

Employment Resources Guide



Popular Resources for Learners with Employment Goals



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Funder:	Ontario's Ministry of Labour, Training and Skills Development
Date of Publication:	March 2020

This Employment Ontario service is funded in part by the Government of Canada and the Government of Ontario through the Canada-Ontario Job Fund Agreement.

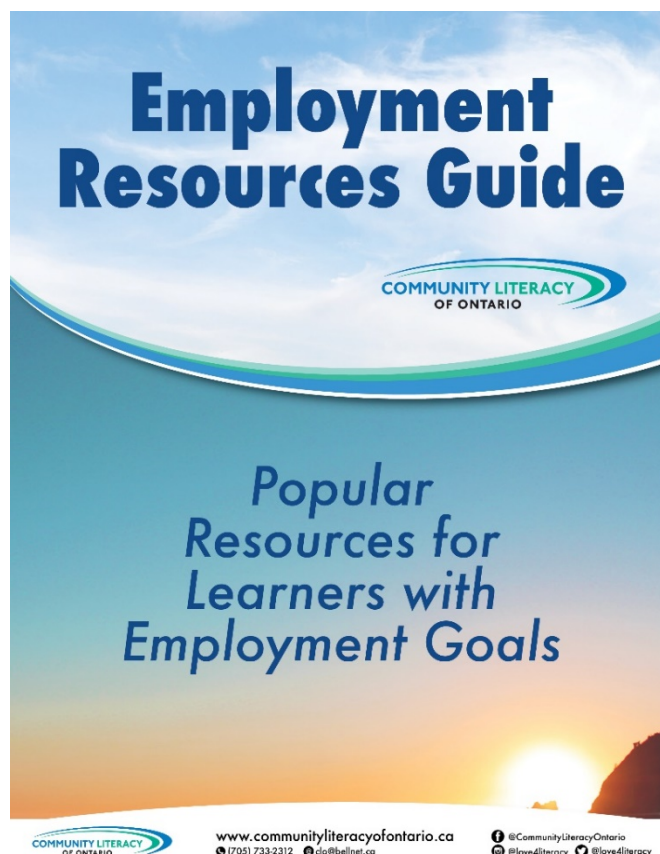


The opinions expressed in this annotated list are the opinions of Community Literacy of Ontario, and do not necessarily reflect those of our funders.

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Introduction

Community Literacy of Ontario (CLO) is pleased to share our newest resource:

Employment Resources Guide Popular Resources for Learners with Employment Goals

Community Literacy of Ontario is a provincial network of community-based Literacy and Basic Skills (LBS) agencies. We are located in Barrie, Ontario. You can learn more about our organization by visiting our [website](#) and by following us on [Facebook](#) and [Twitter](#).

As part of our 2019/2020 business plan, Community Literacy of Ontario researched and annotated this list of popular resources used by LBS instructors to teach learners on the employment goal path.

To find these resources, CLO developed a survey asking practitioners about their favourite instructional resources (34 LBS organizations responded). The resources compiled in our annotated list come directly from the survey results. Thank you to everyone who participated in our survey!

In this annotated list, you'll find **35 resources**, including manuals, guidebooks, online learning opportunities, web-based modules and websites. The resources are presented in alphabetical order and are not in any order of priority.

These resources have been selected because they are:

- Commonly identified by LBS practitioners in our survey
- Relevant to learners on the employment goal path
- Available free of charge
- Accessible via the internet

Although resources in our list were selected because they were free, these three LBS organizations were often mentioned in our survey as having helpful resources available for a fee:

- Laubach Literacy Ontario's "[Challenger](#)" and "[WorkWise](#)" series
- Literacy Link Eastern Ontario's "[Occupational Curriculum](#)"
- PTP's "[WorkWrite](#)" series

Community Literacy of Ontario sincerely hopes that this annotated list of resources is helpful to LBS practitioners who are supporting adult learners with employment goals. Thank you for the important work you do.

1. Bridging the Employment Gap

Author: Simcoe/Muskoka Literacy Network

URL: <http://literacynetwork.ca/resources/bridging-the-employment-gap/>

Resource Description:



The Simcoe/Muskoka Literacy Network (SMLN) developed the following occupational curricula as part of its ***“Bridging the Employment Gap”*** series.

- Clerical
- Kitchen Help
- Grounds Maintenance
- Retail
- Janitorial

Simcoe/Muskoka Literacy Network’s five occupational curricula are written at Essential Skills Level 1 and some at Level 2. However, they can also be used with adult learners with higher level literacy skills. SMLN’s occupational curricula can be delivered in a group setting, or via one-to-one individualized learning. The six occupational curricula vary in length, but each is between 350 pages to over 800 pages long. “Ready for Work”, which focuses on a wide variety of soft skills, is the longest, at 822 pages.

These curricula are designed in a modular format, making it easy for practitioners to adapt the curricula to individual needs. Each curriculum manual includes a module with information for the practitioner about Essential Skills.

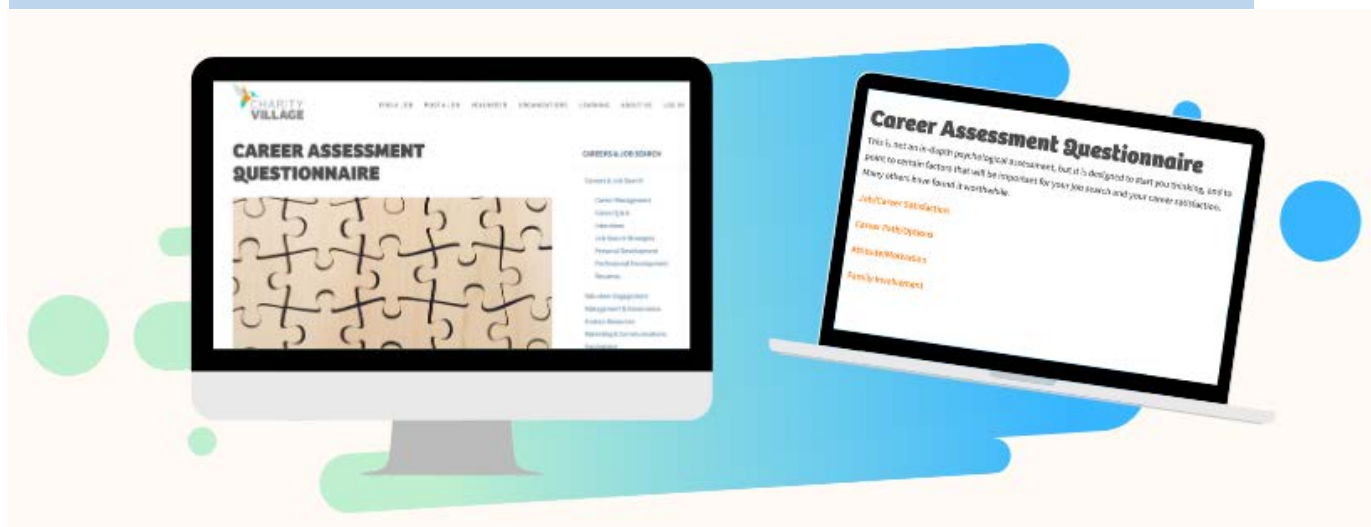
Simcoe/Muskoka Literacy Network's curricula are extremely popular across the province. They are highly adaptable, and relevant resources and tools can be easily added in. "**Bridging the Employment Gap**" is used by a wide variety of stakeholders, in diverse settings. These curricula are very user-friendly and practical for adult learners.

2. Career Assessment Questionnaire

Author: Charity Village

URL: <https://charityvillage.com/cms/knowledge-centre/career-guides/career-assessment-questionnaire>

Resource Description:



The “**Career Assessment Questionnaire**” allows the user to take a deep honest look at who they are as a person and an employee and assess what they’re looking for in the ideal job and organization to work for. There are four sections:

- Job/Career Satisfaction
- Career Path/Options
- Attitude/Motivation
- Family Involvement

The “**Career Assessment Questionnaire**” is most helpful when practitioners work through the questions with learners. Some questions are open-ended and ask learners to provide detailed information and opinions, so it is beneficial to have the assistance of a practitioner to get the most benefit out of the questionnaire. The questions explore the choice to change careers and this can be a valuable tool when a learner is interested in pursuing an apprenticeship or other career training.

3. Career-Life-Work Series

Author: NWT Literacy Council

URL: www.nwtliteracy.ca/index.php/resources/youth-and-adult-literacy#35

Resource Description:



The “**Career-Life-Work Series**” are user-friendly employment-focused resources for adult learners created by the NWT Literacy Council. There are 10 manuals and workbooks in this helpful and in-depth series, ranging in length from 24 to 178 pages.

There are four instructional manuals for practitioners in the “**Career-Life-Work Series**” on the following topics:

- Career Development Manual
- Communication Skills Manual
- Job Success Strategies Manual
- Personal Management Skills Manual

And, this series includes six step-by-step workbooks for adult learners to explore these topics:

- Dealing with Conflict Workbook
- Dealing with Stress Workbook
- Getting the Job Workbook
- Goal Setting Workbook
- Planning Your Career Workbook
- Soft Skills for Work Workbook

4. Community Works Handbook

Author: Ottawa Community Coalition for Literacy

URL: <https://rovl.ca/wp-content/uploads/2017/06/cw-handbook.pdf>

Resource Description:



The “**Community Works Handbook**” provides an innovative model of supported volunteering that offers training in transferable essential skills for learners who are marginalized and/or disadvantaged by a variety of barriers and challenges. Many of the units in this helpful handbook are highly relevant to adult learners with employment goals.

