessments</p>	<p>ASSESSMENT, LEARNING AND INSTRUCTIONAL TOOLS</p> <p>Resources and Links for Learners: http://www.skills.edu.gov.on.ca/dc/osapqa008328</p> <p>Skills Zone – Essential Skills games http://www.skillszone.ca/</p>	<p>Reading</p> <p>Document Use</p> <p>Numeracy</p> <p>Writing</p> <p>Oral Communication</p> <p>Thinking</p> <p>Digital Technology</p> <p>Work habits</p>	 <p>Ontario Skills Passport skills@edu.gov.on.ca</p>

ESL	Reference	ESL-based website. Vocabulary, pronunciation, listening, reading http://www.manythings.org/	Reading Document Use Writing Oral Communication	Interesting Things for ESL Students A fun study site for learners of English as a Second Language contact Charles Kelly via kelly.reachby.com .
ESL	Reference Curriculum Lesson Plans Assessments	ESL-based website. listening & vocabulary http://www.esl-lab.com	Reading Document Use Writing Oral Communication	
Employers / Employees	Reference	Paving the Way to Lasting Employment A Manual and 12 Interactive Training Videos focusing on the ‘softer’ Essential Skills intended to bridge soft skills gaps employers may have identified within their businesses. http://www.en.copian.ca/library/learning/paving_the_way/paving_the_way.pdf	Oral Communication Working with Others Thinking Skills	 Build Your Skills. Shape Your Future. Kingston Literacy & Skills (KL&S) is a non-profit community organization Kingston Literacy & Skills (main office) 859 Princess Street Kingston, ON K7L 1G7 tel: 613.547.2012 Fax: 613.547.2024
ALL	Reference Assessment	Employability Skills Assessment Tool A tool to support individuals who face multiple obstacles to employment examining personal behaviours impacting employment and job maintenance, helps define strategies for dealing with behavioral obstacles. http://futureworx.ca/programs-and-service	Motivation, Attitude Accountability Presentation Time Management Stress Management Teamwork Adaptability Confidence	 EMPLOYABILITY SKILLS ASSESSMENT TOOL Futureworx Paul Brinkhurst, Innovations Developer 902-843-4292 paulb@futureworx.ca Head Office 339 Willow Street Truro, NS B2N 5A6 Tel: (902) 843-4290 Fax: (902) 843-4294
General	Reference Curriculum	www.gcflearnfree.org	Digital Technology	

SECTOR/ OCCUPATION	RESOURCE TYPE	DESCRIPTION AND HYPERLINKS	ESSENTIAL SKILLS	ORGANIZATIONS
Aboriginal	Reference	This website created by the Construction Sector Council, is designed to provide young Aboriginal Canadians with information that can help them choose the right career path. It offers information on 38 trades and occupations in the construction sector and includes Essential Skills examples from each occupation. http://aborigianlconstructioncareers.ca	Training options	
Aboriginal	Reference	This site provides information on becoming an ironworker and places Essential Skills within Aboriginal culture. http://www.aboriginalironworkers.ca/whatittakes/index_e.asp	Planning Motivation Problem Solving	
Aboriginal	Reference	This project was created in 2001 and was designed to increase Aboriginal employment in the environment sector. Its aims are to create an awareness of environmental careers among Aboriginal communities, support Aboriginal people's development in the environmental sector, become the premier source for environmental employment resources, and recognize and support environmental excellence in the Aboriginal community, education, and industry. http://www.eco.ca/beahr/	Training options	<i>Since 2006, BEAHR training programs have helped Aboriginal communities develop technical environmental skills and foster rewarding environmental careers.</i>
Aboriginal	Lesson Plans	A very informative website in terms of northern and Aboriginal content and issues, this site has information, research reports, and tools in family literacy, Aboriginal languages and literacy, workplace literacy and essential skills, and adult learning. There are many useful links to other Essential Skills resources and websites. There are 6 issues of the online interactive newspaper, The Northern Edge. This paper has a workplace literacy section in each issue with embedded resources for adult learners. http://www.nwtliteracy.ca/	Numeracy Reading Writing Document Use Thinking Oral Communication	

MISCELLANEOUS RESOURCES				
ALL	<p>Reference</p> <p>Curriculum</p> <p>Lesson Plans</p> <p>Assessments</p>	<p>Reading at Work, BC Construction Industry Skills Improved Council http://skillplan.ca/reading-at-work-facilitators-guide</p> <p>The English You Need for the Office Teacher’s Guide, Dean & Zweir http://www.esl.net/the_english_you_need_for_the_office.html</p> <p>Measure Up – Practice Reading Text http://measureup.towes.com/english/practice.asp?Selection=</p> <p>Reading Text BBC Skillswise, British Broadcasting Corporation http://www.bbc.co.uk/skillswise/</p> <p>The Official Site of the Lower East Side Tenement Museum, Lower East Side Tenement Museum. http://www.tenement.org/education_lessonplans.html</p> <p>Mindtools http://www.mindtools.com/speedrd.html</p> <p>A Handbook of Effective Instruction in Literacy, Kent State University http://literacy.kent.edu/Oasis/Pubs/handbookTOC.html</p> <p>Skills for Today’s Workplace http://www.khake.com/page3.html</p> <p>Strategies to Improve Foreign Text Reading http://www.abasoft.com/speedreading/foreign_language_reading.htm</p> <p>Study Guides and Strategies – Marking and Underlining http://www.studygs.net/</p>	Reading	
ALL	<p>Reference</p> <p>Curriculum</p> <p>Lesson Plans</p> <p>Assessments</p>	<p>Document Use at Work, BC Construction Industry http://skillplan.ca/document-use-at-work</p> <p>Measure Up – Practice Document Use http://measureup.towes.com/english/practice.asp?Selection=Reading_Text</p>	Document Use	

