**Bridging the Employment Gap Series**

**Ready For Work**

**Chart Aligning the Curriculum to the OALCF**

**Introduction**

This **Ready For Work** Curriculum was originally produced in 2008 as part of the **Bridging the Employment Gap** series of occupation-related manuals, and is aligned to the Essential Skills, as defined by Human Resources and Skills Development Canada (HRSDC). With the implementation in Ontario of the Ontario Adult Literacy Curriculum Framework (OALCF), Simcoe/Muskoka Literacy Network has now aligned all the curriculum manuals to the competencies, task groups, and complexity levels of the OALCF. While not all of the activities in this curriculum are tasks, in the truest definition, they have all been aligned for the benefit and convenience of practitioners and students who are using the curriculum.

The alignments were made using several assumptions and agreements:

1. The curricula are used by a student-tutor pair or by a group of students with a practitioner (paid or volunteer).
2. Competencies and task groups were selected based on the actual instructions to the practitioner **as written** for that activity. Suggested or optional steps and additional activities have not been aligned. If you include these optional steps or do the additional or suggested activities, additional competencies and/or changes to complexity levels may result.

In some cases, an instruction may be rather unclear. For example, an instruction may say to “use” one of the teaching aids or something from another resource; unless the instruction specifically states that the teaching aid would be given to or used with the student, we have assumed that it pertains to the practitioner only.

1. If the instructions say to use an activity from another section of the curriculum or from another curriculum, then it will be aligned in that curriculum, and you will need to consult the alignment chart for that section or curriculum.
2. Some of the activities are skill-building activities leading to a task or competency. Therefore, in some cases, a competency or task group has been selected based on the task or competency being developed.
3. In some activities, there is a fairly substantial amount of presentation and/or demonstration by the practitioner, and the student needs to use this information in associated activities afterwards. In this case, competency A3 will be included in the chart for that activity.
4. These curricula may be used with a tutor-student pair or in a group setting of several students and a practitioner. Throughout the curricula there are many activities where the practitioner asks simple questions of the students. Even though there may be more than one student present, the interchange needed to answer the questions is directly between the practitioner and the student answering. In this case, competency B1.1 has been selected.

If the activity instructions specify “Discuss” and it is clear that a more complex exchange of information and opinion is required, then B1.2 has been selected.

Please contact us if you have any comments or suggestions about this alignment chart.

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| **Ready for Work—Before Applying for the Job**  **Choosing a Job** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | **Competency** | **Find and Use information** | | | | | | | **Communicate Ideas & Information** | | | | | | | | | | **Understand & Use Numbers** | | | | | | | | | | | | **Use Digital Technology** | | | **Manage Learning** | | | **Engage With Others** |
|  | **Task Group** | Read Continuous Text |  |  | Interpret Documents |  |  | Extract information from films, broadcasts and presentations | Interact with others |  |  | Write continuous text |  |  | Complete and create documents |  |  | Express oneself creativity | Manage Money |  |  | Manage Time |  |  | Use Measures |  |  | Manage Data |  |  |
|  | **Task Group #** | **A1. 1** | **A1,2** | **A1.3** | **A2.1** | **A2.2** | **A2.3** | **A3** | **B1.1** | **B1.2** | **B1.3** | **B2.1** | **B2.1** | **B2.3** | **B3.1** | **B3.2** | **B3.3** | **B4** | **C1.1** | **C1.2** | **C1.3** | **C2.1** | **C2.1** | **C2.3** | **C3.1** | **C3.2** | **C3.3** | **C4.1** | **C4.2** | **C4.3** | **D.1** | **D.2** | **D.3** | **E.1** | **E,.2** | **E.3** | F |
| **Activity** | 1. Previous Job Experiences |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. What do you like to do? |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Take the quiz |  |  |  | ⚫ | ⚫ |  |  | ⚫ |  |  |  |  |  | ⚫ | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ | ⚫ |  |  |  |  |  |
| 4. Exploring new possibilities |  |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 1 | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| What I Have Learned & Skills Practised |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |

| **Ready for Work—Before Applying for the Job**  **Fit For the Job** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Activity** | 1. Healthy and fit for a job |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. Physical demands |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |
| 3. Health & Safety |  | ⚫ |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| 4. Working environment |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Job accommodations required |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 1 | ⚫ |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| What I Have Learned & Skills Practised |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |

| **Ready for Work—Before Applying for the Job**  **Keep Fit** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Activity** | 1. Canada’s Food guide |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. Individual Requirements |  |  |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. How much is a serving? |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Nutrition |  |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |
| 5. Planning a lunch |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. Shopping on a budget |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. Trip to the grocery store | ⚫ |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. Get active | ⚫ |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. Endurance, flexibility, strength |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. Exercise |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11. Personal Fitness Plan |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 1 | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| Demo – Task 2 | ⚫ |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| What I Have Learned & Skills Practised |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |

| **Ready for Work—Before Applying for the Job**  **Using a Wallet Card** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Activity** | 1.Personal identification |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. Work information card |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Personal information |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 1 |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| What I Have Learned & Skills Practised | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

| **Ready for Work—Before Applying for the Job**  **Going for the Interview** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Activity** | 1. Personal hygiene |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. A clean body | ⚫ |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Accessories |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ | ⚫ |  |  |  |  |  |
| 4. What to wear |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Non-verbal communication |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. Acceptable & unacceptable behaviour | ⚫ |  |  |  |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. Questions to ask | ⚫ |  |  |  |  |  | ⚫ |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. Possible interview questions |  |  |  |  |  |  | ⚫ |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. Voice |  |  |  |  |  |  | ⚫ |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. Getting ready | ⚫ |  |  |  |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11. Role play |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  | ⚫ |
| 12. Self-evaluation |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |
| Demo – Task 1 | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 2 | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity** | Demo – Task 3 | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 4 | ⚫ |  |  | ⚫ |  |  |  |  |  | ⚫ | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| What I Have Learned & Skills Practised | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |

| **Ready for Work—On The Job**  **Pay Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | **Task Group** | Read Continuous Text |  |  | Interpret Documents |  |  | Extract information from films, broadcasts and presentations | Interact with others |  |  | Write continuous text |  |  | Complete and create documents |  |  | Express oneself creativity | Manage Money |  |  | Manage Time |  |  | Use Measures |  |  | Manage Data |  |  |
|  | **Task Group #** | **A1. 1** | **A1,2** | **A1.3** | **A2.1** | **A2.2** | **A2.3** | **A3** | **B1.1** | **B1.2** | **B1.3** | **B2.1** | **B2.1** | **B2.3** | **B3.1** | **B3.2** | **B3.3** | **B4** | **C1.1** | **C1.2** | **C1.3** | **C2.1** | **C2.1** | **C2.3** | **C3.1** | **C3.2** | **C3.3** | **C4.1** | **C4.2** | **C4.3** | **D.1** | **D.2** | **D.3** | **E.1** | **E,.2** | **E.3** | F |
| **Activity** | 1. How people are paid |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. Cheques |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Direct Deposit |  |  |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Vocabulary |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Gross and Net Pay |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. Deductions |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. Abbreviations |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. Social Insurance Number |  |  |  | ⚫ |  |  | ⚫ | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |
| 9. Pay Period and Pay Date |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. Earnings Calculations |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |
| 11. Cash |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 1 |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 2 | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 3 | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |
| **Activity** | Demo – Task 4 | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| What I have Learned & Skills Practised | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |

| **Ready for Work—On The Job**  **Form Filling** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | **Competency** | **Find and Use information** | | | | | | | **Communicate Ideas & Information** | | | | | | | | | | **Understand & Use Numbers** | | | | | | | | | | | | **Use Digital Technology** | | | **Manage Learning** | | | **Engage With Others** |
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|  | **Task Group #** | **A1. 1** | **A1,2** | **A1.3** | **A2.1** | **A2.2** | **A2.3** | **A3** | **B1.1** | **B1.2** | **B1.3** | **B2.1** | **B2.1** | **B2.3** | **B3.1** | **B3.2** | **B3.3** | **B4** | **C1.1** | **C1.2** | **C1.3** | **C2.1** | **C2.1** | **C2.3** | **C3.1** | **C3.2** | **C3.3** | **C4.1** | **C4.2** | **C4.3** | **D.1** | **D.2** | **D.3** | **E.1** | **E,.2** | **E.3** | F |
| **Activity** | 1. Personal information |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.Work related skills |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Employment |  |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Employed |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Health claim | ⚫ |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. Training | ⚫ |  |  |  | ⚫ |  |  |  | ⚫ |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. Using e-mail |  |  |  | ⚫ |  |  |  | ⚫ |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |
| 8. Sending a fax | ⚫ |  |  | ⚫ |  |  | ⚫ | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. Timesheets |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. Filling in a timesheet |  |  |  |  | ⚫ |  |  | ⚫ | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11. Work log |  |  |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12. Completing a work log | ⚫ |  |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 1 | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity** | Demo – Task 2 | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| What I Have Learned & Skills Practised | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |

| **Ready for Work—On The Job**  **Succeeding in the Workplace** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Competency** | **Find and Use information** | | | | | | | **Communicate Ideas & Information** | | | | | | | | | | **Understand & Use Numbers** | | | | | | | | | | | | **Use Digital Technology** | | | **Manage Learning** | | | **Engage With Others** |
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|  | **Task Group #** | **A1. 1** | **A1,2** | **A1.3** | **A2.1** | **A2.2** | **A2.3** | **A3** | **B1.1** | **B1.2** | **B1.3** | **B2.1** | **B2.1** | **B2.3** | **B3.1** | **B3.2** | **B3.3** | **B4** | **C1.1** | **C1.2** | **C1.3** | **C2.1** | **C2.1** | **C2.3** | **C3.1** | **C3.2** | **C3.3** | **C4.1** | **C4.2** | **C4.3** | **D.1** | **D.2** | **D.3** | **E.1** | **E,.2** | **E.3** | F |
| **Activity** | **Working with Others** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Conversational skills |  |  |  |  |  |  | ⚫ | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |
| 2. Body language |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |
| 3. Problem solving |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |
| 4. Apologizing |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |
| 5. Respect in the workplace |  |  |  |  |  |  |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. Accepting criticism | ⚫ |  |  |  |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |
| 7. Gossip | ⚫ |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. Jokes |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. Appropriate topics | ⚫ |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 1 | ⚫ |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 2 | ⚫ |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 3 | ⚫ |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 4 | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity** | Demo – Task 5 | ⚫ |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 6 | ⚫ |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 7 | ⚫ |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 8 | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 9 | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| What I Have Learned & Skills Practised | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| **Activity** | **Employee Responsibilities** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. Good timekeeping |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11. Flexibility |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12. Politeness |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13. Respect and responsibility in teamwork | ⚫ |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14. Taking time off | ⚫ |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15. Clean and neat |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity** | 16. Willing to learn |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  | ⚫ |
| Demo – Task 1 | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 2 |  |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| What I Have Learned & Skills Practised | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| **Activity** | **Employer Responsibilities** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17. What is a commitment |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 18. Commitment to community |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 19. Responsibility to the environment |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 20. Training |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |
| 21. Time off | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 22. Dignity and respect |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 1 | ⚫ |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| What I Have Learned & Skills Practised | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |

| **Ready for Work—On The Job**  **Messages** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | **Competency** | **Find and Use information** | | | | | | | **Communicate Ideas & Information** | | | | | | | | | | **Understand & Use Numbers** | | | | | | | | | | | | **Use Digital Technology** | | | **Manage Learning** | | | **Engage With Others** |
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|  | **Task Group #** | **A1. 1** | **A1,2** | **A1.3** | **A2.1** | **A2.2** | **A2.3** | **A3** | **B1.1** | **B1.2** | **B1.3** | **B2.1** | **B2.1** | **B2.3** | **B3.1** | **B3.2** | **B3.3** | **B4** | **C1.1** | **C1.2** | **C1.3** | **C2.1** | **C2.1** | **C2.3** | **C3.1** | **C3.2** | **C3.3** | **C4.1** | **C4.2** | **C4.3** | **D.1** | **D.2** | **D.3** | **E.1** | **E,.2** | **E.3** | F |
| **Activity** | 1. Message experience |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. Role play | ⚫ |  |  | ⚫ |  |  |  |  | ⚫ |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |
| 3. More practice |  |  |  | ⚫ |  |  |  | ⚫ |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Passing on a message orally |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |
| 5. Leaving a voicemail message |  |  |  |  |  |  | ⚫ |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. Reading a memo | ⚫ |  |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. Writing a memo | ⚫ |  |  | ⚫ |  |  |  | ⚫ |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |
| 8. E-mail |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. E-mail address |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. Receiving e-mail |  |  |  | ⚫ |  |  | ⚫ | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |
| 11. Reply or forward |  |  |  | ⚫ |  |  | ⚫ | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |
| 12. Sending an e-mail |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |
| Demo – Task 1 |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity** | Demo – Task 2 | ⚫ |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 3 | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 4 | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| What I Have Learned & Skills Practised | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |

| **Ready for Work—On The Job**  **Bus Smart** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Competency** | **Find and Use information** | | | | | | | **Communicate Ideas & Information** | | | | | | | | | | **Understand & Use Numbers** | | | | | | | | | | | | **Use Digital Technology** | | | **Manage Learning** | | | **Engage With Others** |
|  | **Task Group** | Read Continuous Text |  |  | Interpret Documents |  |  | Extract information from films, broadcasts and presentations | Interact with others |  |  | Write continuous text |  |  | Complete and create documents |  |  | Express oneself creativity | Manage Money |  |  | Manage Time |  |  | Use Measures |  |  | Manage Data |  |  |
|  | **Task Group #** | **A1. 1** | **A1,2** | **A1.3** | **A2.1** | **A2.2** | **A2.3** | **A3** | **B1.1** | **B1.2** | **B1.3** | **B2.1** | **B2.1** | **B2.3** | **B3.1** | **B3.2** | **B3.3** | **B4** | **C1.1** | **C1.2** | **C1.3** | **C2.1** | **C2.1** | **C2.3** | **C3.1** | **C3.2** | **C3.3** | **C4.1** | **C4.2** | **C4.3** | **D.1** | **D.2** | **D.3** | **E.1** | **E,.2** | **E.3** | F |
| **Activity** | 1. Bus experience |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. Bus etiquette |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Vocabulary |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Understanding transit guide 1 |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Understanding transit guide 2 |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. Bus fares |  |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. Points of interest |  |  |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. Using a grid for locating |  |  |  |  | ⚫ |  | ⚫ | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. Finding the co-ordinates |  |  |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. On the street where I live |  |  |  | ⚫ | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11. North, south, east and west |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12. Regular service routes |  |  |  |  | ⚫ |  | ⚫ | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13. Regular service- start and stop times |  |  |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity** | 14. Regular service-  how often? |  |  |  | ⚫ | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15. The local schedule | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16. Personal knowledge |  |  |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17. Role-playing |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |
| 18 Problems that might arise | ⚫ |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |
| 19. Field trip |  |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  | ⚫ |
| 20. I am bus Smart | ⚫ |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| Demo – Task 1 | ⚫ |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| What I Have Learned & Skills Practised | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |

| **Ready for Work—On the Job**  **Time** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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|  | **Task Group #** | **A1. 1** | **A1,2** | **A1.3** | **A2.1** | **A2.2** | **A2.3** | **A3** | **B1.1** | **B1.2** | **B1.3** | **B2.1** | **B2.1** | **B2.3** | **B3.1** | **B3.2** | **B3.3** | **B4** | **C1.1** | **C1.2** | **C1.3** | **C2.1** | **C2.1** | **C2.3** | **C3.1** | **C3.2** | **C3.3** | **C4.1** | **C4.2** | **C4.3** | **D.1** | **D.2** | **D.3** | **E.1** | **E,.2** | **E.3** | F |
| **Activity** | **Units of Time** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. One second |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. One minute |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Tasks in a minute |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Minutes/hour |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. 60 minutes |  |  |  | ⚫ |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. Minutes and hours |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. 24 hours |  |  |  |  |  |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. Hours and days |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. Measuring hours |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. Other ways to measure time |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11. Days of the week |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12. Months |  |  |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13. Year |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity** | 14. The date with numbers |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 1 | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 2 | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 3 |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| What I Have Learned & Skills Practised | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| **Activity** | **Digital Clock** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15. Making a digital clock |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16. Reading a digital clock |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |
| 17. Hours on a digital clock |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |
| 18. Writing the hours |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |
| 19 Practising the hours |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  | ⚫ |
| 20. Minutes on a digital clock |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |
| 21. The hour changes after 59 |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |
| **Activity** | 22. Reading digital times |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |
| 23. Set the clock |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  | ⚫ |
| 24. Half hour |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 25. Half past |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 26. Half past: thirty |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 27. Closer to which hour? |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 28. This is what it means | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 29. Recognizing the time |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 30. A.M. and P.M. |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 31. A.M./P.M. indicator light |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |
| 32. When do you do this? |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 33. Students’ daily schedule |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 34. What’s the time now? |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |
| **Activity** | 35. Reading times on schedules |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 36. The right time | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 37. 24 hour clock |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 1 |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 2 | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| What I Have Learned & Skills Practised | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| **Activity** | **Analog Clock** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 38. Make an analog clock |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 39. Clockwise and anti-clockwise |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 40. Numbers are hours |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 41. Minutes |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 42. Hands on the clock |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 43. Changing the hours |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity** | 44. What hour is it? |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |
| 45. Reading minutes |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 46. Changing the minutes |  |  |  |  |  |  | ⚫ | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 47. Read analog; write digital |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| 48. Half hour |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 49. Show the half hours |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 50. Different ways to say it |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 51. Minutes before the hour |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 52. Quarter hours |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 53. Quarter hour: 15 minutes |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 54. Quarter to |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 55. Count the minutes by 5’s |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 56. Practise quarter hours |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 57. A.M. or P.M. |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity** | Demo – Task 1 | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 2 |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 3 | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| What I Have Learned & Skills Practised | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| **Activity** | **Measurement of Elapsed Time** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 58. Timing experiences |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 59. Starting and stopping |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 60. Using a clock to measure |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 61. Using a stopwatch |  |  |  | ⚫ |  |  | ⚫ | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |
| 62. Accuracy not timed |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 63. “Per” |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 64. Using a timer |  |  |  | ⚫ |  |  | ⚫ | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 65. Setting a timer |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity** | 66. Calculating elapsed time |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 67. 1 hour more |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 68. Hours later |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 69. 15/30 minutes later |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| 70. Minutes later | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 71. Experience 15, 30 minutes |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 72. Estimate & time | ⚫ |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| Demo – Task 1 | ⚫ |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 2 | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 3 | ⚫ |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| What I Have Learned & Skills Practised | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| **Activity** | **Managing Time** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 73. Getting there on time |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 74. Get to work on time |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 75. Time plan worksheet 1 |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 76. Time plan worksheet 2 |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 77. Time plan worksheet 3 |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 78. Time plan worksheet 4 |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 79. When to start | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 80. Get to school on time |  |  |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 81. Which bus to take |  |  |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 82. More bus timing |  |  |  |  | ⚫ |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 83. Time and ethics | ⚫ |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demo – Task 1 |  |  |  |  | ⚫ |  |  |  | ⚫ |  | ⚫ |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| **Activity** | Demo – Task 2 | ⚫ |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |
| What I Have Learned & Skills Practised | ⚫ |  |  |  |  |  |  | ⚫ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ⚫ |  |  |  |



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