

GOAL: Apprenticeship

A Find and Use Information – Self-Assessment

NAME	
DATE	

INSTRUCTIONS:

Put a checkmark (✓) in the appropriate box according to what you can do as of today.

LEVEL 1			
Tasks		Can Do Already	Cannot Do
A1.1	Read instructions on a cleaning product label		
A1.1	Read a brief email confirming the date and time of a meeting		
A1.1	Read a brief note from a co-worker		
A1.1	Follow directions to a local retail outlet		
A1.1	Read a note in a log book		
Sup	Read a brief email from a customer who has a question or a concern		
Sup	Read an email to view the agenda for an upcoming meeting		
M1	Read a classified advertisement to extract details such as a company's services. Read an email message to identify the sender, recipient and purpose		

GOAL: Apprenticeship

LEVEL 1 Cont'd			
Tasks		Can Do Already	Cannot Do
A2.1	Read a parking sign to identify restrictions		
A2.1	Interpret a WHMIS symbol on a product label		
A2.1	Verify contact information on a simple personal information form		
A2.1	Identify books required from a reading list		
Sup	Follow an illustration that outlines proper hand-washing techniques at work		
Sup	Look at a sign to find out the business hours of a store or an office		
M8	Locate product uses and instructions, and interpret symbols on a product label		

LEVEL 2			
Tasks		Can Do Already	Cannot Do
A1.2	Follow instructions in a recipe		
A1.2	Read a brief letter from a landlord about scheduled maintenance and repairs		
A1.2	Read a brochure to learn about a new product or piece of equipment		
A1.2	Read an email outlining project expectations		
Sup	Read a brochure from a utility company describing changes in service		
Sup	Read a recall memo about a faulty appliance from a manufacturer so that you can take the required action		

GOAL: Apprenticeship

LEVEL 2 Cont'd			
Tasks		Can Do Already	Cannot Do
Sup	Read a job description to determine your suitability for the position		
M3	Read a detailed information sheet to obtain company and product information		
A2.2	Locate fire exits on a floor plan		
A2.2	Find times and locations of classrooms on a timetable		
A2.2	Review information on a job application form		
A2.2	Refer to a table of contents to find the page number of a troubleshooting section		
A2.2	Interpret survey results displayed in a circle graph		
Sup	Refer to a municipal organizational chart to locate the supervisor of a department		
Sup	Verify information on a personal, work or school form to make sure all the information is complete		
Sup	As research for an upcoming project, review a chart in a consumer guide outlining the various features of a product		
M11	Refer to a table of contents and catalogue to extract and connect detailed information		

GOAL: Apprenticeship

LEVEL 3			
Tasks		Can Do Already	Cannot Do
A1.3	Read a chapter in a textbook to learn about a topic		
A1.3	Read a trade magazine article to learn about industry trends		
Sup	Read three to four letters of complaint from customers to identify problems and possible solutions		
Sup	Read at least three different sources to gather information for a research report		
M6	Read a company policy handbook to connect, evaluate and integrate information		
M7	Read a selection from a textbook or manual to extract and integrate information		
A2.3	Follow a flow chart to learn steps in a process		
A2.3	Interpret a project plan to determine whether adjustments to schedules or activities need to be made		
Sup	Use a postal rate chart to identify the cost of sending a package to a particular location		
Sup	Compare quantities, products, and prices in an order form and corresponding invoice to make sure the invoice is accurate		
M13	Refer to several documents to connect, evaluate and integrate information		

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UN-LEVELED			
Tasks		Can Do Already	Cannot Do
A3	Watch a safety video to learn about the potential hazards in a workplace		
A3	Attend a presentation to learn about a post-secondary program		
A3	Watch a webinar to learn about a topic		
Sup	Attend a brief team meeting to obtain information that you need to be aware of to do your job		
Sup	Watch a first aid training video to be able to identify the five common signs of stroke		
Sup	Watch a video on a library website to learn how to use an electronic article database to locate resources for a project		
Sup	Accurately report detailed observations to your health and safety representative if you witness a workplace accident		
Sup	Attend a job fair about apprenticeship opportunities in Ontario to help you decide which trade you should pursue		
M14	Watch and/or listen to a film, broadcast or presentation to extract information		

GOAL: Apprenticeship

B Communicate Ideas and Information – Self-Assessment

NAME	
DATE	

INSTRUCTIONS:

Put a checkmark (✓) in the appropriate box according to what you can do as of today.