The “**Community Works Handbook**” is 156 pages long and covers the following topics:

- Looking In: Finding Out About Yourself
- Workplace Safety
- Charting Progress During Your Volunteer Placement
- Managing Yourself and Your Volunteer Placement
- Communicating in the Workplace
- Getting Along with Others
- Putting It All Together

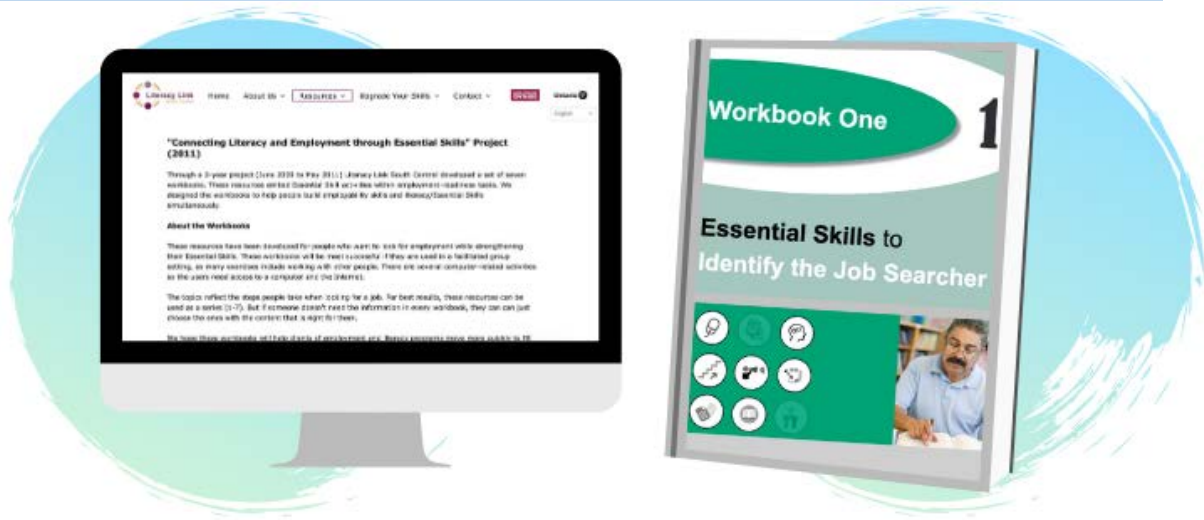
This handbook is designed to help learners to strengthen their skills and learn new ones, as well as learning more about the workplace. Learners will also gain a greater understanding of themselves and their goals, and they can practise skills they will need in the workplace.

5. Connecting Literacy and Employment through Essential Skills

Author: Literacy Link South Central

URL: www.llsc.on.ca/resources1#EssentialSkills

Resource Description:



Literacy Link South Central (LLSC) has developed a series of seven workbooks as part of its **“Connecting Literacy and Employment through Essential Skills”** project. These resources embed Essential Skills activities within employment-readiness tasks. LLSC designed the workbooks to help people build employability skills alongside literacy and Essential Skills simultaneously.

These resources have been developed for people who want to look for employment while strengthening their Essential Skills. These workbooks will be most successful if they are used in a facilitated group setting, as many exercises include working with other people. There are several computer-related activities so the users need access to a computer and the Internet. However, they can also be used in one-to-one tutoring settings.

The topics reflect the steps people take when looking for a job. For best results, these resources can be used as a series. But if someone doesn't need the information in every workbook, they can just choose the ones with the content that is right for them. Workbook length varies from 41 to 57 pages long.

The “**Connecting Literacy and Employment through Essential Skills**” workbook series covers the following topics:

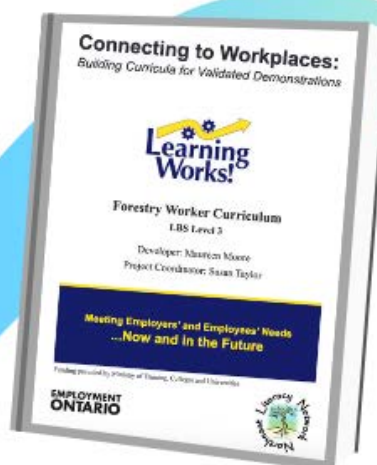
- A. Essential Skills to Identify the Job Seeker
- B. Essential Skills to Identify the Job
- C. Essential Skills to Research Your Occupation
- D. Essential Skills to Search for Jobs
- E. Essential Skills to Market Yourself with a Resume and Cover Letter
- F. Essential Skills to Market Yourself at the Interview
- G. Essential Skills to Maintain Employability

6. Connecting to Workplaces: Building Curricula for Validated Demonstrations

Author: Literacy Network Northeast

URL: <https://northernliteracynetworks.ca/connecting-to-workplaces-building-curricula-for-validated-demonstrations/>

Resource Description:



The following are the occupational curricula developed by Literacy Network Northeast as part of its “Connecting to Workplaces” series.

- Chambermaid
- Florist Assistant
- *Hunting, Fishing, Recreational Guide*
- *Laundry Worker*
- *Nanny*
- Forestry Worker
- Taxi Drive
- *Pet Groomer*
- *Security Officer*

At the time of writing, the first four curricula are available online, while the bottom five, in italics, are not currently available online.

These curricula are written at LBS Level 3, but can be adapted based on the needs of the learners. They vary from 138 pages to 264 pages in length. Each resource provides a helpful step-by-step curriculum, and tips and notes for practitioners are included for each lesson, along with the answer key for the learning activities.

7. Digital Literacy Curriculum for LBS

Author: CESBA

URL: <https://cesba.com/cesba-launches-lbs-digital-curriculum/>

Resource Description:



CESBA created their “**Digital Literacy Curriculum for LBS**” with the goal of providing a resource to support adult learners to develop their digital skills, gain confidence in the digital world and learn how to access online information. As well, this curriculum will help learners to understand online safety.

The “**Digital Literacy Curriculum for LBS**” contains three components:

- A. [Digital Curriculum Manual](#)
- B. [Student Workbook](#)
- C. [Practitioner’s Guide](#)

The *Digital Curriculum Manual* is 109 pages long and includes the following topics (and more!):

- Looking at My Computer
- Looking on the Internet
- Looking at a Website
- Looking for a Job
- Learning about MS Word
- Learning about Email, Google Maps, Facebook, YouTube and Skype
- Learning about Smartphones and Tablets

The *Student Workbook* is 25 pages long and helps LBS learners to practice their digital skills, learn new vocabulary and answer helpful questions. It also provides a “Badge Checklist” where learners can check off major milestones achieved.

The *Practitioner’s Guide* is 36 pages long and contains instructions, OALCF assessment, marking guide, suggested resources, master vocabulary list and a certificate.

8. Employability Success: Essential Skills at Work

Author: QUILL Learning Network

URL: www.quillnetwork.com/wp-content/uploads/2014/02/emsu_wrkbk.pdf

Resource Description:



“Employability Success: Essential Skills at Work” is an online workbook created by QUILL Learning Network. This workbook would be helpful for LBS students and others who are looking for a job, or who are interested in improving their Essential Skills for work.

“Employability Success: Essential Skills at Work” is divided in three modules:

- Module 1 – Ready for Reading at Work
- Module 2 – Ready for Document Use at Work
- Module 3 – Ready to Use Math at Work

This workbook is 240 pages long and contains learner activities, job tasks, workplace know-how, case studies, questions to aid understanding, job search strategies and more. It also has practitioner guidelines and an answer key.

Through the workbook, learners will follow the journey of four people with employment goals as they improve their Essential Skills in the areas of reading, document use and math in an LBS program. Learners will learn from Jerry, Keith, Erica and Maria who are all looking for work but have very different experiences and life situations. Jerry is in his 50's and has a back injury from a previous job; Keith is a young man who can get a job but struggles to keep it; Erica is a young single mom; and Maria came to Canada in her teens and now all her children are grown and she is ready for the next chapter of her life.

The “**Employability Success: Essential Skills at Work**” workbook focuses on upgrading Essential Skills for entry level jobs. It includes pre and post assessments, resources to build digital literacy skills, and contains charts that matches Essential Skills upgrading with job tasks from four different fields. This is a great resource to explain to learners what essential skills are and how they are transferrable.

There are numerous activities for practitioners to use to take learners through the process of identifying and learning essential skills for work. Each module also contains discussion questions, tips, and planning and learning about transitional skills that relate to specific entry level positions. There are also “overtime activities” for those who are ready to move forward and try additional activities.

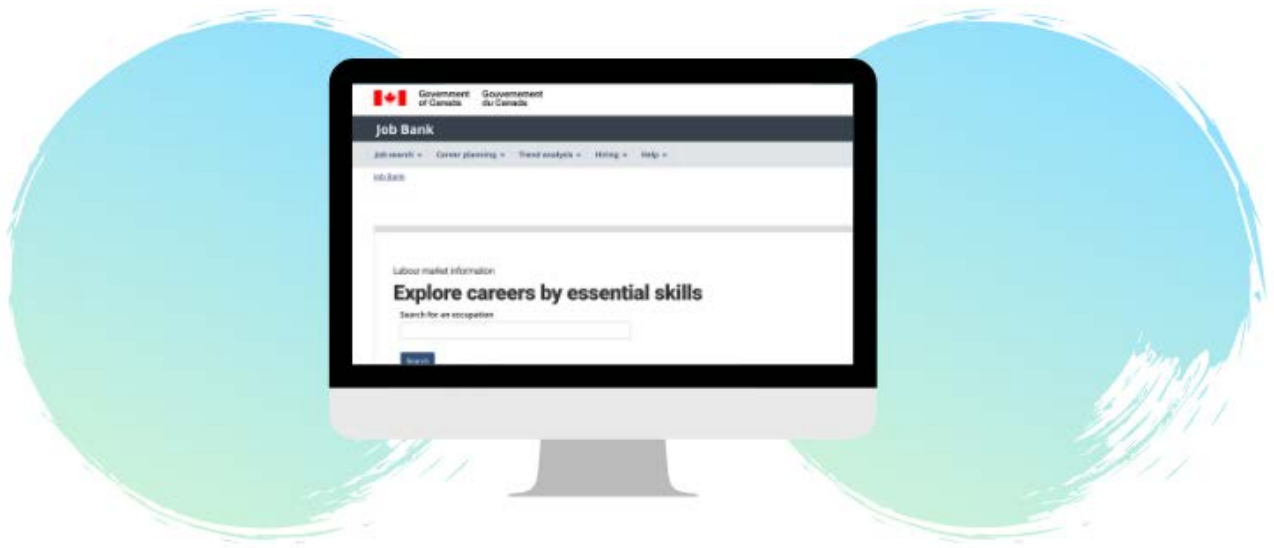
Practitioner guides and notes are very detailed and provide many tips and ideas to support instruction. There are also answer keys that give a great explanation along with the answer. Overall, the four characters in this book are common clients we might meet in a LBS program, and the material makes it easy to extrapolate to other types of entry level jobs. It is also a great resource for introducing Essential Skills at Work and creating an individualized plan for each learner.

