LEARNER SELF-ASSESSMENT

Goal: _____

NAME	
DATE	

Competency A – Find and Use Information		
Tasks	**Can Do Already**	**Cannot Do**
A1.1	Read a brief email confirming the date and time of a meeting		
A1.2	Read an email outlining project expectations		
A1.3	Read a newspaper article to learn about a current situation		
A2.1	Verify contact information on a simple personal information form		
A2.2	Locate fire exits on a floor plan		
A2.2	Interpret survey results displayed in a circle graph		
M11	Refer to a table of contents and catalogue to extract and connect detailed information		
A2.3	Follow a flow chart to learn steps in a process		

Sample Tasks Shared Across Multiple Goal Paths

LEARNER SELF-ASSESSMENT

Find and Use Information Cont'd			
Tasks		**Can Do Already**	**Cannot Do**
A2.3	Interpret a project plan to determine whether adjustments to schedules or activities need to be made		
A3	Watch a webinar to learn about a topic		
M14	Watch and/or listen to a film, broadcast or presentation to extract information		

Competency B – Communicate Ideas and Information			
Tasks		**Can Do Already**	**Cannot Do**
B1.1	Make an appointment		
B1.1	Describe a routine task		
M15	Provide directions to a familiar location and instructions for how to carry out a familiar process		
B1.2	Brainstorm to generate solutions to a problem		
B1.2	Discuss various approaches to a project and express opinions		
M16	Carry on a brief exchange to share and support your opinion		
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		

Sample Tasks Shared Across Multiple Goal Paths

LEARNER SELF-ASSESSMENT

	Communicate Ideas and Information Cont'd		
Tasks		**Can Do Already**	**Cannot Do**
M17	Make a 10- to 15-minute presentation to propose a solution, to persuade or to inform others about a topic		
B2.1	Write a reminder note about upcoming plans		
B2.1	Write a brief email to request information		
B2.1	Write instructions to describe a simple procedure		
B2.2	Write an email to explain steps involved in a project		
B2.3	Write a summary to express an opinion on a topic		
B3.1	Complete a simple personal information form		
B3.1	Record an appointment in an agenda or calendar		
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		
B3.2	Complete a customer satisfaction survey		
M29	Complete a registration form to enroll in a course		
M30	Create a table to organize and compare product or service information		

Sample Tasks Shared Across Multiple Goal Paths

LEARNER SELF-ASSESSMENT

Competency – Communicate Ideas and Information Cont'd		Can Do Already	Cannot Do
Tasks			
B3.3	Complete or create a budget template with sub-categories for expenses and income		
M34	Create a multi-phase schedule to display a sequence of activities		
B4	Make a card for a friend, a relative, an instructor, or a guest presenter		
M36	Use a medium of your choice to express yourself creatively		

Competency C – Understand and Use Numbers		Can Do Already	Cannot Do
Tasks			
M37 (C1.1)	Refer to flyers and price lists to make simple comparisons and calculations		
M40 (C1.3)	Create a budget to achieve a financial goal		
C2.1	Calculate travel time from departure and arrival times		
M41 (C2.1)	Read time on digital and analog clocks and calculate elapsed time		
C2.2	Plan one's day by estimating how long activities will take and sequence them accordingly		
C2.2	Convert minutes logged on the Internet to hours and minutes		
C2.3	Adjust a project schedule to accommodate delays		

Sample Tasks Shared Across Multiple Goal Paths

LEARNER SELF-ASSESSMENT

	Understand and Use Numbers Cont'd		
Tasks		**Can Do Already**	**Cannot Do**
M44	Create a multi-phase schedule to plan and sequence activities		
M45 (C3.1)	Identify distances, measure temperature, make simple comparisons and calculations		
C3.2	Use a map scale to calculate the distance between two points		
C3.2	Convert kilobytes to megabytes to determine the remaining capacity of an electronic device		
M46	Refer to a map and directions to calculate and convert distances		
C3.3	Calculate the area of an irregularly shaped room to determine whether furniture and equipment will fit		
M47	Refer to dimensions and quantities to calculate and convert measurements		
C4.2	Compare employment rates among graduates from different college programs		
C4.2	Interpret a pie graph to identify election results		
C4.3	Collect and interpret income data across several occupations to establish an employment goal		
M52	Interpret data and make predictions from income data		
M53	Interpret data and make predictions from employment data		

Sample Tasks Shared Across Multiple Goal Paths

LEARNER SELF-ASSESSMENT

Competency D – Use Digital Technology		Can Do Already	Cannot Do
Tasks			
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		
M54	Log in to a user account on a computer		
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		
M55	Conduct an Internet search		
D.3	Find and install a freeware version of software		
D.3	Upload a file and post it on a wiki page		

Sample Tasks Shared Across Multiple Goal Paths

LEARNER SELF-ASSESSMENT

Competency – Use Digital Technology Cont'd		Can Do Already	Cannot Do
Tasks			
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		
M56	Select a computer program and use a wide range of software features to present information		

Competency E – Manage Learning		I'm Good at This	I'm Not Very Good at This	I Would Like to Work on This
Tasks				
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			

Sample Tasks Shared Across Multiple Goal Paths

LEARNER SELF-ASSESSMENT

Competency – Manage Learning Cont'd				
Tasks		**I'm Good at This**	**I'm Not Very Good at This**	**I Would Like to Work on This**
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)			
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			

Sample Tasks Shared Across Multiple Goal Paths

LEARNER SELF-ASSESSMENT

Competency – Manage Learning Cont'd		I'm Good at This	I'm Not Very Good at This	I Would Like to Work on This
Tasks				
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			

Competency F – Engage With Others		I'm Good at This	I'm Not Very Good at This	I Would Like to Work on This
Tasks				
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			

Sample Tasks Shared Across Multiple Goal Paths

LEARNER SELF-ASSESSMENT

	Competency – Engage With Others			
Tasks		**I'm Good at This**	**I'm Not Very Good at This**	**I Would Like to Work on This**
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			
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			

Sample Tasks Shared Across Multiple Goal Paths