LEVEL 1			
Tasks		Can Do Already	Cannot Do
B1.1	Ask for directions to a supplier		
B1.1	Make an appointment		
B1.1	Describe a routine task		
Sup	Greet a regular volunteer at the learning environment, community centre or workplace		
Sup	Show a peer where the lunchroom is located		
M15	Provide directions to a familiar location and instructions for how to carry out a familiar process		
B2.1	Write a reminder note about upcoming plans		
B2.1	Write a brief email to request information		
B2.1	Write a telephone message		

GOAL: Apprenticeship

LEVEL 1 Cont'd			
Tasks		Can Do Already	Cannot Do
B2.1	Write instructions to describe a simple procedure		
B2.1	Send a text message with directions to a destination		
Sup	Write an email to another learner about the due date for a learning activity		
Sup	Write a paragraph to update your instructor on your progress or to express concern about an issue		
M18	Write brief texts to express thanks to an employer and to make a request		
B3.1	Complete a simple personal information form		
B3.1	Record an appointment in an agenda or calendar		
B3.1	Create a sign to inform visitors that an elevator is out of order		
B3.1	Write a "to do" list		
M27	Complete a simple form and make entries in a calendar		
M28	Create and organize a to-do list		

GOAL: Apprenticeship

LEVEL 2			
Tasks		Can Do Already	Cannot Do
B1.2	Brainstorm to generate solutions to a problem		
B1.2	Discuss various approaches to a project and express opinions		
B1.2	Explain safety procedures to a co-worker, and answer questions		
Sup	Share opinions with your peers to generate solutions to a problem		
Sup	Explain to your supervisor why you need to request a day off for a non-statutory religious holiday		
Sup	Introduce yourself to a new instructor or a new supervisor at work, and express your opinions about the work you will be doing		
Sup	Participate in a group discussion to determine roles and responsibilities in a group project		
M16	Carry on a brief exchange to share and support your opinion		
B2.2	Write an email to explain steps involved in a project		
B2.2	Write an email explaining why an extension is needed on an assignment		
Sup	Write a memo to other employees outlining the clean-up routine in the coffee room, and assign duties		
Sup	Write an email to another learner explaining the steps involved in a project		

GOAL: Apprenticeship

LEVEL 2 Cont'd		
Tasks	Can Do Already	Cannot Do
M23	Write an email to express interest and to provide information supporting a request	
B3.2	Complete a job application form	
B3.2	Complete a customer satisfaction survey	
B3.2	Draw a floor plan to figure out where to place furniture or equipment	
B3.2	Create a table to compare products, supplies, or services	
Sup	Fill out a maintenance request form to ask for a repair in your residence or at work	
Sup	Complete a survey about a product or service	
Sup	Create a chart for organizing duties for three to four people, such as for carpooling to work or for housecleaning duties	
M29	Complete a registration form to enroll in a course	
M30	Create a table to organize and compare product or service information	
M31	Create a table to organize and compare course information	

GOAL: Apprenticeship

LEVEL 3		
Tasks	Can Do Already	Cannot Do
B1.3	Participate in a job interview	
B1.3	Discuss and support opinions in extended exchanges with peers during an online course	
B1.3	Explore concepts in an extended discussion about politics, comparing and contrasting ideas	
Sup	Mentor a peer who is having difficulty with his or her work	
Sup	Participate in a panel discussion on an educational, a work, or a community topic	
Sup	Make a 15-minute presentation to peers on career research	
M17	Make a 10- to 15-minute presentation to propose a solution, to persuade or to inform others about a topic	
B2.3	Write an incident report describing the events leading up to an accident	
Sup	Write a cover letter for a resume	
Sup	Write an incident report about an accident that happened at work	
Sup	Write a research paper for a school assignment	
Sup	Write an essay related to a career choice based on both primary and secondary research	
M25	Write a formal letter to express concerns and to propose solutions	

