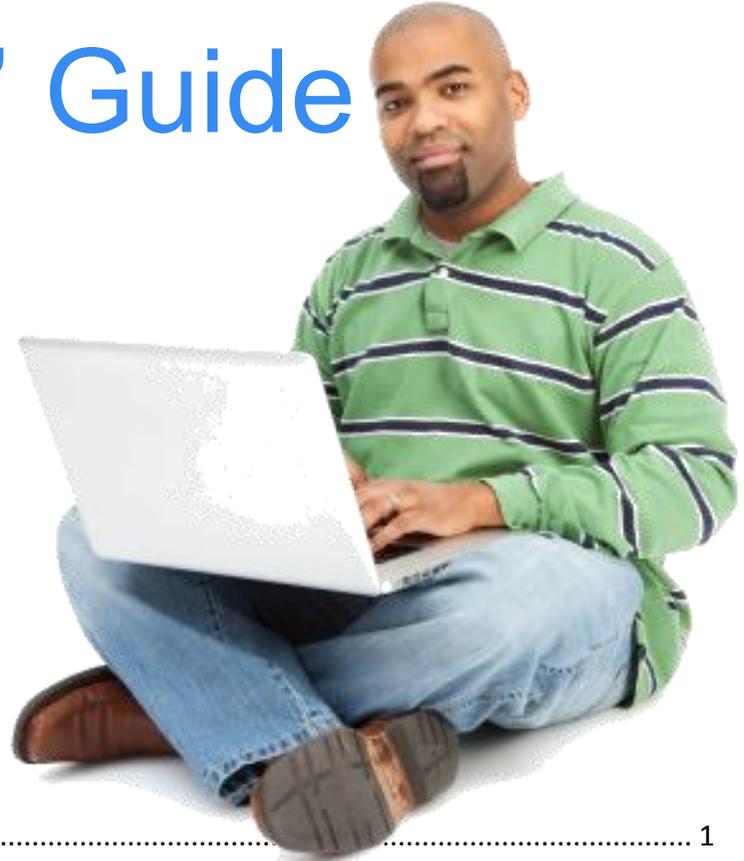




# **BUILD YOUR CAREER WITH ESSENTIAL SKILLS**

## Users' Guide



### Contents

Research an occupation .....	1
Register .....	2
Log in .....	2
Set up your program .....	3
Change your registration information .....	3
Assess your Essential Skills.....	4
Understand your Results Report .....	5
Use your Learning Plan .....	6

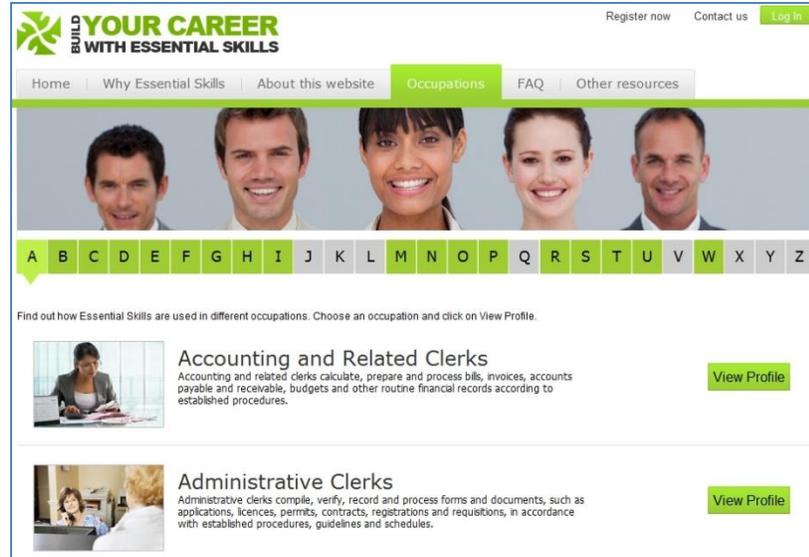
# Research an occupation

Interested in a specific occupation? Find detailed information about what workers do on a daily basis for a wide variety of occupations.

Start by selecting an occupation. You don't need to register or log in. Just click the tab at the top of the screen called *Occupations*.

Select the occupation you are interested in from the alphabetical list. Letters in green contain occupations; letters in grey do not.

Click *View Profile*.



Each occupation has an Essential Skills profile. It's like a detailed job description that lists the task that workers are expected to do.

