

RESOURCE GUIDE

POPULAR RESOURCES

*Supporting the Transitioning of Adult Learners with
Independence or Employment Goals*

Multiple-Skill Resources



**EMPLOYMENT**

Website activity database

Application of Working and Learning National Project

www.awal.ca

No cost

AWAL Database

AWAL Database was developed through the Application of Working and Learning National Project, a professional development project for educators. Participants of the training, through meeting with and learning from employers and employees, developed workplace-relevant classroom activities. The database is available online, providing workplace applications for teaching Human Resources Development Canada's nine Essential Skills, the skills that Canadian workplaces have identified as essential.

OALC Competency: All

Essential Skills: All

**INDEPENDENCE/EMPLOYMENT**

Software licence

Aztec Software Inc.

<http://www.aztecsoftware.com/aztec/index.html>

Contact for cost

Aztec Software

Aztec Software focuses on literacy and academic skills along with workplace training. The series has five resources and an administrator system for all products. Activities are interactive, experiential and based on real-life scenarios. Three of five in the series are particularly relevant to an LBS setting:

- **Learning Essentials** content is compatible with GED. It focuses on basic academic skills (e.g., phonics, grammar, fractions, charts and graphs, critical thinking), on high school subjects (e.g., History, Algebra, Biology), and on some workplace subjects (e.g., Clerical Skills, Medical Vocabulary).
- **Occupational Foundations** is designed with the US Department of Labour but may be adapted for Canadian use. It is designed to help learners improve skills needed for a variety of entry-level jobs.
- **Ready for Work** covers the soft skills for success on the job. Interactive lessons emphasize issues such as health and appearance, listening skills, managing emotions, correct work behaviour and following directions.

OALC Competency: All

Essential Skills: All

**INDEPENDENCE/EMPLOYMENT**

Website

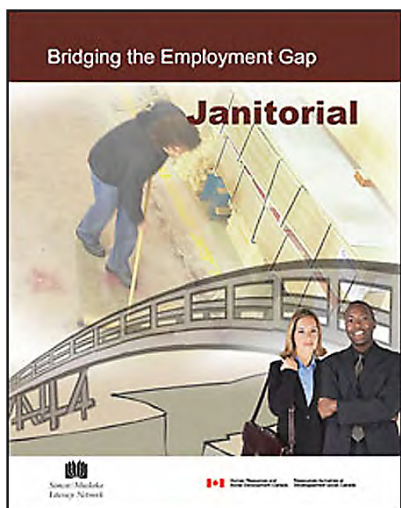
BBCwww.bbc.co.uk/raw/

No cost

BBC raw

The *BBC raw* website offers practical advice and activities that aim to empower and encourage people to take the next steps towards tackling their skills needs. The website and resources have been designed to be appealing and accessible to a wide range of adults, including those with poor literacy and numeracy skills. Entertaining, humorous video clips, which are often interactive, help the learner visualize concepts. Follow-up games reinforce the learning. There are four main components:

- **Raw computers** is suitable for beginners and covers the topics of Using a Mouse, Getting to Know Your Computer and Introducing the Internet.
- **Raw numbers** has six video clips about practical ways to use numbers. Each video comes with a comic and a tool.
- **Raw words** has tips and ideas for writing stories. A five-part mini-comedy covers how to plan, structure, draft and edit stories.
- **Raw money** has tips and tools for managing money.

OALC Competency: All**Essential Skills:** All**Bridging the Employment Gap**

Bridging the Employment Gap is a series of curriculum resources designed to prepare low literacy learners (Essential Skills Level 1) for the workplace. There are five books/ occupations in the series: Janitorial, Clerical, Retail, Grounds Maintenance and Kitchen Help. The content is best suited to LBS Levels 1 and 2 but may also be adapted for Level 3. Content allows learners to improve literacy, numeracy and other Essential Skills within an occupational context. The books are 350–450 pages each and include instructor notes, learning activities and demonstrations.