9. Essential Skills Profiles

Author: Government of Canada

URL: Essential Skills Profiles: www.jobbank.gc.ca/essentialskills

Resource Description:



The Government of Canada has created a helpful “**Essential Skills Profiles**” website.

The Essential Skills Profiles are listed in alphabetical order by job. The jobs listed range from Appliance Servicers and Repairers, to Kitchen Helpers, to Waste Water Operators. Under each job link are the descriptions of the nine essential skills generally performed by the average worker.

Based on the level of the learner, you are able to quickly identify tasks from basic (level 1) to advanced (level 5) within that job. Thus you can determine careers that fit the learner’s current skills or you could make a career plan that shows the steps the learner will need to take to reach their career goal.

For example, Appliance Servicers and Repairers (#7332) discusses where employees could potentially work, including small business or larger establishments. It also shows in point form the tasks found in the job as it pertains to essential skills such as:

- **Reading** (i.e., reading operating manuals, trade magazines, letters and memos from distributors)
- **Document Use** (i.e., reading parts lists, scanning labels on cleaning products, reading work orders)
- **Writing** (i.e., writing brief notes and reminders, emailing parts suppliers, completing warranty forms)
- **Numeracy** (i.e., money math, totalling receipts, calculating bills and invoices, measurement, data analysis, estimation)
- **Oral Communication** (i.e., problem solving, customer service, communicating with suppliers, discussing appliance repairs with customers, dealing with customer complaints)
- **Thinking** (i.e., problem solving on the job, decision making and critical thinking)
- **Digital Technology**: (i.e., using computer and software applications, using email, searching the internet for information on appliances, repair procedures and parts)

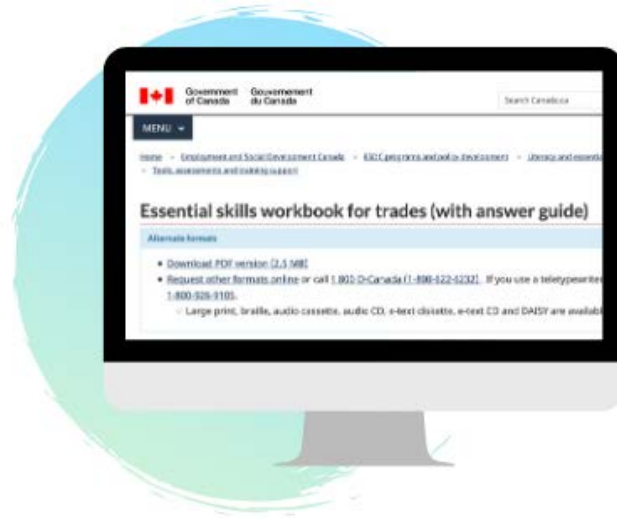
Overall, Essential Skills Profiles provides a great list of tasks a learner would need for a job and an excellent way to match current skills to potential jobs. Essential Skills Profiles are helpful when a learner knows what job they want. This website is also a great way to explore jobs and skills prior to starting learning.

10. Essential Skills: Workbook for the Trades

Author: Employment and Social Development Canada

URL: www.canada.ca/en/employment-social-development/programs/essential-skills/tools/wp-167-workbook.html

Resource Description:



“**Essential Skills Workbook for the Trades**” is a helpful resource for learners entering the skilled trades. This workbook provides practice exercises and answer sheets in various areas, including the following skills:

- Reading
- Document use
- Writing
- Word problems
- Numeracy
- Basic math
- Fraction, Decimals and Percentages
- Basic geometry
- Basic measurement
- Ratio, proportions and statistics
- And more...

This workbook can be used as an instructional resource for practitioners. It could also be used as an assessment tool (pre and post) or to establish if a client is ready for employment in the skilled trades.

If you wanted to use the workbook with a group of learners, you would need to add instructional materials of your own to support this workbook. Nevertheless, it is a great resource to assess the strengths and weaknesses of a learner and to support their learning goals. It is also important to note that some unions test new applicants prior to acceptance of employment. This workbook is a great way to prepare and practice with a learner for such a test.

This “**Essential Skills Workbook for the Trades**” is available in two formats: as a downloadable PDF (36 pages in length) or as web-based modules.

11. Exploring the Trades

Author: Literacy Link South Central

- URL:
- **Exploring Automotive Trades** <https://irp-cdn.multiscreensite.com/1a9192fe/files/uploaded/LBS%20Apprenticeship%20Cirr%20Auto.pdf>
 - **Exploring Construction Trades** <https://irp-cdn.multiscreensite.com/1a9192fe/files/uploaded/LBS%20Apprenticeship%20Cirr%20construction.pdf>
 - **Exploring Food Trades** <https://irp-cdn.multiscreensite.com/1a9192fe/files/uploaded/LBS%20Apprenticeship%20Cirr%20Food.pdf>

Resource Description:



In 2014, Literacy Link South Central (LLSC) created the curriculum for three apprenticeship modules:

- Exploring Automotive Trades
- Exploring Construction Trades
- Exploring Food Trades

LLSC selected these three particular trades based on:

- Reviewing the top five trades in Ontario
- Reviewing the top trade registrations and completions tracked by Statistics Canada
- Assessing which trades ranked highest in terms of employment
- Learning in which trades apprentices struggle the most with the in-class portion

These apprenticeship modules are written at OALCF Levels 1-2 and incorporate a variety of competencies. There are 13-14 task-based activities in each module (with 30+ sub-tasks). Each module is just over 60 pages in length.

The modules can be completed by individual learners or delivered in a group setting. It takes between 6 to 12 hours to complete each module.

12. Extract Information from Films, Broadcasts and Presentations – A3 and the Employment Path

Author: Project READ Literacy Network Waterloo-Wellington

URL:

- Instructor Workbook
www.projectread.ca/pdf/A3EmploymentPathInstructorWorkbook.pdf
- Learner Workbook
www.projectread.ca/pdf/A3EmploymentPathLearnerWorkbook.pdf

Resource Description:



Project READ Literacy Network (PRLN) developed this valuable resource after realizing that there was very little material available to support the Ontario Adult Literacy Curriculum Framework, Competency and Task Group: A3: *Extract Information from Films, Broadcasts and Presentations*.

PRLN knew that more and more workplaces are requiring employees to have knowledge of video production and podcasting. This resource fills an important gap for learners seeking to build their digital technology skills.

“**Extract Information from Films, Broadcasts and Presentations – A3 and the Employment Path**” consists of two workbooks: **Learner Workbook** and **Instructor Workbook**.

The following topics are covered in this resource:

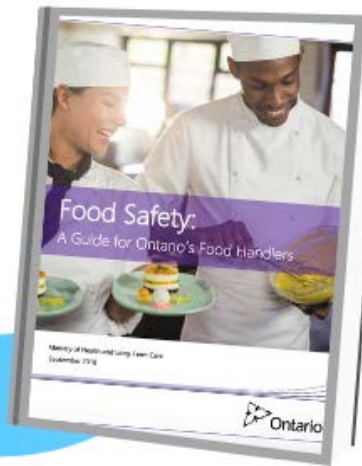
- Unit 1: Viewing Videos Online
- Unit 2: Learning Styles
- Unit 3: Finding the Main Idea
- Unit 4: Purpose and Intended Audience
- Unit 5: Listening
- Unit 6: Making Inferences
- Unit 7: Figurative Language
- Unit 8: Fact Versus Opinion
- Unit 9: Thinking Styles
- Unit 10: Memory
- Unit 11: Note Taking
- Unit 12: The Living Lecture

13. Food Safety: A Guide for Ontario's Food Handlers

Author: Government of Ontario

URL: www.health.gov.on.ca/en/pro/programs/publichealth/enviro/docs/training_manual.pdf

Resource Description:



The “**Food Safety Guide**” is an excellent resource to use with learners who are interested in employment in the food industry. Safe food handling critically important in order to keep people safe from illness and disease and to produce the highest quality food possible.

The “**Food Safety Guide**” covers the following topics:

- Foodborne illnesses
- Microorganisms
- Time and temperature
- Receiving and storage
- Microbiological contamination
- Personal hygiene
- Cleaning and sanitizing
- Pest control
- Food safety management

The “**Food Safety Guide**” can be used in one-to-one or small group programming in LBS agencies. It can also be to create a great “Boutique Program” for learners. This guide is 160 pages long.