Here is an example from the baker profile:

- Read instructions and other text entries on product labels, e.g. read instructions for storing and mixing concentrated colour and flavour extracts. (Complexity: 2)

Beside each task, you will see this: (Complexity: 2). The number in brackets varies, depending on how difficult the task is. It ranges between 1 and 5, where 1 is low and 5 is very high.

For most jobs, there will be some high numbers and some low numbers. The highest number listed for each Essential Skill area (e.g. reading) determines the skill level that people need to perform this job successfully. For example, bakers perform reading tasks at levels 1, 2, 3 and 4. That means bakers need level 4 readings skills. Most jobs require at least level 3 skills.

For more information about complexity, visit <http://www.hrsdc.gc.ca/eng/workplaceskills/LES/complexity.shtml>

## Register

There are two ways to register.

Click on the *Register Now* button located at the top right-hand corner of the home page.

Or

Click on the large green *Click here to begin* button located near the center of the home page.

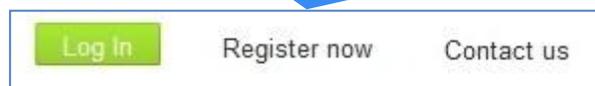
Enter your information in the form that appears and click the *Send* button.

Create your own username and password. You need to use at least five characters (e.g. iamme5!).

If you want your name to appear on your results report and learning plan, enter your first and last name.

If you enter an email address, we'll be able to send you your username and password by email if you forget them. This is highly recommended. Otherwise, you will have to register again and you won't be able to access your previous results.

Project code is optional. If you are part of an organized group that is using this website, your administrator will provide you with a code. You do not need one to register.



**Register now**  
Welcome. Complete the following form to register.

Username

Password

Confirm Password

First Name   
if you'd like your first name included on reports

Last Name   
if you'd like your last name included on reports

Email   
if you want to recover a forgotten pass

Project Code   
if you are registering as part of a group

A blue arrow points to the "Send" button.

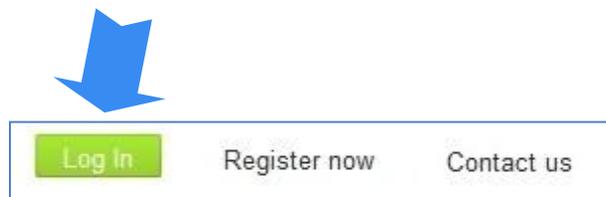
## Log in

Click the green *Log In* button located on the top right-hand side of the website.

Enter your username and password. Click *Send*.

The first time you log in, you will need to complete a short survey. The information is used to customize your reports. For example, your learning plan will list schools in your area where you can find additional support to build Essential Skills.

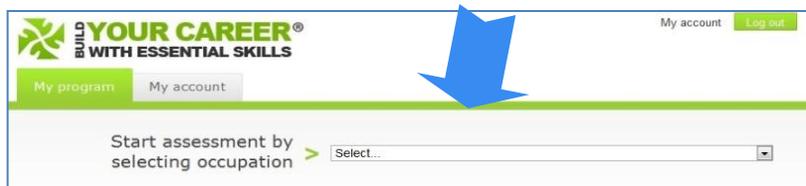
At the end of every visit, click *Log Out* on the top right-hand side of the website. That takes you back to the Home page and closes your file so others who use your computer cannot see or use it.



## Set up your program

When you log in, you go directly to *My Program*.

Select an occupation. Click the small down arrow icon to display the list and click on the occupation of your choice. This determines the questions you will receive on your assessment.



The image to the right shows what happens if you select welder.

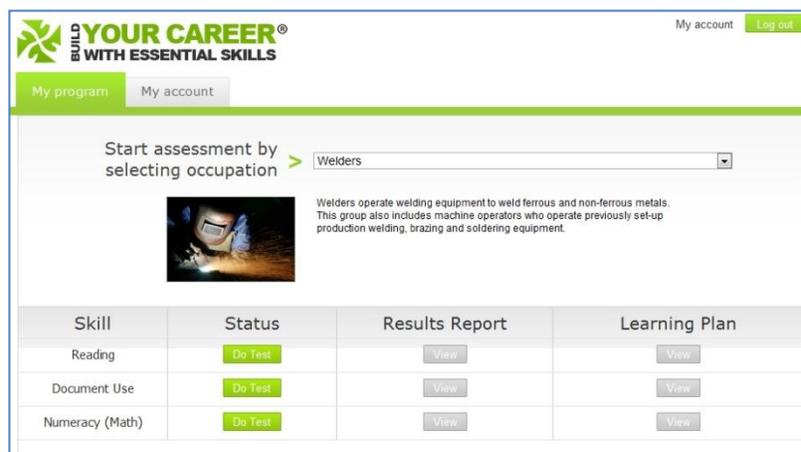
Select the assessments you want to take. There are three to choose from – reading, document use and numeracy.