OALC Competency: All**Essential Skills:** All**EMPLOYMENT**

pdf files 350 – 450 pages each

Simcoe/Muskoka Literacy Network

download from NALD

www.naldatwork.ca

No cost

**INDEPENDENCE/EMPLOYMENT**

Website — multiple pdf files

Samaritan House Training Centrewww.nald.ca/CLR/Btg/BTGHomePage/HomePage.htm

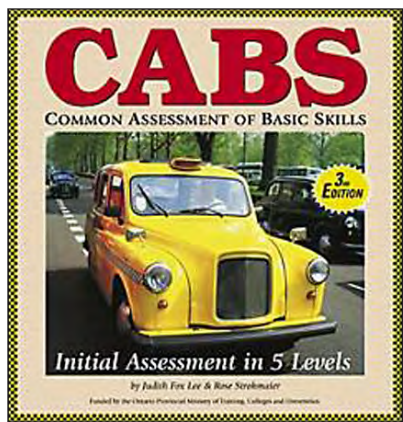
No Cost

Bridging the Gap Between Literacy and Technology — Education Component

The Bridging the Gap Between Literacy and Technology guides teach the skills required in the workforce, covering many of the reading, writing, and computer requirements of today's workplace. It offers two easy-to-follow components: Education and Computers. The components may be integrated, or the lessons/activities can be done separately for individuals or groups.

The Education Component consists of four units complete with lesson plans, activities, blackline masters, evaluation tools and resource lists. Unit themes include:

- Ourselves (negative self-talk, goal-setting, autobiographies)
- Humour (types of humour, how and when to tell a joke, cartooning, limericks, and situation comedies)
- Employment (resumes, cover letters, interviewing and follow-up, and portfolios)
- Memories (story telling, oral history, what makes memories, how are memories recorded and passed on, quilting, scrapbooking, and famous Canadians)
- Although the Computer component is written for Word 97, activities are adaptable to more current software versions.

OALC Competency: All**Essential Skills:** All**INDEPENDENCE/EMPLOYMENT**

Binder

Literacy Link Eastern Ontario (LLEO)https://www.lleo.ca/col/cabs_online.html

\$60

CABS Online

CABS Online (Common Assessment of Basic Skills) is a computer-based assessment tool for use with Literacy and Basic Skills students who are able to work on the computer. It offers 79 demonstrations from the original CABS manual and addresses reading, writing, numeracy and basic computer skills. CABS activities can be used at intake, for ongoing assessment or as an exit report. The program tracks student progress and stores assessment results. CABS users benefit from working in an online environment and develop important technology skills as they work through the activities.

OALC Competency: All**Essential Skills:** All

**EMPLOYMENT**

Assessment tools/Books

PTPwww.ptp.ca/publications

approx \$10 each

CAMERA (Communications and Math Employment Readiness Assessment)

CAMERA (Communications and Math Employment Readiness Assessment) is a series of standardized tests used to assess the learner's readiness for the workplace Essential Skills of Document Use, Reading Text, Writing and Numeracy. CAMERA assessments include authentic workplace documents and have been developed with input from employers and HRSDC. The test books are reusable. CAMERA is part of a larger program that includes three components: the assessment tools known as CAMERA (three stages), Signposts, which includes the curriculum guidelines and instructional activities for those preparing for entry-level work, and the *Workwrite* series, which focuses on workplace documents.

OALC Competency: Communicate, Numeracy

Essential Skills: Reading Text, Document Use, Writing, Numeracy

**EMPLOYMENT**

pdf on CD from http://www.lleo.ca/LLEO_assets/pdfs/cd_order.pdf

Literacy Link Eastern Ontario

\$15 each

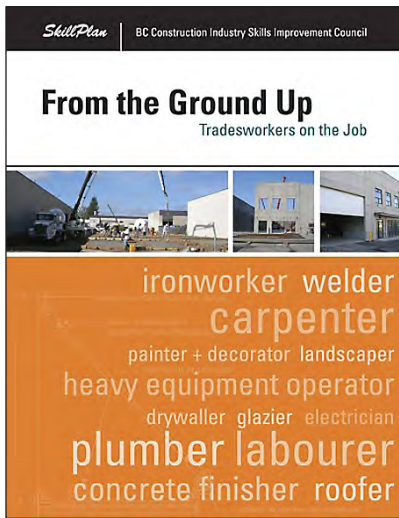
Essential Skills Training

Essential Skills Training from Literacy Link Eastern Ontario (LLEO) is a set of curricula for a number of entry-level jobs. Each segment links job training directly to the Essential Skills required to perform job tasks successfully. Learning activities familiarize learners with the vocabulary and tasks required for their field of interest, and include questions and answers, exit demonstrations, tips about study skills, test taking and searching for a job. Occupations covered in this set include:

- Call Centre
- Hospitality
- Retail
- Skilled Trades Helpers & Labourers
- Food Processing
- Food Counter Attendants
- Health Care
- Landscaping & Grounds Maintenance Curriculum
- Cleaner
- Daycare Worker
- Grocery Clerks and Store Shelf Stocker
- Service Station Attendant
- Truck Driver

OALC Competency: All

Essential Skills: All

**EMPLOYMENT**

Book

SkillPlan<http://www.skillplan.ca>

\$34

From the Ground Up: Tradesworkers on the Job

From the Ground Up: Tradesworkers on the Job is a resource from SkillPlan designed to introduce adult learners to careers in the construction trades. It uses the language and context of the construction site and offers opportunities to practice typical job tasks in an Essential Skills format. The book has three parts: Section 1 uses a simulated project to introduce the language of a construction site; Section 2 provides information about construction trades occupations through interviews with trades people; Section 3 includes various trades-related tasks, such as calculating lumber lengths and interpreting drawings, which provide Essential Skills practice in Reading Text, Numeracy and Document Use.

OALC Competency: Communicate, Numeracy, Self-Direction**Essential Skills:** Reading Text, Document Use, Numeracy, Thinking Skills**INDEPENDENCE**

Student books

Steck Vaughn<http://steckvaughnadult.hmhco.com> or online bookstores

\$16 each

Steck Vaughn GED

Steck Vaughn GED is one of a number of products designed to prepare learners to take GED testing. The GED series includes an instructor's resource guide and student editions in Essay Writing, Science, Social Studies, Mathematics and Language Arts-Reading. Their Language Arts, Writing with an emphasis on business documents and organization, is the newest GED content. This publisher has other GED-related series: *GED 21st Century*, *GED Skill Books*, *Complete GED Preparation*, *GED Test Day Math Pack*, *Official GED® Practice Tests*, and *GED Exercise Books*. GEDpractice.com is a free service where learners can develop a feel for the kind of reading, thinking, and problem-solving skills needed to pass the GED, by answering GED practice questions and getting feedback.

OALC Competency: Communicate, Numeracy, Technology**Essential Skills:** Reading Text, Document Use, Writing, Numeracy

**INDEPENDENCE**

Book series

New Readers Presswww.newreaderspress.comand at Laubach Literacy Ontario
Bookstorewww.laubach-on.ca

\$4 each \$35 for 10 pack

GED Scoreboost

GED Scoreboost is a series focusing on test-taking strategies for students preparing for the GED. It is suitable both for students who wish to move ahead more quickly and those who may need to retake the GED. There are six books in the series, each one focusing on specific content area, including different strands of mathematics, writing, and critical thinking and graphics skills for reading, social studies and science. Each book has 13–16 strategies and uses a two-page lesson format. Cumulative reviews, practice GED test with self-evaluation and planning charts are also included. Reading levels Grades 9–10.

OALC Competency: Communicate, Find/Use Information, Numeracy, Self-Direction

Essential Skills: Reading Text, Document Use, Writing, Numeracy, Thinking Skills, Continuous Learning

**INDEPENDENCE/EMPLOYMENT**

Website

Government of Ontario<http://skills.edu.gov.on.ca/OSPWeb/jsp/en/introduction.jsp>