Here are just a few ideas on how to expand the content of the “**Food Safety Guide**” to include real life experiences to help with learning the material:

- Share safe food handling videos found on YouTube
- Purchase food/probe thermometers for learners
- Order hand washing gloves which under a black light show bacteria left on hands after washing
- Explain the different parts of government in order to help learners understand the Health Protection and Promotion Act
- Show pictures of the microbes and bacteria which might be present on food

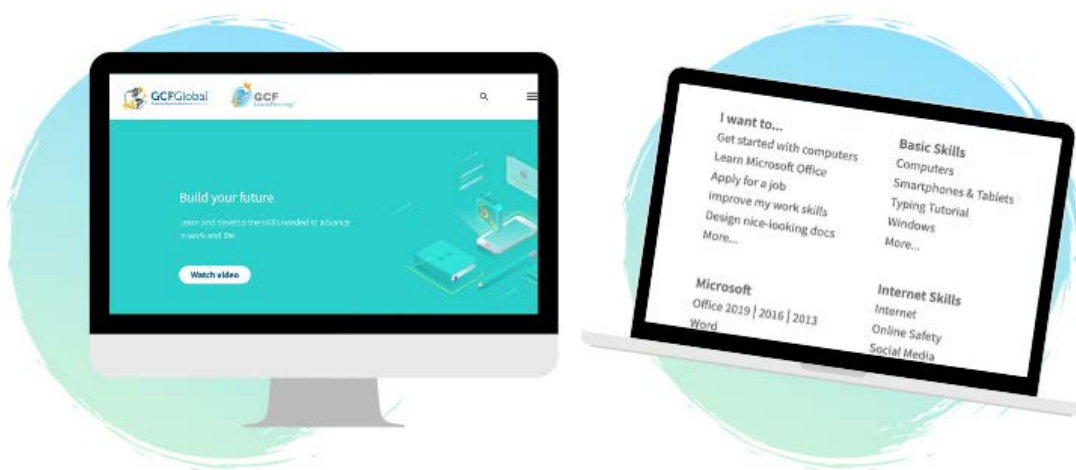
You may also want to contact your local Public Health Office to coordinate safe food handling testing for your group of learners. Also, many public health organizations have a website that shows infractions identified in restaurants in your area. This topic is worth exploring with learners to teach them how safe food handling practices are monitored by public health.

14. GCF Learn Free

Author: GCF Learn Free

URL: <https://edu.gcfglobal.org/en/>

Resource Description:



For almost 20 years, GCF Learn Free has helped millions around the world learn the essential skills they need for work and life. From Microsoft Office and email to reading, math, and more, GCFLearnFree.org offers online learning opportunities on more than 200 topics, including more than 7,000 lessons, more than 1,000 videos, and more than 50 interactives and games, completely free.

On GCF Learn Free, you will find many topics to support adult learners with employment goals, including:

- Reading, Writing and Math
- Computers, Email, Internet, Digital Skills and Online Safety
- Word, Excel, PowerPoint, Publisher and Access
- Job Search, Career Planning and Networking
- Job Applications, Resume Writing, Cover Letters and Interviewing Skills
- Money Basics, Online Money Tips and QuickBooks Resources
- And much, much more...

The learning activities on GCF Learn Free are extremely user-friendly and follow a step-by-step format from basic to more advanced. Lessons are presented in a combination of text and visual images.

To view the topics available on GCF Learn Free, visit: <https://edu.gcfglobal.org/en/topics/>

15. Get Set Curriculum Series

Author: Laubach Literacy Ontario

- URL:
- GET SET for **Customer Service**: www.laubach-on.ca/bookstore/book/get-set-for-customer-service
 - GET SET for **Early Childhood Education**: www.laubach-on.ca/bookstore/book/get-set-for-early-childhood-education-ece
 - GET SET for **Health Service Support Jobs**: www.laubach-on.ca/bookstore/book/get-set-for-health-service-support-jobs

Resource Description:



Based on the needs identified by its members, Laubach Literacy Ontario (LLO) created the “GET SET” Curriculum Series. Three priority topics were identified: customer service, early childhood educator and health services support training.

These three curricula developed comprise LLO’s “GET SET” series. The “SET” is an acronym for the “**soft**” skills, “**essential**” skills and “**technical**” skills required for a learner to transition to their next step. Instructional materials, activities, handouts, self-assessment resources, Power Point presentations and a sample OALCF learner plan template are available for each of the curricula.

GET SET for Customer Service

This curriculum was designed for learners interested in pursuing employment across a variety of customer service positions. The instructional material covers oral and written communication, customer relations, accessibility, conflict resolution and technology used in the field. Experiential learning is integrated into the sessions through role play and equipment use.

GET SET for Early Childhood Education

This curriculum includes all the materials needed to run a training program for learners who are interested in pursuing an Early Childhood Educator diploma. Topics include roles and expectations, education requirements, and employment opportunities. Participants work on communication, team work and problem solving skills. Literacy and numeracy skills are integrated to ensure learners have the competency to engage with college level programming. Participants also complete task-based activities that they would experience in the workplace.

GET SET for Health Service Support Jobs

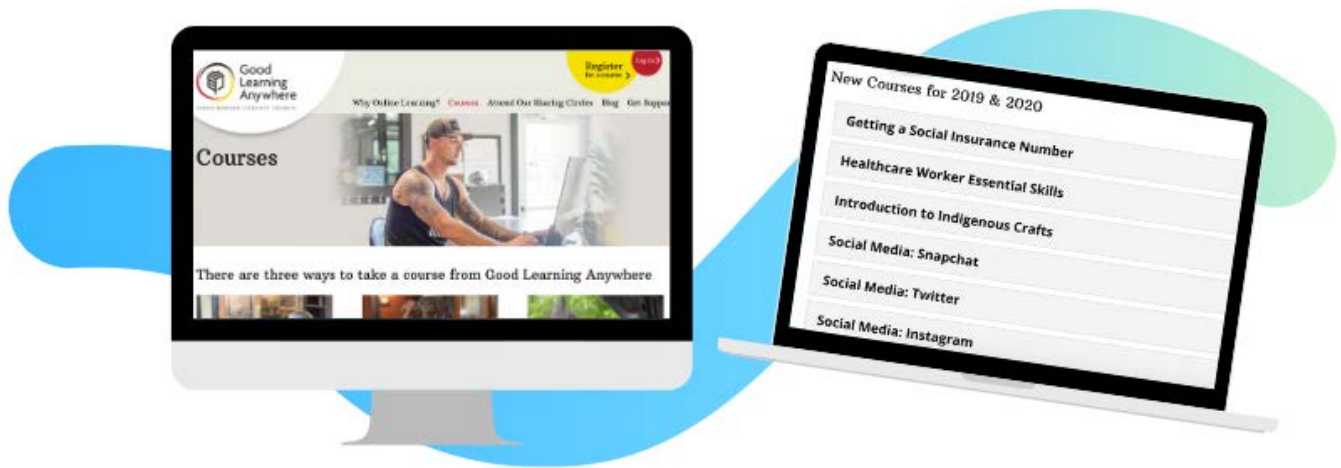
This curriculum focuses on entry level health service support jobs that do not require post-secondary education. Learners explore Essential Skills profiles, educational requirements and related job postings. Confidentiality, team work and work ethics are emphasized. Numeracy tasks and document use common to occupations in this field are integrated.

16. Good Learning Anywhere

Author: Sioux-Hudson Literacy Council

URL: <https://goodlearninganywhere.com/>

Resource Description:



“Good Learning Anywhere” (or GLA) has numerous online courses to support Ontario adults access help to prepare for employment, develop life skills, and prepare for post-secondary education.

If learners are not sure where to begin and do not have a goal, they can get assistance from one of GLA’s online mentors who will help with setting smart goals and completing the smart goal worksheet. Once this process is completed, learner will have a better understanding of which online courses they would like to take and how those courses support their goals. GLA also has online assessments that inform learners of courses that are within their LBS level.

There are three types of online courses available via **“Good Learning Anywhere”**:

- Live classes (via Adobe Connect)
- Independent study (via Plato)
- Short courses (via Moodle)

There are a wide variety of online courses available via GLA, including, career exploration, customer service, healthy living, financial literacy, accounting, GED prep, preparing to write your G1 Drivers Test, creating a small business plan, and many more.

“Good Learning Anywhere” also has an online Sharing Circle which happens every couple of months and gives learners the opportunity to learn about First Nations people and their culture. Finally, there is a [blog section](#) that showcases learner successes and achievements. The learner stories are very inspirational and informative.

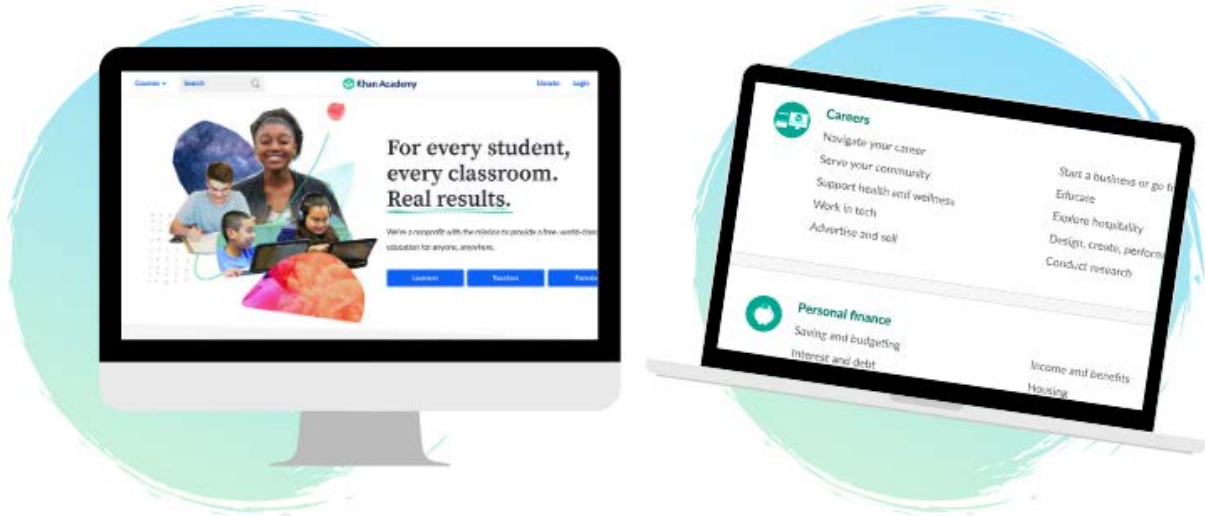
“Good Learning Anywhere” is part of **e-Channel**, free online education for adults living in Ontario. Learn more at: <https://e-channel.ca>

17. Khan Academy

Author: Khan Academy

URL: www.khanacademy.org/

Resource Description:



The slogan of the **Khan Academy** is “*You can learn anything.*” And with the free, online resources offered by the **Khan Academy** it’s true! The Academy offers practice exercises, instructional videos, and a personalized learning dashboard that allows learners to study at their own pace in and outside of the classroom.