GOAL: Apprenticeship

LEVEL 3 Cont'd		
Tasks	Can Do Already	Cannot Do
M26	Write a research paper on your choice of topic	
B3.3	Complete an Employment Insurance application form	
B3.3	Fill out a student loan application	
B3.3	Complete or create a budget template with sub-categories for expenses and income	
B3.3	Create a scale drawing for a front yard landscaping project	
Sup	Complete a performance evaluation form	
Sup	Complete an online application form for a postsecondary program	
M32	Enter information on a somewhat complex form	
M33	Enter information on a somewhat complex form	
M34	Create a multi-phase schedule to display a sequence of activities	
M35	Create a flowchart to illustrate a process described in a text	

GOAL: Apprenticeship

UN-LEVELED		
Tasks	Can Do Already	Cannot Do
Sup (B4)	Make a card for a friend, relative, co-worker, instructor, or guest presenter	
Sup	Use an arts or crafts medium of your choice to express your thoughts and experiences	
Sup	Creatively promote your program or business in a display of original photographs	
Sup	Design a bulletin board for your learning centre or workplace to display information	
Sup	Collect memorabilia to be used at a gathering to honour a valued person or group	
M36	Use a medium of your choice to express yourself creatively	

GOAL: Apprenticeship

C Understand and Use Numbers – Self-Assessment

NAME	
DATE	

INSTRUCTIONS:

Put a checkmark (✓) in the appropriate box according to what you can do as of today.

LEVEL 1			
Tasks		Can Do Already	Cannot Do
C1.1	Compare the cost of buying two or more products at two grocery stores		
C1.1	Keep a running total of travel expenses over the course of a month		
C1.1	Calculate change from a purchase		
Sup	Subtotal the cost of a list of materials for a project		
Sup	Calculate the cost of using public transit for one month to travel from home to the learning centre or from home to work		
Sup	Use coins and bills (or “mock” money) to count out exact change for the purchase of small items		
M37	Refer to flyers and price lists to make simple comparisons and calculations		
C2.1	Use “best before” dates to select fresh foods		

GOAL: Apprenticeship

LEVEL 1 Cont'd		
Tasks	Can Do Already	Cannot Do
C2.1	Calculate the number of hours a class is offered in a week	
C2.1	Calculate travel time from departure and arrival times	
Sup	On your weekly timesheet, add the total number of hours you worked and submit the timesheet to payroll	
Sup	Insert meeting dates with your tutor into your date reminder book	
Sup	Schedule your work day, including two 15-minute breaks and a half-hour lunch break	
Sup	Review the hours a class is offered each week to determine if the course will fit into your present schedule	
Sup	Track the number of minutes per week that you spend doing homework, housework, or another activity	
M41	Read time on digital and analog clocks and calculate elapsed time	
C3.1	Check the temperature on an outdoor thermometer	
Sup	Identify various standard measuring tools to select which ones would be used for different projects or tasks	
Sup	Use Imperial measurement to calculate the dimensions of a room to see how much of a decorative border would be needed	
Sup	Measure different items to practice reading various measurement tools	

GOAL: Apprenticeship

LEVEL 1 Cont'd			
Tasks		Can Do Already	Cannot Do
Sup	Estimate the length of a piece of fabric to determine if there is enough material to complete a craft or sewing project		
M45	Identify distances, measure temperature, make simple comparisons and calculations		
C4.1	Estimate the number of packages of paper to purchase for a semester		
Sup	Count classroom books or supplies to determine if more are needed		
Sup	Read a simple bar graph to determine the number of jobs in a specified employment sector		
Sup	Order a numerical list from highest to lowest		
M49	Interpret survey data to make calculations and comparisons		

LEVEL 2			
Tasks		Can Do Already	Cannot Do
C1.2	Calculate cost savings on a purchase during a "15% off" sale		
C1.2	Prepare an invoice calculating unit costs, subtotal, taxes, and total		
C1.2	Estimate the cost of a roast using the price per kilo		
Sup	Calculate the amount of Canadian money needed to purchase \$500 US at today's exchange rate		

GOAL: Apprenticeship

LEVEL 2 Cont'd			
Tasks		Can Do Already	Cannot Do
Sup	Calculate the total cost (including HST) for the purchase of three items, such as a piece of clothing, a haircut, and a binder		
Sup	Estimate the labour costs to complete a landscaping job for a customer		
M38	Refer to receipts to verify costs and make calculations		
M39	Refer to receipts to verify costs and make calculations		
C2.2	Calculate the cooking time for a chicken using a rate		
C2.2	Plan one's day by estimating how long activities will take and sequence them accordingly		
C2.2	Calculate the number of hours worked in a week, taking into account breaks		
C2.2	Convert fractions of hours to decimals to complete a timesheet		
C2.2	Convert minutes logged on the Internet to hours and minutes		
Sup	Convert the number of hours to complete a project into days, for the purpose of budgeting		
Sup	Determine the time required for a specific job, using established production rates per person		
M42	Make calculations using a timesheet		
C3.2	Use a map scale to calculate the distance between two points		