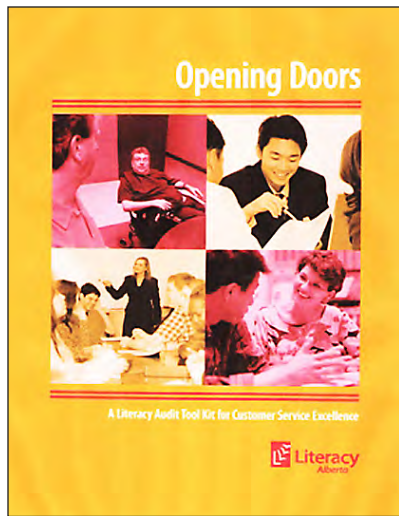
No cost

Ontario Skills Passport

Ontario Skills Passport (OSP) is an interactive website that provides clear descriptions of the skills and important work habits needed for virtually all occupations. The OSP is useful for learners, job seekers, instructors and counsellors. It uses the language of Essential Skills to show the connections between specific skills and occupations and demonstrates how these skills can be transferred from job to job or from school to work. Learners and job-seekers can search the occupations database by NOC, job title or skill and create a work/training or transition plan according to the skills they still need to develop. They are also able to track their progress.

OALC Competency: All

Essential Skills: All



INDEPENDENCE/EMPLOYMENT Supplements

Literacy Alberta

Phone: (403) 410-6990

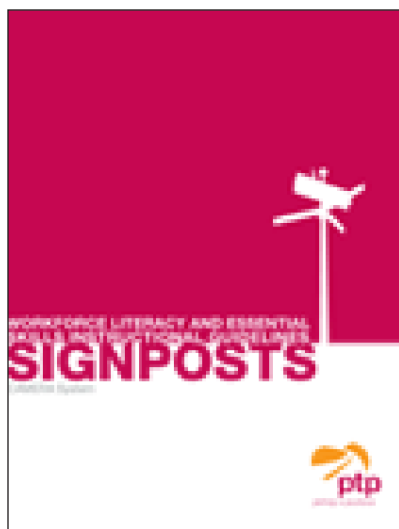
\$40

Opening Doors: Literacy Audit Kit Supplements

Opening Doors: Literacy Audit Kit Supplements are additions to the Literacy Audit Kit from Literacy Alberta, which was designed to assist organizations in identifying barriers faced by those with low literacy skills. It offers suggestions about how to improve customer service in areas such as oral and print communication, advertising and staff and volunteer training. There are two supplements available: 1) The **Health Literacy Audit** emphasizes cultural and language sensitivity and will assist health organizations in communicating more effectively with their patients. 2) The **Essential Skills Training Audit** provides employers and trainers with tools to assess employees in all of the Essential Skills.

OALC Competency: All

Essential Skills: All



EMPLOYMENT

Publisher: PTP

www.ptp.ca/publications

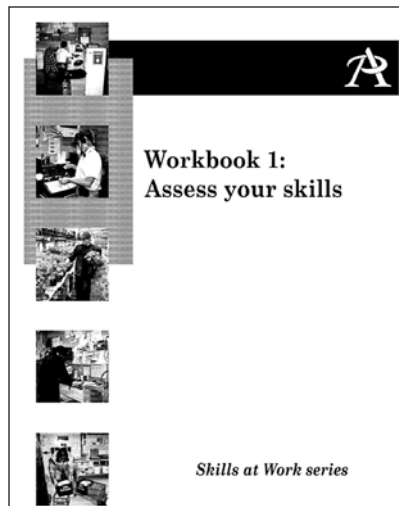
\$49

Signposts

Signposts is the set of curriculum guidelines and instructional activities that accompanies the CAMERA and Workwrite series from PTP Adult Learning and Employment Programs. It is designed for learners seeking entry-level jobs and focuses on the Essential Skills these jobs require. The guidelines assist instructors in selecting content and monitoring progress. They offer suggestions about how learners can practice the Essential Skills they're learning and offer a sampling of assessment activities.

OALC Competency: All

Essential Skills: All

**INDEPENDENCE/EMPLOYMENT**

pdf file workbooks
175 – 192 pages each

AlphaPlus

Download from

<http://library.naldatwork.ca> or
<http://alphaplus.ca>

No cost

Skills at Work

Skills at Work is a two-workbook series. In Workbook 1, learners begin to evaluate their interests and skills and to set some employment goals. They learn about various jobs and what skills are needed to perform them. As well, the workbook covers different kinds of training available and how to find job and employment information. *Workbook 2* describes in more depth what is expected once the learner is in the workplace. It provides examples and scenarios of job tasks and the reading, writing and math skills needed to succeed. It also discusses teamwork and problem solving, task and time management in a wide range of entry-level jobs, such as sales clerk, coffee counter person, and assembler. The *Skills at Work* set also includes the following: a practitioner's guide, providing information about Essential Skills and ideas about how to use the workbooks; the *Guide to Workforce Literacy*; the *Guide to Blended Learning*; and a computer-based/online component.