The **Khan Academy’s** mission is to provide a free, world-class education for anyone, anywhere.

The Academy is geared primarily to elementary, high school, college and university students, but it contains many helpful resources for adult learners as well, particularly on the topic of math.

Topics covered include math, grammar, careers, science and more.

18. The Learning Hub

Author: The Centres for Employment & Learning

URL: www.learninghub.ca/

Resource Description:



“The Learning Hub” is an online environment where adult learners can take upgrading courses with the help of an online mentor. Courses are available in two forms: a live class or an “anytime learning” class. The Learning Hub can be used for distance learners or as a supplementary tool in a LBS classroom.

[Courses](#) include Reading and Writing, Math, Science, Digital Technology, College Prep, Apprenticeship Prep, Employment Prep and GED prep. Courses start at a basic level and move to an advanced level. **“The Learning Hub”** also provides an assessment tool in order to assess the best starting point for each learner.

The Reading and Writing courses are extensive and varied including, goal setting courses, spelling and grammar courses, creative writing, becoming a lifelong learner, resume writing, feeding a family (planning meals, nutritional labels, grocery shopping), medical terminology, personal growth and more. Math courses are similarly structured to include courses for goals related to independence, education and employment/apprenticeship.

If you are a regular user of **“The Learning Hub”**, it is good to check the *“New Courses”* tab because new courses are always being created such as the Nutritional Science course in 2018 and the Building Proper Sentences Live Class in 2019. Under the *“Practitioners Tab”*, the Learning Tools or Platforms used by the Learning Hub are explained via video. Also there is a readiness checklist, referral form and blended learning referral form that can be completed online.

The *“[Employment Readiness Series Bundle](#)”* is a set of courses packaged together to provide a holistic learning experience. These courses help learners brush up on soft skills that are valued by employers and they share practical job search techniques. There are four sections included in this bundle: Ready Set Go (8-10 hours); Career Decision Making (15 to 20 hours); How to Shine on the Job (15 to 20 hours); and Job Search Toolkit (10 to 15 hours). Each section also comes with OALCF levels and milestone suggestions.

“The Learning Hub” is part of **e-Channel**, free online education for adults living in Ontario. Learn more at: <https://e-channel.ca>

19. Ministry of Transportation Handbooks

Author: Government of Ontario

URL: www.mto.gov.on.ca/english/publications/handbooks.shtml

Resource Description:



The Ministry of Transportation has a variety of official handbooks, including:

- **Driver's Handbook**

This handbook is designed for anyone learning to drive in Ontario. It's all here - rules of the road, safe driving practices and how to get a licence to drive a car, van or small truck.

- **Bus Handbook**

This handbook was created for anyone applying for a licence to operate a bus or school bus. This guide, along with the Official Driver's Handbook, provides the information needed to qualify for class B, C, E or F driver's licences.

- **Truck Handbook**

This handbook was developed for people interested in applying for a class A or D driver's licence. This resource, along with the Official Driver's Handbook, shares the information people need to understand what's expected during a driving test.

- **Air Brake Handbook**

This guide provides the information people need to know when applying for an Air Brake (Z) Endorsement on their licences.

20. Money Matters Online

Author: ABC Life Literacy

URL: <https://online.abcmoneymatters.ca/topics>

Resource Description:



ABC Life Literacy developed the financial literacy resource, “**Money Matters Online**”, with the goal of educating and empowering individuals to take control of their finances and in turn reduce money related stress.

There are currently two in-depth learning topics available on “**Money Matters Online**”:

Banking and Saving in Canada

- This course helps people to learn about banking in Canada, and explores different saving opportunities and services. This online course is aimed at newcomers to Canada, but it would also benefit adult literacy learners as well.

Spending Plans

- This online course is about spending plans. Participants will learn ways to get the most out of their money, so that they can better meet their needs and goals.

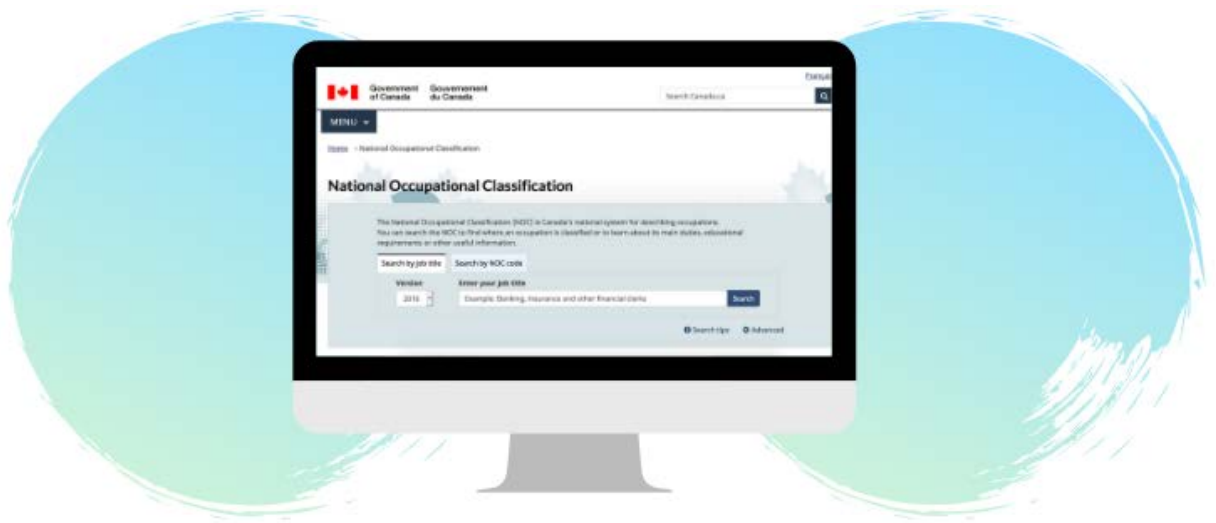
The modules range from 14 to 20 pages in length and will prepare learners to open and manage a bank account as well as create a personal budget and develop their financial literacy skills.

21. National Occupational Classification

Author: Government of Canada

URL: <https://noc.esdc.gc.ca/Home>

Resource Description:



The **“National Occupational Classification”** (NOC) is Canada’s national system for describing occupations.

You can search the NOC website to find where an occupation is classified or to learn about its main duties, educational and employment requirements, skill levels and other useful information.

The **“National Occupational Classification”** is a massive online database of occupations and comprises about 30,000 job titles! It is a helpful resource for career planning and labour market information. The website is easy searchable via job title or via the 4-digit NOC code. The website is self-explanatory, but if desired, practitioners can learn more via their [online tutorial](#).

22. Numeracy in Action: Curriculum and Resources to Understand and Use Numbers

Author: Community Literacy of Ontario

URL: www.communityliteracyofontario.ca/numeracy-in-action/

Resource Description:



CLO's **"Numeracy in Action: Curriculum and Resources to Understand and Use Numbers"** helps meet the needs of learners requiring enhanced numeracy skills.

"Numeracy in Action" contains the following chapters focusing on these task groups:

- Manage Money
- Manage Time
- Use Measures
- Manage Data

Each chapter is just over 100 pages long, and contains 4 – 5 sample task-based activities for each of the Ontario Adult Literacy Curriculum Framework's level indicators related to this competency.

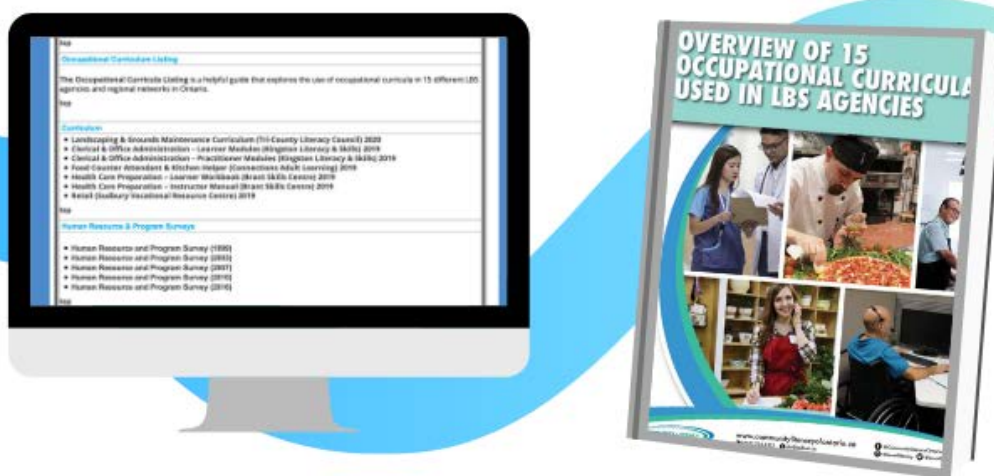
There is also a final chapter with a list of additional numeracy resources. This resource is available in both English and French.

