GOAL: Postsecondary

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 a brief email confirming the date and time of a meeting		
A1.1	Read a brief blog entry on a familiar topic		
M2	Read a brief course description to identify course details. Read an email to identify requests		
A2.1	Verify contact information on a simple personal information form		
A2.1	Identify books required from a reading list		
Sup	Look at a sign to find out the business hours of a store or an office		
M9	Locate details and interpret symbols in a course description and a course schedule		

GOAL: Postsecondary

LEVEL 2		Can Do Already	Cannot Do
Tasks			
A1.2	Read an email outlining project expectations		
M4	Read a detailed course description to identify course requirements		
A2.2	Locate fire exits on a floor plan		
A2.2	Find times and locations of classrooms on a timetable		
A2.2	Interpret survey results displayed in a circle graph		
Sup	Verify information on a personal, work or school form to make sure all the information is complete		
M11	Refer to a table of contents and catalogue to extract and connect detailed information		

LEVEL 3		Can Do Already	Cannot Do
Tasks			
A1.3	Read a chapter in a textbook to learn about a topic		
A1.3	Identify the theme in a short story		
A1.3	Read a newspaper article to learn about a current political situation		
Sup	Read three different news accounts of the same event and compare the similarities and differences		
Sup	Read at least three different sources to gather information for a research report		

GOAL: Postsecondary

LEVEL 3 Cont'd		Can Do Already	Cannot Do
Tasks			
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		
M13	Refer to several documents to connect, evaluate and integrate information		

UN-LEVELED		Can Do Already	Cannot Do
Tasks			
A3	Listen to a podcast to learn about recent events		
A3	Watch a webinar to learn about a topic		
Sup	Watch a video on a library website to learn how to use an electronic article database to locate resources for a project		
Sup	As research for a presentation, watch documentary, film, or a news programs that offer differing perspectives on a specific topic		
M14	Watch and/or listen to a film, broadcast or presentation to extract information		

GOAL: Postsecondary

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	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 instructions to describe a simple procedure		

GOAL: Postsecondary

LEVEL 1 Cont'd		Can Do Already	Cannot Do
Tasks			
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		
M19	Write brief texts to express thanks to a classmate 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	Write a "to do" list		
M27	Complete a simple form and make entries in a calendar		
M28	Create and organize a to-do list		

LEVEL 2		Can Do Already	Cannot Do
Tasks			
B1.2	Make a suggestion to improve the learning environment, and provide a rationale		
B1.2	Brainstorm to generate solutions to a problem		
B1.2	Discuss various approaches to a project and express opinions		
B1.2	Share an opinion about the outcomes of a recent election		

GOAL: Postsecondary

LEVEL 2 Cont'd		Can Do Already	Cannot Do
Tasks			
Sup	Share opinions with your peers to generate solutions to a problem		
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 an email to another learner explaining the steps involved in a project		
Sup	Write a three- to four-paragraph composition describing your reasons for pursuing further education		
M23	Write an email to express interest and to provide information supporting a request		
B3.2	Complete a customer satisfaction survey		
Sup	Complete a peer evaluation for an oral presentation		
Sup	Complete a survey about a product or service		
Sup	Fill out a tuition refund request		

GOAL: Postsecondary

LEVEL 2 Cont'd		Can Do Already	Cannot Do
Tasks			
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		

LEVEL 3		Can Do Already	Cannot Do
Tasks			
B1.3	Present project results to peers		
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 a summary to express an opinion on a topic		

GOAL: Postsecondary

LEVEL 3 Cont'd		Can Do Already	Cannot Do
Tasks			
B2.3	Write a research essay		
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		
M26	Write a research paper on your choice of topic		
B3.3	Complete or create a budget template with sub-categories for expenses and income		
B3.3	Create a flow chart to identify the steps for achieving a goal		
B3.3	Create a reference list of resources used to write an essay		
Sup	Complete a performance evaluation form		
Sup	Complete an online application form for a postsecondary program		
Sup	Create a chart or table to display the results of a detailed survey or questionnaire		
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: Postsecondary