OALC Competency: All

Essential Skills: All

**INDEPENDENCE/EMPLOYMENT**

Website

BBC

www.bbc.co.uk/skillswise

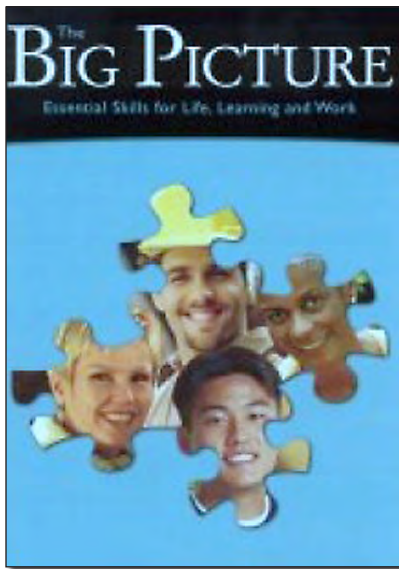
No cost

Skillswise

Skillswise is the BBC website for adults who want to improve their basic skills in reading, writing and math. Skillswise activities include worksheets, quizzes, games and a community message board. There is also a tutor centre with lesson plans, information, resource links, a computer tutor and a tutor forum. Skillswise isn't a course; it is a resource into which learners and tutors can dip and adapt. This site is perfect for learners who need extra help and would be very useful for instructors and tutors assisting students.

OALC Competency: Communicate, Find/Use Information, Numeracy, Technology

Essential Skills: Reading Text, Document Use, Writing, Oral Communication, Thinking Skills, Computer Use



INDEPENDENCE/EMPLOYMENT
pdf or doc files

Applications for Working and Learning (AWAL) National Project

Download from
www.awal.ca

No cost

The Big Picture: Essential Skills for Life, Learning and Work

The BIG Picture: Essential Skills for Life, Learning and Work is a resource that increases learners' and teachers' understanding of the Essential Skills as they are used at work, at school, at home and in the community. It provides learners with many activities which demonstrate and help them reflect on the importance of the Essential Skills within their lives. It exposes them to the theory behind the Essential Skills so that this language becomes meaningful, informative and commonplace. Learners experience Essential Skills through continued practice and application. The Big Picture was developed for students in Grades 7–12 but is adaptable to adult learners. It is divided into four sections: Introductory (a starting point for all users), Beginner, Intermediate and Expert.

OALC Competency: All

Essential Skills: All



INDEPENDENCE/EMPLOYMENT
pdf 199 pages

Saskatchewan Literacy Network

Download from NALD
www.nald.ca

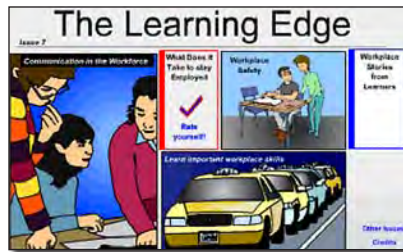
No cost

The Circle of Learning — Saskatchewan Adult Literacy Benchmarks — Levels 1 and 2

The Circle of Learning — Levels 1 and 2 is a comprehensive tool originally created for literacy programming in Saskatchewan. It aims to provide support to agencies that deliver literacy and basic education to adults, to assist in program development, content, assessment and instruction. It has an Aboriginal focus. *The Circle of Learning* is a sequenced program that includes benchmarks for communications, numeracy, lifelong learning and interpersonal skills. There is an emphasis on real-life examples and personal experience, and most of the benchmarks also include tips for instruction. Appendices and a glossary accompany the benchmarks.