23. Occupational Curricula for LBS

Author: Community Literacy of Ontario

URL: www.communityliteracyofontario.ca/resources/publications/#OCL

Resource Description:



Community Literacy of Ontario researched curriculum gaps and areas of high demand from learners and practitioners. As a result, CLO worked with five community-based LBS agencies, who have extensive experience in curriculum development, to write, revise and adapt curricula for LBS agencies. CLO's occupational curriculum covers the following five topics:

- ***Clerical and Office Administration*** (with Kingston Literacy & Skills)
- ***Food Counter Attendants & Kitchen Helpers*** (with Connections Adult Learning)
- ***Health Care Preparation*** (with Brant Skills Centre)
- ***Landscape and Grounds Maintenance Worker*** (with Tri County Literacy Council)
- ***Retail*** (with Sudbury Vocational Resource Centre, Educational and Workplace Training Program)

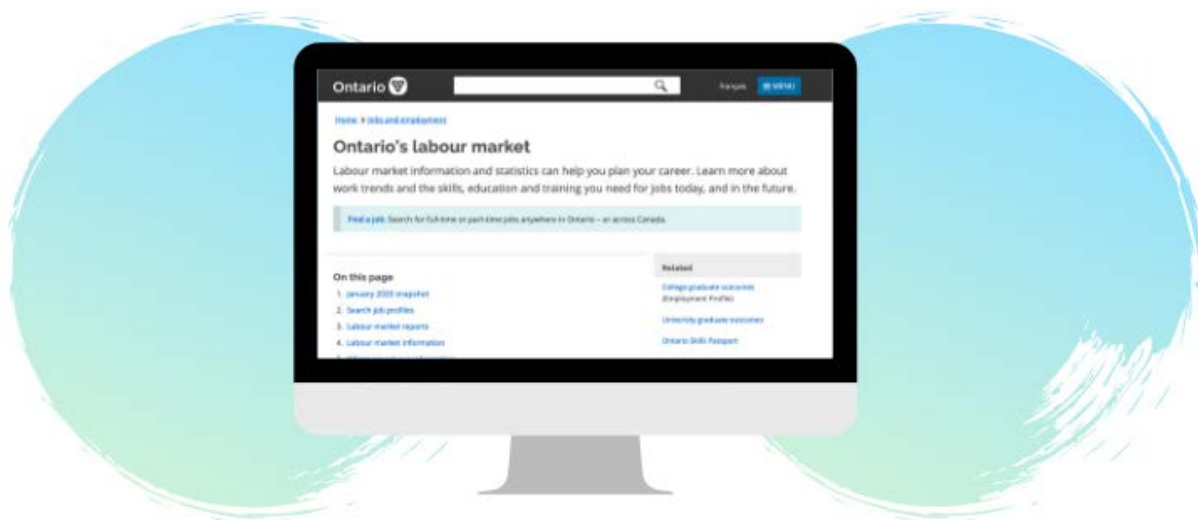
Each resource contains instructional materials, learning activities, tips, resources and practitioner notes. These curricula vary in length from between 111 pages to 327 pages. CLO is grateful to Literacy Link Eastern Ontario and Simcoe-Muskoka Literacy Network for sharing their occupational curricula with us.

24. Ontario's Labour Market

Author: Government of Ontario

URL: www.ontario.ca/page/labour-market

Resource Description:



The Ministry of Labour, Training and Skills Development develops and maintains an excellent website on Ontario's labour market. This website contains a goldmine of helpful resources, including information about labour market statistics, work trends, and the skills, education and training people need for jobs today, and in the future. This labour market information is extremely useful to help adult learners assess their goals and plan for employment.

Topics covered include:

- Links to help people find jobs and search for employment in Ontario – or Canada.
- A recent snapshot of Ontario's labour market.
- A quiz to help people find jobs that may be a good fit for their skills, interests and aptitude.

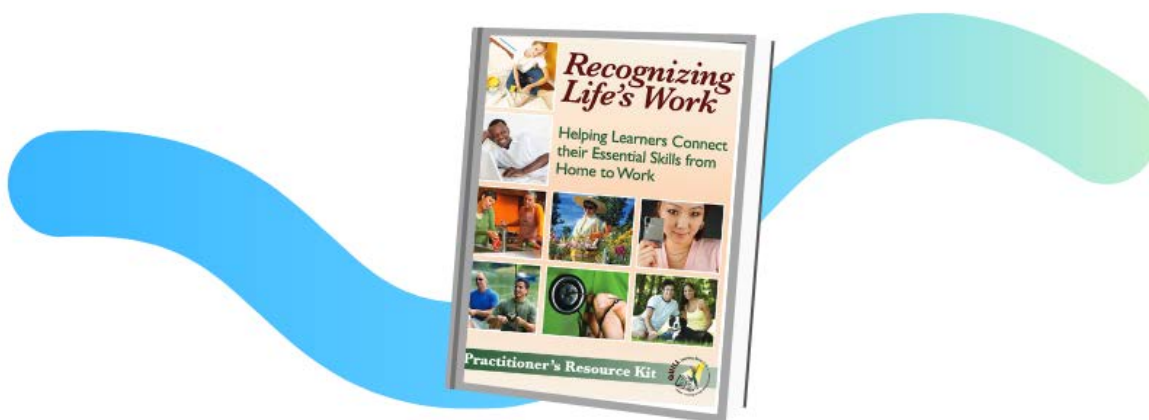
- Links to over 500 job profiles. Each profile includes:
 - *A job description and 5-year outlook*
 - *The number of people employed and where they work in Ontario*
 - *Education and training requirements*
 - *Average annual income*
- Labour market reports on current job trends in Ontario.
- Labour market information designed to help individuals make decisions about career planning, education, training and employment. This information can help people to:
 - *Identify career paths that suit their skills and interests*
 - *See which jobs have the best employment outlooks*
 - *Find where the jobs are: the sectors, occupations and locations*
 - *Find out what skills are in demand, real-time information on job postings, and the employment requirements for a particular type of job*
- As well, organizations can use the labour market information to learn about regional and demographic trends in their area and overall workforce trends and issues.

25. Recognizing Life's Work: Helping Learner's Connect their Essential Skills from Home to Work

Author: QUILL Learning Network

URL: www.quillnetwork.com/wp-content/uploads/2014/02/helping_learners.pdf

Resource Description:



QUILL Learning Network researched and wrote "**Recognizing Life's Work: Helping Learners Connect their Essential Skills from Home to Work**". It is a highly recommended resource for adult learners seeking to link previous skills and strengths gained in other settings to the workforce.

The project set out to provide credibility, validity and recognition to the Essential Skills that adults develop through daily home and life activities and to link these skills with the workplace.

"**Recognizing Life's Work**" identifies 12 common leisure and home-based activities, and profiles these activities using Essential Skills. This resource is 280 pages long. The project also includes learning materials to help learners build on their skills and make the link to relevant jobs.

The 12 leisure activities covered are:

- Fishing
- Gardening
- Housecleaning
- Pet Care
- Computers for Personal Use
- Crossword Puzzles
- Entertaining / Socializing
- Reading for Pleasure
- Household Financial Management
- Household Food Management
- Household Scheduling and Organizing
- Playing Board Games / Cards

26. Skillswise

Author: BBC

URL: www.bbc.co.uk/teach/skillswise

Resource Description:



BBC Teach developed the “**Skillswise**” online resource which focuses on helping adults develop their skills, including adult literacy and basic skills and job readiness.

Each topic includes a video and downloadable resources like factsheets and worksheets. There are also short video clips explaining pertinent skills like “Filling in a Form” or “Listening for Specifics”. The website also includes a video series “[Apprentice for a Day](#)” which show what a typical day looks like for different jobs.

Topics currently available on the “**Skillswise**” website are:

- English and Maths for Adults
- Essential Skills for Jobs
 - Job Skills
 - Looking for Work: Finding a New Job
 - Self Employment: Business and Entrepreneur

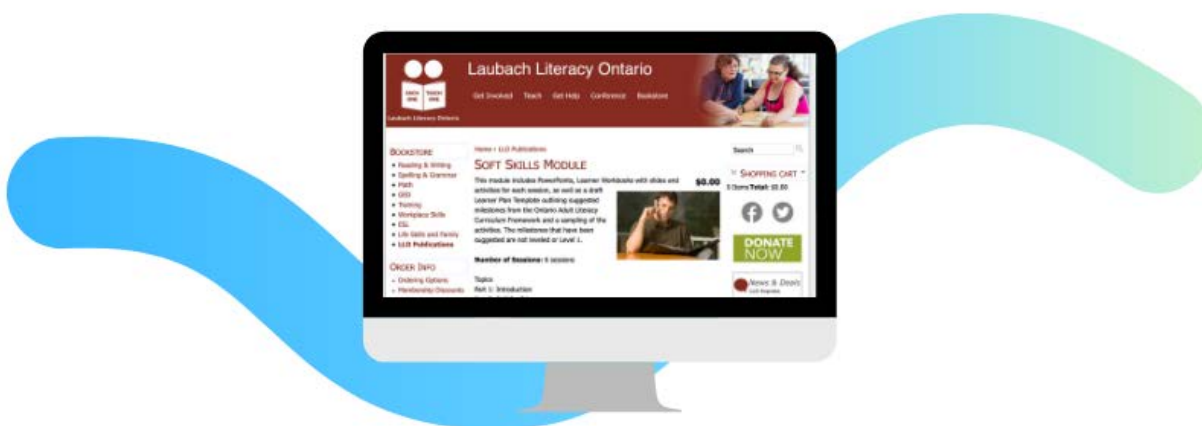
- Public Sector
 - Nursing and Care
 - Environment and Cleaning
 - Childcare and Teaching
 - Armed Forces and Security
- Private Sector
 - Food, Drink and Hotels
 - Hair, Beauty and Fashion
 - IT and Office
 - Leisure and Tourism
 - Retail
 - Transport and Warehouse
 - Construction
 - Manufacturing and Garage

27. Soft Skills Module

Author: Laubach Literacy Ontario

URL: www.laubach-on.ca/bookstore/book/managing-myself-module-a-and-b

Resource Description:



Laubach Literacy Ontario's **“Soft Skills Module”** is a helpful resource for practitioners seeking to help learners to develop their soft skills related to employment, further education or independence.