When you are ready to take an assessment, click *Do Test*. For more information, please see “Assess your Essential Skills” on the next page.

As soon as you finish an assessment, you go back to the *My Program* page. The *Results Report* and *Learning Plan*

buttons for the assessment you took will be green. Click *View* to see your results. You can redo an assessment as often as you like. Each time, most of the questions are different.

You can also test your skills in a variety of occupations. All occupations you select will be listed on the *My Program* page. Only your most recent assessment results and learning plan will be displayed, so save a copy of your original results on your computer if you want to track your progress.



## Change your registration information

You can update or change your registration information by clicking on the *My Account* tab.

Update or change information such as names and email addresses by completing the form. You cannot change your username.

Click on the green *Update* button to save your changes.



## Assess your Essential Skills

Set up your program (see page 3) and select the assessments you want to take. When you are ready to do an assessment, click *Do Test*.

The reading and document use assessments take about 20-30 minutes to complete. The numeracy assessment may take an hour or longer. There is no time limit and you can take as long as you like.

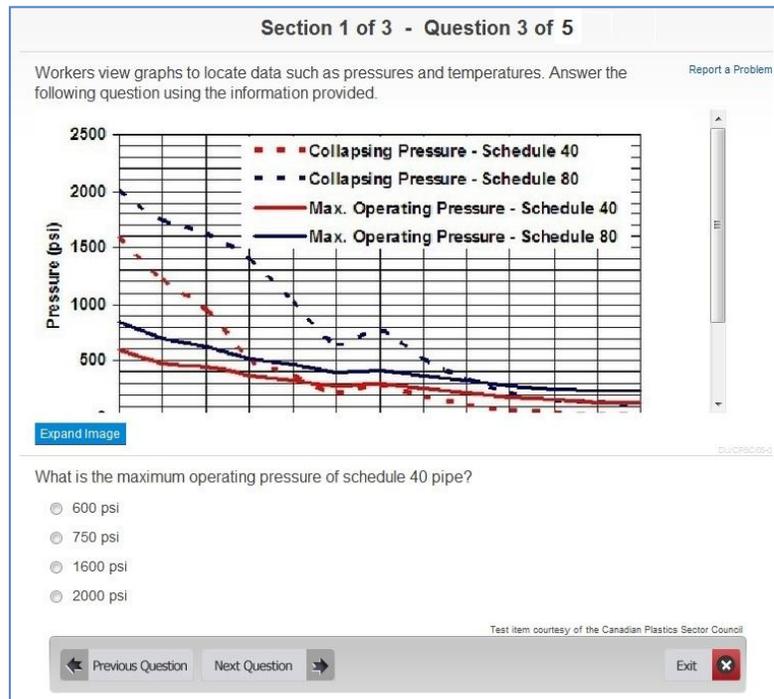
Before the assessment starts, some instructions will appear. They include hints like having a note pad, pen and calculator handy. When you are ready to begin, click *Start Assessment Now* at the bottom of the instruction page.

The questions are multiple-choice. To select an answer, click the circle next to it. It turns a dark colour. When you are done, click *Next Question*.

If you leave questions unanswered, they are marked incorrect.

You can take as long as you like and even take breaks, but finish the entire assessment before you hit the *Exit* button. Otherwise, your answers will not be recorded.

To see how many questions are left, look at the top of your screen. It lists the number of sections and questions remaining.



If you can't see the entire assessment question, pull down the scroll bar on the right-hand side of the image. To see the entire image, click the *Expand Image* button near the bottom of the image.

Essential Skill	How the Assessment is performed
Reading	You will read a written passage online, such as a memo or health and safety regulations. You will then answer a series of multiple-choice questions online.
Document Use	You will find information on a document that is provided to you, which could be a form, graph, table, sign, blueprint, etc. You will use that information to answer a series of multiple-choice questions.
Numeracy	Bring a calculator. You will answer a series of multiple-choice questions that require you to do the kind of math you need for your job. That could include adding, subtracting, multiplying and dividing whole numbers, decimals, fractions and percents. It could also include converting measurements.