OALC Competency: Communicate, Numeracy, Work with Others, Self-Direction

Essential Skills: Reading Text, Oral Communication, Working with Others, Continuous Learning

**INDEPENDENCE/EMPLOYMENT**

Interactive website news-paper/online activities

The Wellington County Learning Centre

www.thewclc.ca/edge

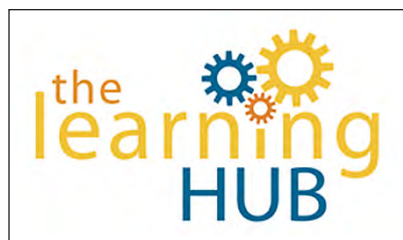
No cost

The Learning Edge

The Learning Edge is an interactive online newspaper for adult new readers. To assist with reading comprehension and interest there are lots of graphics and almost all text is voiced. When you go to the website, you will find 12 issues of the newspaper. Five of these issues deal with workforce and three with apprenticeship. Each issue has a number of articles covering topics of interest to adults, such as paying a utility bill, missing work, street safety, consumer awareness (reading labels), classified ads and writing cover letters. Learners can hear the article read to them with the text highlighted in blue. The text can also be printed for use offline. All of the articles are accompanied by short online vocabulary and comprehension activities.

OALC Competency: All

Essential Skills: All

**INDEPENDENCE/EMPLOYMENT**

Website and online courses

The Centre for Employment & Learning of Avon Maitland District School Board

www.learninghub.ca

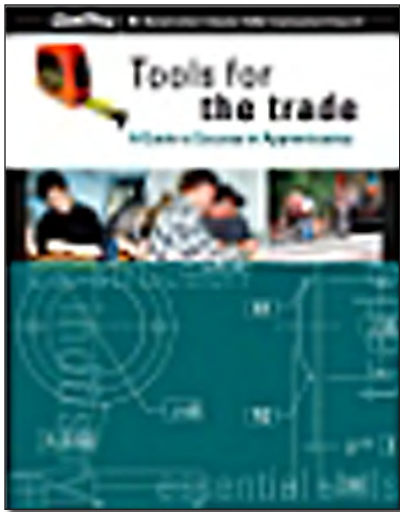
No cost

The Learning Hub

The Learning Hub is a province-wide e-learning initiative that is free to all adult learners who want flexible online learning. It is aimed at learners who cannot access regular programming for transportation, scheduling, or other reasons, but it is also intended as a supplementary aid for regular LBS programs. Through The Learning Hub learners can access online learning activities suitable for GED, credit, college apprenticeship or workforce goals. Learning is based on the nine Essential Skills for work, learning and life. In certain instances where a learner has a specific occupational goal, online learning activities are based on the Essential Skills identified as necessary for that job under the National Occupational Classification (NOC) Code. Through the Practitioners' Page you can access Centra, Moodle, LearnScape and Plato demos.

OALC Competency: All

Essential Skills: All



Tools for the Trade

Tools for the Trade is part of the SkillPlan series, which specializes in workplace education focusing on Essential Skills. This resource is directed towards learners who are considering or completing an apprenticeship, either in the building trades or in other sectors. The book places Essential Skills such as Reading Text, Document Use, Numeracy and Thinking Skills in a workplace context and raises issues specific to those in an apprenticeship program. Learners have an opportunity to evaluate their skills and learn about attitudes and behaviours that will lead to success on the job.

OALC Competency: All

Essential Skills: All

EMPLOYMENT

Binder 140 pages

SkillPlan

<http://skillplan.ca/English/resources.htm>

\$27



YouTube

YouTube is the leader in online video as a place to watch and share original videos worldwide through the Internet. The hundreds of millions of videos available include current events; favourite TV moments; hobbies and interests; how-to videos on math, technology and every other subject; new music artists; etc. Everyone can take part in the YouTube community by watching, sharing, and commenting on videos. Video contributors can choose to broadcast their videos publicly or share them privately with friends and family. YouTube has many ways to help learners find and watch videos, such as the *YouTube Handbook*. This has two sections: Watch (how to find cool videos, subscribe to channels, and save videos to watch later) and Produce (Tips & tricks for making better videos, copyright information, and how to upload to YouTube). YouTube is available across the Internet through websites, mobile devices, blogs, and email.

OALC Competency: All

Essential Skills: All

INDEPENDENCE/EMPLOYMENT

Website

YouTube/Google

www.youtube.com

No cost