The **“Soft Skills Module”** is divided into the following topic areas:

- Introduction
- Self Confidence
- Self Advocacy
- Self Motivation
- Self Reflection and Self Assessment

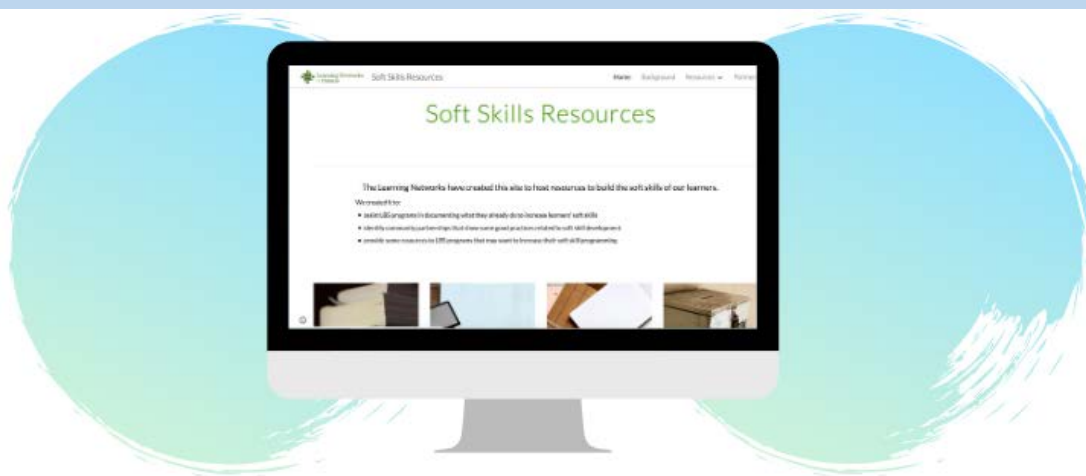
The **“Soft Skills Module”** includes a wide variety of instructional materials, including PowerPoint presentations, learner workbooks, activities and a draft Learner Plan Template outlining suggested milestones from the Ontario Adult Literacy Curriculum Framework and a sampling of the activities.

28. Soft Skills Resources

Author: Learning Networks of Ontario

URL: <https://sites.google.com/view/lnsoftskillsresources/home>

Resource Description:



The Learning Networks of Ontario created the “**Soft Skills Resources**” website to share information and resources that will help practitioners to build the soft skills of adult learners.

The “**Soft Skills Resources**” website is designed to:

- Assist LBS programs in documenting what they already do to increase learners’ soft skills
- Identify community partnerships that show good practices related to soft skill development
- Provide resources to LBS programs that want to increase their soft skill programming

The website is divided into three sections:

A. Background Information

- Research into soft skills
- Overview of why soft skills matter
- Presentation slides and a video

B. Soft Skills Resources

- Curriculum documents
- Learning activities
- Professional development
- Task-based activities
- Workforce planning boards

C. Partnerships

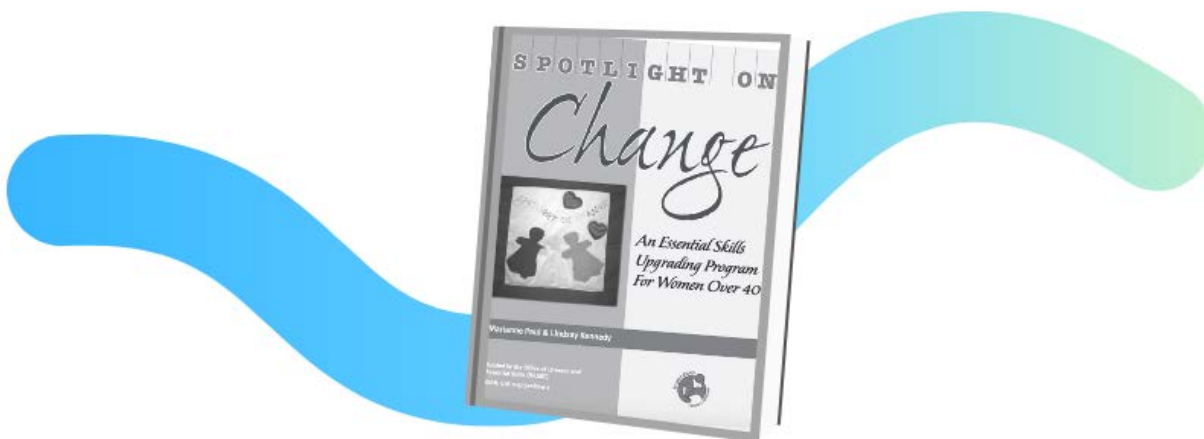
- Overview of eight LBS agencies who have partnered with other training and employment agencies to provide soft skills training in their communities in various Regional Network areas

29. Spotlight on Change: An Essential Skills Upgrading Program for Women over 40

Author: Project Read Literacy Network

URL: www.projectread.ca/pdf/SpotlightOnChangeCurriculum.pdf

Resource Description:



The **“Spotlight on Change”** curriculum is a program designed specifically for females over the age of 40 who are recently unemployed or have been out of the workforce for a period of time. The curriculum was developed with great care by a team of experts: adult literacy professionals, gender studies experts, and more.

The creators of **“Spotlight on Change”** say:

“As a result of taking the Spotlight on Change program, the participant better understands herself, her skills, her goals, and her community as they relate to finding work. She applies the Essential Skills required for work, learning and life to enact change and to move closer to her employment goals.”

The “**Spotlight on Change**” curriculum was designed to serve the specific demographic of females over 40 who may be newcomers to Canada, those with low literacy skills, or women building their independence after leaving a marriage. The curriculum was published in 2010 and includes two in-depth modules and an action plan activity. It is 491 pages in length.

Module 1: Exploring My Self

- Unit 1: Getting to Know Each Other
- Unit 2: The View from Here – Living My Life
- Unit 3: What I Gained from My Past Work
- Unit 4: Skills Learned through Unpaid Work
- Unit 5: My Strengths and Challenges
- Unit 6: How I Work and Learn
- Unit 7: Taking Advantage of My Personality
- Unit 8: Stitching the Pieces Together

Module 2: Exploring My Community

- Unit 1: My Family, My Friends, My Circles
- Unit 2: The Employment Landscape
- Unit 3: My Essential Skills
- Appendix 1: Essential Skills Indicators Worksheets
- Unit 4: Essential Skills in the Jobs that Interest Me
- Unit 5: Is Entrepreneurship or a Non-traditional Career for Me?
- Unit 6: Learning and Training Opportunities
- Unit 7: Finding the Community Support I Need
- Unit 8: Making Decisions

Action Plan: Exploring My Future

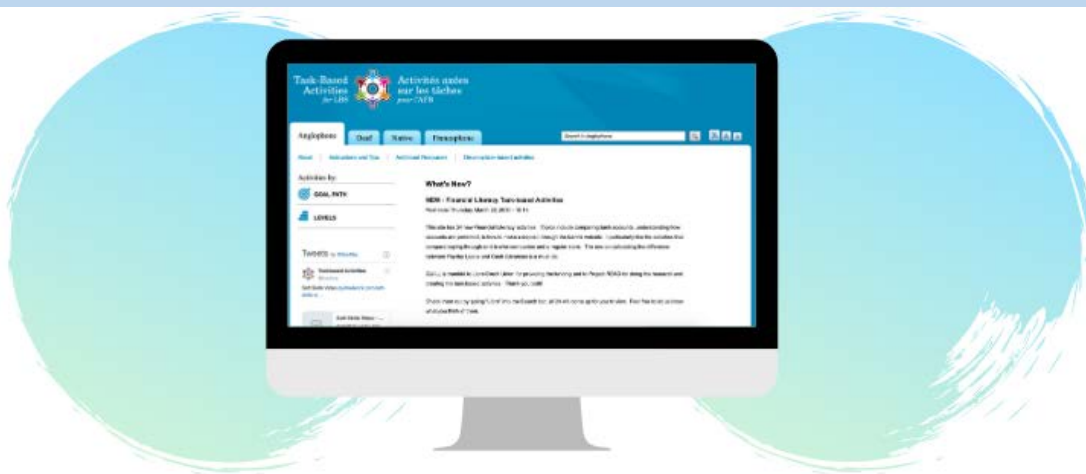
- My Action Plan

30. Task Based Activities Portal

Author: QUILL Learning Network

URL: <http://taskbasedactivitiesforlbs.ca>

Resource Description:



The “**Task Based Activities for LBS Online Portal**” was created for Literacy and Basic Skills (LBS) practitioners in Ontario. It contains task-based activities to use with adult learners. The Portal is an amazing resource to support instruction in the LBS classroom.

All the materials have been aligned to the Ontario Adult Literacy Curriculum Framework (OALCF). The activities are versatile and cover all five LBS goal paths; most definitely including employment. In fact, the Portal contains **276 activities** designed for learners on the **employment goal path**. The activities on the Portal will also help practitioners to prepare learners to complete milestones.

