

# EssentialSKILLS

The foundation for work, learning & life

**“Essential Skills are the skills needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change.”**

*Human Resources and Skills Development Canada*

## Essential Skills at the Training Group

The Training Group at Douglas College is a leader in Essential Skills with extensive experience in the areas of research, assessment, skills enhancement, workplace and practitioner training.

## On-Line Essential Skills Methodology and Task Analysis

This six week on-line course introduces participants to the methodology used in both the International Adult Literacy Survey (IALS) and ESDC's Essential Skills frameworks with emphasis on complexity scales. Task analysis includes:

- Identification of Essential Skills and associated complexity levels
- Interpretation of task analysis
- Application of analysis in real-life situations
- This course is a pre-requisite for Bridging the Gap: Enhancing Essential Skills ESKL 1301

### Pre-requisite:

Introduction to Essential Skills ESKL 1000 or 1001

### Essential Skills Practitioner Training (ESPT) Certificate Program

Completion of the courses below lead to an Essential Skills Practitioner Certificate

- Introduction to Essential Skills ESKL 1000 (or 1001)
- Methodology and Task Analysis ESKL 2300 (or 2301)
- Essential Skills Assessments, Interpretation and Application ESKL 1100 (or 1104)
- Creating an Essential Skills Portfolio ESKL 1200 (or 1201)
- Bridging the Gap – Enhancing Essential Skills ESKL 1300 (or 1301)
- Essential Skills Work Experience Study ESKL 2400

### Who is this Program for?

Career practitioners, Employment Counsellors, Human Resource Professionals, Educators, Literacy Practitioners, Workplace Trainers.

### Course Details:

Dates:

**February 16 – March 26, 2021**

Requirements:

This course will be through Douglas College's web-based course management system, Blackboard

- Complete course modules/assignments through Blackboard
- Be available to participate in 3 webinars: Date and time TBA
- headset with microphone

Cost:

\$645  
Includes registration fee and certificate of completion

Payment:

Payment can be made either by cash, cheque, Visa or Master Card

### To Register: **Register by Feb. 8th**

Call: 604 -527-5472 (Continuing Education Registration)

Course: ESKL 2301 090

Course Reference Number: 11071

### For more information:

Telephone: (604) 777-6152

Fax: (604) 777-6151

e-mail: [essentialskills@douglascollege.ca](mailto:essentialskills@douglascollege.ca)

### Cancellation:

A 100% refund less \$15 admin fee is provided up to 10 calendar days prior to the start date of the course

No refunds provided after this date

Please request refunds via telephone or in-person

## Your partner in training solutions

The Training Group at Douglas College specializes in responsive career and workplace training solutions. We design and implement specialized programs for the specific needs of individuals, employers, industry groups and government agencies.