UN-LEVELED		Can Do Already	Cannot Do
Tasks			
B4	Make a card for a friend, a relative, an instructor, or a guest presenter		
B4	Select photos to post on a personal social networking page		
Sup	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	Write a skit for a workshop or an event		
Sup	Collect memorabilia to be used at a gathering to honour a valued person or group		
Sup	Compose a story or poem for a program or department newsletter		
M36	Use a medium of your choice to express yourself creatively		

Communicate Ideas and Information – Self-Assessment

GOAL: Postsecondary

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	Calculate how many notebooks can be purchased for $20		
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		
M37	Refer to flyers and price lists to make simple comparisons and calculations		
C2.1	Calculate the number of hours a class is offered in a week		
Sup	Insert meeting dates with your tutor into your date reminder book		
Sup	Review the hours a class is offered each week to determine if the course will fit into your present schedule		

GOAL: Postsecondary

LEVEL 1 Cont'd		Can Do Already	Cannot Do
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		
Sup (C3.1)	Identify various standard measuring tools to select which ones would be used for different projects or tasks		
Sup	Measure different items to practice reading various measurement tools		
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	Order a numerical list from highest to lowest		
M48	Interpret survey data to make calculations and comparisons		

LEVEL 2		Can Do Already	Cannot Do
Sup (C1.2)	Calculate the amount of Canadian money needed to purchase $500 US at today's exchange rate		
Sup	Calculate the total cost (including HST) for the purchase of school supplies for the semester		
M39	Refer to receipts to verify costs and make calculations		

GOAL: Postsecondary

LEVEL 2 Cont'd			
Tasks		**Can Do Already**	**Cannot Do**
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		
M43	Make calculations using a timesheet		
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		
C4.2	Calculate the average age of students in class		
C4.2	Collect data and create a bar graph to represent classmates' food preferences		
C4.2	Compare employment rates among graduates from different college programs		
C4.2	Interpret a pie graph to identify election results		
Sup	Conduct a simple survey of local residents or classmates to determine attitudes about an issue of concern, and display the data on a suitable type of graph		
M51	Make summary calculations to interpret demographic data		

GOAL: Postsecondary

LEVEL 3		Can Do Already	Cannot Do
Tasks			
Sup (C1.3)	Calculate the total interest cost from three financial institutions to determine the most economical choice for borrowing money to purchase a new item or to pay for your college tuition fees		
M40	Create a budget to achieve a financial goal		
C2.3	Adjust a project schedule to accommodate delays		
Sup	Determine the best investment option by calculating the time required for a fixed amount to produce a particular return at three different compounded interest rates		
M44	Create a multi-phase schedule to plan and sequence activities		
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		
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		

GOAL: Postsecondary

LEVEL 3 Cont'd		Can Do Already	Cannot Do
Tasks			
C4.3	Calculate the percent change in a population over a given time period		
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: Postsecondary

D Use Digital Technology – Self-Assessment

NAME	
DATE	

LEVEL 1			
Tasks		**Can Do Already**	**Cannot Do**
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	Use a hand-held device to record voice notes		
Sup	Use keyboarding software to practice keyboarding skills		
Sup	Create a password for access to a personal or work email account		
Sup	Use the calculator on the computer to tally weekly expenses		
M54	Log into a user account on a computer		

GOAL: Postsecondary

LEVEL 2		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		
Sup	Connect a projector to a desktop or laptop computer to give a presentation		
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	Using presentation software, create a simple slideshow to accompany an oral presentation		
M55	Conduct an Internet search		

GOAL: Postsecondary

LEVEL 3		Can Do Already	Cannot Do
Tasks			
D.3	Create a report using a variety of formatting options, such as inserting a table, graph, and contents list		
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	Use a text-to-speech program to proofread an essay		
Sup	Use scan-and-read software to prepare study notes for an exam		
M56	Select a computer program and use a wide range of software features to present information		

GOAL: Postsecondary

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: Postsecondary

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: Postsecondary

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: Postsecondary

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			