GOAL: Apprenticeship

LEVEL 2 Cont'd		
Tasks	Can Do Already	Cannot Do
C3.2	Dilute a cleaning product using a ratio	
C3.2	Estimate whether there is enough flour and sugar on hand to carry out a recipe	
Sup	Use ratios to make a correct gasoline-oil mixture for a piece of equipment	
Sup	Estimate the volume of a fish tank or small pool to determine how much water is needed to fill it	
Sup	Calculate the kilometres per litre on three different vehicles to determine which vehicle has the best "fuel economy"	
Sup	Leaving a 30-centimetre perimeter from the walls, measure the length and width of a rectangular room and calculate the area to determine what size area rug will best fit the room	
M46	Refer to a map and directions to calculate and convert distances	
C4.2	Compare employment rates among graduates from different college programs	
Sup	Calculate the average number of finished products produced per week and per month at your place of work	
M51	Make summary calculations to interpret demographic data	

GOAL: Apprenticeship

LEVEL 3			
Tasks		Can Do Already	Cannot Do
Sup (C1.3)	Estimate labour and material costs for a small renovation job to produce a price quote for a customer		
M40	Create a budget to achieve a financial goal		
C2.3	Adjust a project schedule to accommodate delays		
M44	Create a multi-phase schedule to plan and sequence activities		
C3.3	Calculate paint quantity given room dimensions and paint coverage rates		
C3.3	Calculate the area of a room that includes a bay window		
C3.3	Estimate the volume of sand required to prepare the foundation for a curved walkway		
C3.3	Create a scale drawing for a shed		
C3.3	Calculate the area of an irregularly shaped room to determine whether furniture and equipment will fit		
Sup	Calculate the angle(s) at which lumber would need to be cut to create a raised triangular flowerbed or other similar structure		
Sup	Determine the number of sprinklers required for an in-ground sprinkler system, given lawn dimensions and the area covered by each sprinkler		

GOAL: Apprenticeship

LEVEL 3 Cont'd			
Tasks		Can Do Already	Cannot Do
Sup	Create a design for a two-level area, such as a deck, and determine how much material you would require for the floor area of this structure		
M47	Refer to dimensions and quantities to calculate and convert measurements		
C4.3	Collect and interpret income data across several occupations to establish an employment goal		
Sup	Refer to government graphs of employment data for your region, and compare this data to other government data showing the future outlooks for these areas of employment in the same region		
Sup	Graph graduate placement rates from several colleges for the postsecondary program you are considering to help you decide which college to attend		
Sup	Estimate the time needed to complete your Learner Plan based on the time you attend, the amount of time you spend outside of class on your schoolwork, and the requirements for your goal completion		
M52	Interpret data and make predictions from income data		
M53	Interpret data and make predictions from employment data		

GOAL: Apprenticeship

D Use Digital Technology – Self-Assessment

NAME	
DATE	

INSTRUCTIONS:

Put a checkmark (✓) in the appropriate box according to what you can do as of today.

LEVEL 1		
Tasks	Can Do Already	Cannot Do
D.1 Use a debit or credit machine to make a purchase		
D.1 Log in to a user account on a computer		
D.1 Delete photos from a digital camera		
D.1 Use basic word processing software, such as Notepad, to write a note		
Sup Save homework assignments to a flash drive		
Sup Fax a resume and cover letter as part of a job application		
Sup Use a hand-held device to record voice notes		
Sup Create a password for access to a personal or work email account		

GOAL: Apprenticeship

LEVEL 1 Cont'd			
Tasks		Can Do Already	Cannot Do
Sup	Use the calculator on the computer to tally weekly expenses		
Sup	Enter names and phone numbers into a pre-formatted table to make a contact list		
M54	Log into a user account on a computer		