## Understand your Results Report

As soon as you finish an assessment, the *Results Report* and *Learning Plan* buttons for the assessment you took turn green.

Click *View* to see your customized Results Report. It compares the skills you have to the desired skill level for the job you chose. It focuses on one Essential Skill, depending on which assessment you took.



Bricklayers			
Skill	Status	Results Report	Learning Plan
Reading	Redo Test	View	View
Document Use	Do Test	View	View
Numeracy (Math)	Do Test	View	View

*Results at a Glance* provides a summary of your scores. The format varies, depending on which Essential Skills was tested.

Results at a Glance		
Skill Area	Desired Skill Level	Your Skill Level
Reading Text	High (3)	Medium (2)

Reading text and document use describe skills in levels: high (Level 3+), medium (Level 2) or low (Level 1). They list the desired skill level – the level required for the job – and your skill level.

Numeracy (math) uses a different system. It lists the many different kinds of math required for a job, such as the ability to use fractions and percents.

If the occupation you chose uses this kind of math, it says “Yes” next to it. “No” means your occupation does not require this skill and it was not measured on the assessment.

If you can do the kind of math listed, you will see a check mark ✓ in the Your Level column. If not, you will see an ✗. If you don’t need that kind of math for your trade, you will see N/A, which means not applicable.

The Results Report provides a detailed list of the tasks you likely can and cannot perform in that occupation. It is based on the results of your assessment. The skills you can likely perform are marked with a ✓.

Results at a Glance		
Skill Area - Numeracy	Skill Requirement	Your Level
Areas, Perimeters and Volumes	Yes	✓
Decimals	Yes	✓
Equations and Formulae	No	N/A
Equivalent Rational Numbers	No	N/A
Fractions	Yes	✗
Geometry	No	N/A
Integers	Yes	✗
Measurement Conversions	Yes	✓
Other Real Numbers	No	N/A
Percent	Yes	✗
Rate, Ratio and Proportion	No	N/A
Statistics and Probability	No	N/A
Summary Calculations	Yes	✗
Trigonometry	No	N/A
Whole Numbers	Yes	✓

## Use your Learning Plan

As soon as you finish an assessment, the *Results Report* and *Learning Plan* buttons for the assessment you took turn green.

Click *View* to see your customized Learning Plan. It uses your test results to determine if there are gaps in your skills.

Your Learning Plan lists the skills you need to build to do the job you chose, not the ones you already have.

It lists two types of resources.

1. Training organizations in your area that provide classroom-based upgrading. Some organizations offer this training at no cost, others charge fees. Contact the organization to learn more about their services.
2. Free online learning resources from a variety of training organizations that you can use anytime to build your skills.

The free online lessons can help take you from your current skill level to the level you need for the occupation you chose. They start at your current level. For example, if you have level 1 reading skills and you need level 3, your Learning Plan includes resources for Levels 1, 2 and 3. It's a good idea to start at your current level and work your way up.

You do not need to do all of the lessons, but it's a good idea to do several before you take the assessment again.