		<p>Skills for Today's Workforce http://www.khake.com/page3.html</p> <p>Chameleon Graphing, Drexel University http://mathforum.org/cgraph/cplane/</p> <p>Numeracy at Work, BC Construction Industry Skills Improvement Council http://skillplan.ca/numeracy-at-work</p> <p>Measurement and Calculation for the Trades, Skill Plan http://skillplan.ca/measurement-and-calculation-for-the-trades</p> <p>Visual Fractions: A Tutorial That Models Fractions With Number Lines Or Circles, Rand, Richard E http://www.visualfractions.com/index.htm</p>		
ALL	<p>Reference</p> <p>Curriculum</p> <p>Lesson Plans</p> <p>Assessments</p>	<p>Breaking the Barriers, Ontario Ministry of Training, Colleges and Universities; Canada. National Literacy Secretariat Free Lesson Plans, Webquests, Worksheets, and Teacher Tools, http://www.edhelper.com/</p> <p>BBC Skillswise, British Broadcasting Corporation http://www.bbc.co.uk/skillswise/</p> <p>Aplus Math, Chase, Steve http://www.aplusmath.com/</p> <p>Math.com Practice http://www.math.com/students/practice.html</p> <p>Measure Up – Practice Numeracy http://measureup.towes.com/english/practice.asp?Section+Numeracy</p> <p>Skills for Today's Workforce http://www.khake.com/page3.html</p>	Numeracy	
ALL	<p>Reference</p> <p>Curriculum</p> <p>Lesson Plans</p> <p>Assessments</p>	<p>Lesson Plans and Curricula, Literacy Assistance Center http://www.lacnyc.org/ed-resources.html</p> <p>Pearson Longman ESL website: http://www.pearsonelt.com/</p> <p>Canadian Language Benchmarks 2000: English as a Second Language for Adults,</p>	Writing	

		<p>Pawlikowska-Smith, Grazyna http://www.cic.gc.ca/english/pdf/pub/language-benchmarks.pdf</p> <p>Plain English Campaign, Plain English Campaign http://www.plainenglish.co.uk/</p> <p>2000 Families First Idea Book: Integrating Works Skills and Basic Skills, University of Tennessee. Center for Literacy Studies http://www.cls.utk.edu/2000_idea_book.html</p> <p>Writing Den, TestDEN http://www2.actden.com/writ_den/index.htm</p> <p>Large Listing http://grammar.ccc.commnet.edu/grammar/</p> <p>Help Develop Writing Skills http://www.infoplease.com/homework/writingskills1.html</p> <p>Skills for Today's Workforce http://www.khake.com/page3.html</p>		
ALL	<p>Reference</p> <p>Curriculum</p> <p>Lesson Plans</p> <p>Assessments</p>	<p>Plain Train: Plain Language Online Training, Stephens, Cheryl Oral Communication http://www.inc.com/articles/2000/06/19312.html</p> <p>A Crash course in Oral Communication http://www.inc.com/articles/2000/08/20000.html</p> <p>Do as I say: Quick Tips for Masterful Communication http://www.inc.com/articles/2000/03/18145.html</p> <p>Powerful Questions Can Have a Powerful Effect http://www.inc.com/articles/2001/09/23385.html</p> <p>Skills for Today's Workforce http://www.khake.com/page3.html</p>	Oral Communication	
ALL	<p>Reference</p> <p>Curriculum</p>	<p>Mind Tools – Essential Thinking Skills http://www.mindtools.com/</p> <p>Skills for Today's Workforce</p>	Thinking	

	<p>Lesson Plans</p> <p>Assessments</p>	<p>http://www.khake.com/page3.html</p> <p>Study Guides and Strategies – Critical Thinking http://www.studygs.net/crtthk.htm</p> <p>Thinking Skills Vocabulary and Definitions http://www.adprima.com/thinkskl.htm</p>		
ALL	<p>Reference</p> <p>Curriculum</p> <p>Lesson Plans</p> <p>Assessments</p>	<p>Building a School Web Site, Wigglebits, Wanda http://www.wigglebits.com</p> <p>WebQuest: Websites: Which Ones should you Trust? http://www.altn.org/webquests/websites/</p> <p>Basic Computer Skills Tutorial http://www.comptechdoc.org/basic/basicut/</p> <p>Computer/Internet Tutorials http://www.anniston.lib.al.us/computerinternettutorial.htm</p> <p>Adult back to School Planner, Alberta. HR and Employment http://www.alis.gov.ab.ca/pdf/cshop/AdultPlanner.pdf</p>	Digital Technology	