LEVEL 2			
Tasks		Can Do Already	Cannot Do
D.2	Send a text message		
D.2	Create and save a simple Excel spreadsheet		
D.2	Establish a wireless connection		
D.2	Send and receive an email		
D.2	Conduct a keyword search to find a website		
D.2	Organize digital files into folders		
D.2	Conduct a computer search to locate a recently used document		
D.2	Create a new user account on a computer		
D.2	Download and watch a podcast		
D.2	Complete an online questionnaire		
Sup	Transfer and save photos from a digital camera to a computer or an external storage device		

GOAL: Apprenticeship

LEVEL 2 Cont'd		
Tasks	Can Do Already	Cannot Do
Sup	Use a document scanner to scan materials that you want to save electronically, as part of your personal portfolio, such as a PLAR portfolio	
Sup	Video-record a presentation by a learner or guest speaker	
Sup	Create an invoice using a spreadsheet template	
M55	Conduct an Internet search	

LEVEL 3		
Tasks	Can Do Already	Cannot Do
D.3	Find and install a freeware version of software	
D.3	Upload a file and post it on a wiki page	
D.3	Locate and browse several websites to explore career options	
D.3	Re-establish an inoperative internet connection	
D.3	Take an online course that requires participants to upload assignments and use collaborative tools, such as discussion boards	
Sup	Install and configure a local computer printer	
Sup	Use scan-and-read software to prepare study notes for an exam	
Sup	Use photography software to create a double-sided brochure for a fundraiser	
M56	Select a computer program and use a wide range of software features to present information	

GOAL: Apprenticeship

E Manage Learning – Self-Assessment

NAME	
DATE	

INSTRUCTIONS:

Put a checkmark (✓) in the appropriate box according to what you can do as of today.

Performance Descriptors		I'm Good at This	I'm Not Very Good at This	I Would Like to Work on This
E	Demonstrating a positive attitude toward learning			
E	Accepting positive feedback and constructive criticism			
E	Recognizing and expressing when I do not know something			
E	Accepting new learning challenges			
E	Willing to work independently			
E	Taking responsibility for my learning			
E	Taking initiative to start working on my own			
E	Taking risks in learning situations that feel unfamiliar			
E	Managing my time (e.g. making realistic estimates about time, meeting deadlines, completing activities and tasks in a logical order)			

GOAL: Apprenticeship

Tasks		I'm Good at This	I'm Not Very Good at This	I Would Like to Work on This
E	Attending class regularly and on time			
E	Checking the accuracy of my work			
E	Following instructions			
E	Taking clear and correct notes			
E	Highlighting or underlining key information			
E	Organizing my learning materials			
E	Using a calendar or agenda			
E	Identifying ways to remember information and reinforce what I'm learning (e.g. reviewing my notes)			
E	Creating "to do" lists to keep organized			
M57	Identify the ways you have begun to demonstrate that you can set realistic short-term goals, use learning strategies, and monitor your own learning			
M58	Identify the ways you have demonstrated that you can set realistic short- and long-term goals, have begun to use a variety of learning strategies and monitor and evaluate your own learning			
M59	Identify the ways you have demonstrated that you can set realistic short- and long-term goals, use a variety of learning strategies, and monitor and evaluate your own learning			

GOAL: Apprenticeship

F Engage With Others – Self-Assessment

NAME	
DATE	

INSTRUCTIONS:

Put a checkmark (✓) in the appropriate box according to what you can do as of today.

Performance Descriptors		I'm Good at This	I'm Not Very Good at This	I Would Like to Work on This
F	When I am working with others, I make sure I understand my role and seeks clarification as required			
F	I recognize the roles of others			
F	I am able to acknowledge and identify my responsibilities and those of others			
F	I am able to accepts my share of responsibilities when working with others			
F	I am respectful of others by acknowledging and accepting their perspectives even though I may not agree			
F	When working with others, I am able to be flexible and adapt my behaviour to the demands of the situation			
F	When working with others, I show up prepared to participate and try my best to meet deadlines			

GOAL: Apprenticeship

Tasks		I'm Good at This	I'm Not Very Good at This	I Would Like to Work on This
F	I am willing to help others			
F	I am able to make contributions that take into account my strengths and limitations			
F	I recognize that there may be areas of agreement and disagreement when working with others			
F	I am able to identify options for resolving disagreements			
F	When there is a disagreement, I contribute to finding a mutually agreeable resolution			
F	I take positive action to resolve conflict with others			
M60	Engage with others to achieve a shared outcome			