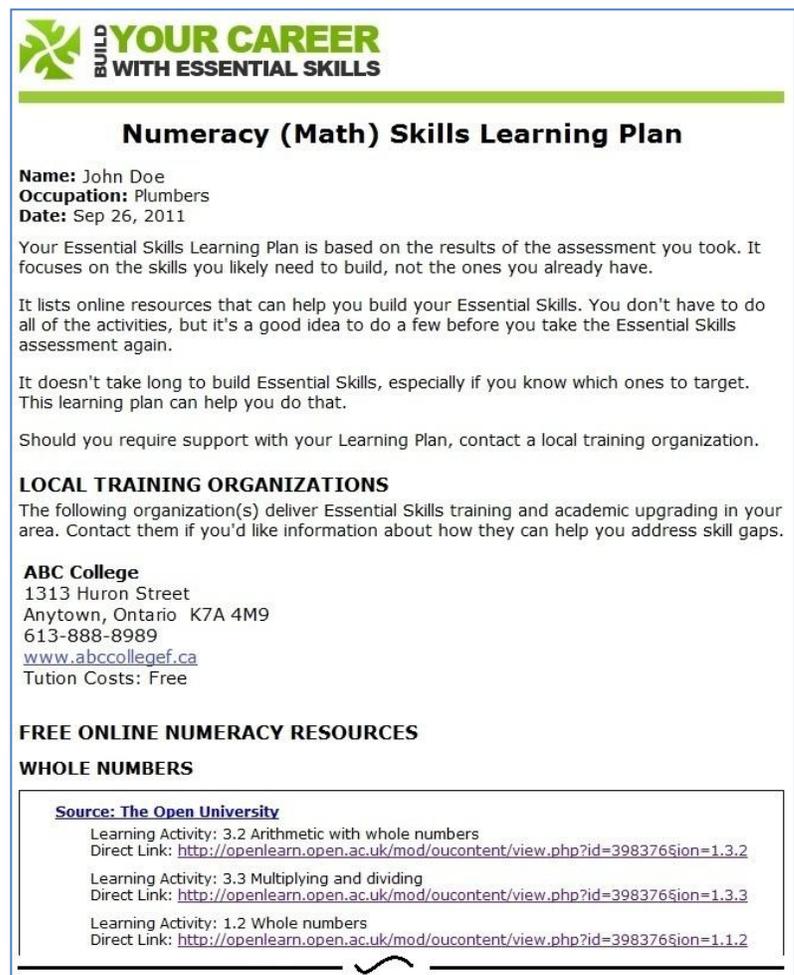
To open a lesson, click on the website address. It is highlighted in blue and underlined.

You can re-do the assessment as often as you like. Only your most recent Results Report and Learning Plan are featured. If you want to monitor your progress, save the reports on your computer.



A screenshot of a web interface showing assessment results for 'Bricklayers'. The table has four columns: Skill, Status, Results Report, and Learning Plan. The 'Status' column contains buttons: 'Redo Test' (green), 'Do Test' (green), and 'Do Test' (green). The 'Results Report' and 'Learning Plan' columns contain 'View' buttons (green). A blue arrow points to the 'View' button in the 'Learning Plan' column for the 'Reading' skill.

Skill	Status	Results Report	Learning Plan
Reading	Redo Test	View	View
Document Use	Do Test	View	View
Numeracy (Math)	Do Test	View	View



A screenshot of a 'Numeracy (Math) Skills Learning Plan' page. The page header includes a logo 'BUILD YOUR CAREER WITH ESSENTIAL SKILLS'. The main title is 'Numeracy (Math) Skills Learning Plan'. Below the title, it lists personal information: Name: John Doe, Occupation: Plumbers, Date: Sep 26, 2011. The text explains that the plan is based on assessment results and lists online resources. It also provides information on local training organizations, specifically 'ABC College' with its address, phone number, website, and tuition costs. Under 'FREE ONLINE NUMERACY RESOURCES', it lists 'WHOLE NUMBERS' with a source from 'The Open University' and three learning activities with their direct links.

### Numeracy (Math) Skills Learning Plan

**Name:** John Doe  
**Occupation:** Plumbers  
**Date:** Sep 26, 2011

Your Essential Skills Learning Plan is based on the results of the assessment you took. It focuses on the skills you likely need to build, not the ones you already have.

It lists online resources that can help you build your Essential Skills. You don't have to do all of the activities, but it's a good idea to do a few before you take the Essential Skills assessment again.

It doesn't take long to build Essential Skills, especially if you know which ones to target. This learning plan can help you do that.

Should you require support with your Learning Plan, contact a local training organization.

#### LOCAL TRAINING ORGANIZATIONS

The following organization(s) deliver Essential Skills training and academic upgrading in your area. Contact them if you'd like information about how they can help you address skill gaps.

**ABC College**  
1313 Huron Street  
Anytown, Ontario K7A 4M9  
613-888-8989  
[www.abccollegef.ca](http://www.abccollegef.ca)  
Tuition Costs: Free

#### FREE ONLINE NUMERACY RESOURCES

##### WHOLE NUMBERS

**Source: The Open University**

Learning Activity: 3.2 Arithmetic with whole numbers  
Direct Link: <http://openlearn.open.ac.uk/mod/oucontent/view.php?id=398376&ion=1.3.2>

Learning Activity: 3.3 Multiplying and dividing  
Direct Link: <http://openlearn.open.ac.uk/mod/oucontent/view.php?id=398376&ion=1.3.3>

Learning Activity: 1.2 Whole numbers  
Direct Link: <http://openlearn.open.ac.uk/mod/oucontent/view.php?id=398376&ion=1.1.2>