The development of the Portal was a collaborative effort, involving LBS programs, Regional Networks, literacy practitioners and other diverse partners. The Portal was truly “*built for the literacy field, by the literacy field*”.

Activities on the “**Task Based Activities for LBS Online Portal**” are available in English, and include materials for the Francophone, Native, and Deaf streams. Some resources, were recast from demonstrations and activities submitted to the Portal by LBS programs from all sectors, streams and regions. All materials must go through a peer-review process in order to be used on the Portal. Materials are also reviewed for plain language and re-cast into OALCF language.

Currently, there are 570 task-based activities from all goal paths on the Portal, including thousands of tasks. The materials on the “**Task Based Activities for LBS Online Portal**” are written at a variety of levels and are suitable for diverse goal paths and needs.

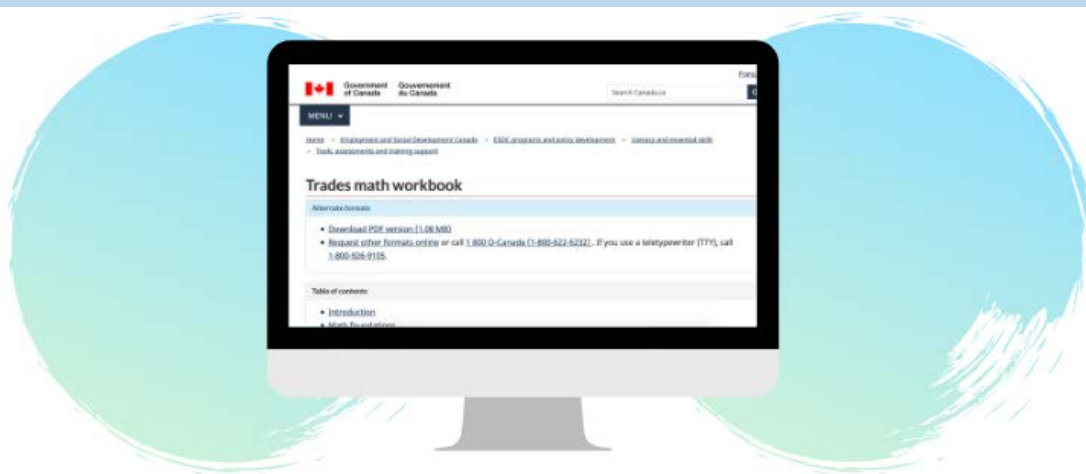
These resources can be used in classrooms, small groups, or via one-to-one individualized learning, depending on the needs of the learners.

31. Trades Math Workbook

Author: Government of Canada

URL: www.canada.ca/en/employment-social-development/programs/essential-skills/tools/trades-math.html

Resource Description:



The “**Trades Math Workbook**” is a useful resource for any trade that uses math. The workbook also helps learners identify the math skills they will need for specific trades. “**Trades Math Workbook**” begins with basic numeracy and moves towards more complex math.

There are four sections and a pre-section in this workbook:

- Pre Section: Math Foundations
- Section 1: Measurement and Calculation
- Section 2: Money Math
- Section 3: Scheduling Budgeting and Accounting
- Section 4: Data Analysis

All four sections show different ways math is used in the skilled trades. There is also an Answer Key that has the answer and the foundational skills needed to get the answer. The Answer Key does not show the step by step calculations to get the answer. Nevertheless, a practitioner can easily identify which foundational skill the learner needs to work on in order to answer the questions that were incorrect.

Overall, this workbook is best for someone who already has foundational math skills. The Pre-section on foundational math, simply states the foundational math needed in order to proceed in the workbook. It is not an instructional section. The workbook is great when you have a learner who is good in math but is not sure which trade they would like to pursue. In other words, there are real life examples of how different trades apply math.

The “**Trades Math Workbook**” is 32 pages long.

32. Up Skills for Work

Author: ABC Life Literacy Canada

URL: <https://upskillsforwork.ca/>

Resource Description:



“Up Skills for Work” helps adult learners develop key employability skills through free downloadable workbooks. There are nine workbooks in this series ranging in length from 16 to 20 pages long. These workbooks are highly popular with Literacy and Basics Skills practitioners.

The workbooks in the **“Up Skills for Work”** series cover the following skills:

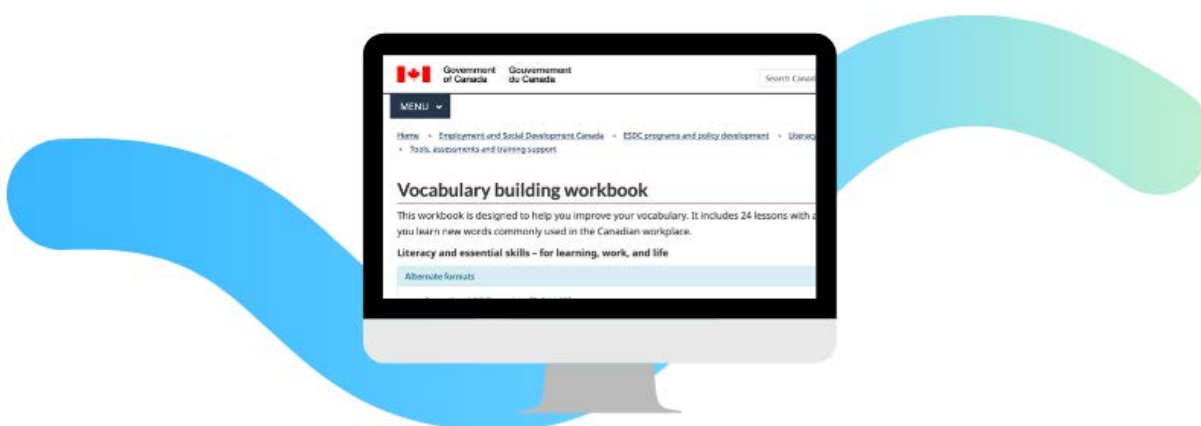
- Motivation
- Attitude
- Accountability
- Presentation
- Teamwork
- Time Management
- Adaptability
- Stress Management
- Confidence

33. Vocabulary Building Workbook for the Canadian Workplace

Author: Government of Canada

URL: www.canada.ca/en/employment-social-development/programs/essential-skills/tools/vocabulary.html

Resource Description:



The “**Vocabulary Building Workbook for the Canadian Workplace**” is designed to help learners improve their vocabularies. The workbook includes 24 lessons with a variety of exercises to help people learn new words commonly used in the Canadian workplace. This workbook is available in two formats: as a downloadable PDF (268 pages in length) or as web-based modules.

The “**Vocabulary Building Workbook**” is a great way to increase a learner’s vocabulary around common words found in the workplace. There are a many activities in each of the 24 lessons. These activities will help users learn a set of 15 words per lesson.

Activities focus on the pronunciation of the words, their meaning, reading the word in a sentence and paragraph, grammar related information when using the word, puzzles and a comprehension exercise.

The workbook flows in a similar style from lesson to lesson so it is easy for learners to grasp the structure of the lessons quickly. It does require learners to know parts of speech (what is a noun, verb etc.) but if they do not know, it could be easily incorporated into their learning program.

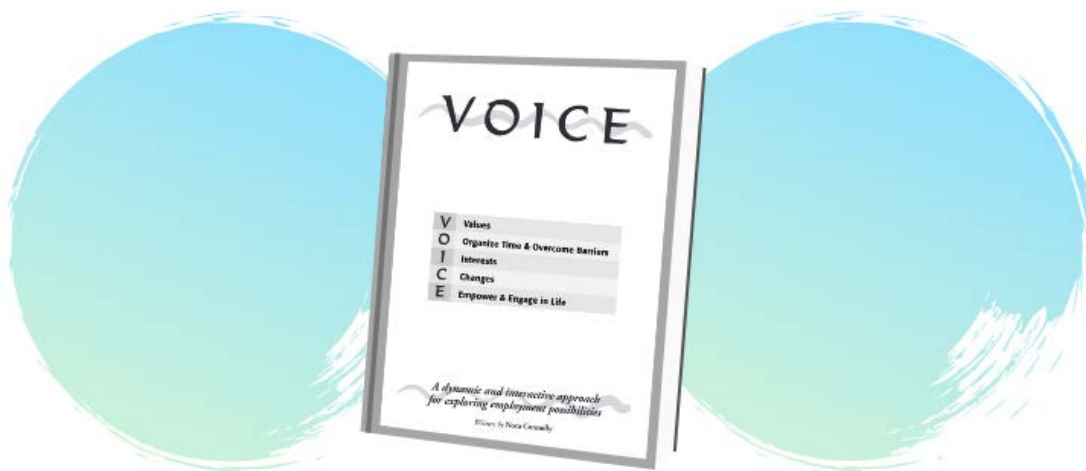
The lessons are not graded from basic to advanced, but rather lists common words related to employment. By the end of this workbook, a learner will have 360 more words in their vocabulary. What is also unique about the “**Vocabulary Building Workbook**” is the word chart that accompanies each lesson. In the chart, each word is listed with a definition, the part of speech and a sentence using the word. Printing each chart would make a great homemade dictionary for the learner.

34. VOICE: A Dynamic and Interactive Approach for Exploring Employment Possibilities

Author: Ottawa-Carleton District School Board

URL: http://ocdsb.ss13.sharpschool.com/UserFiles/Servers/Server_55394/file/Continuing%20Education/Adaptive%20Program/VOICE.pdf

Resource Description:



The Ottawa-Carleton District School Board developed “**VOICE: A Dynamic and Interactive Approach for Exploring Employment**” as part of their Continuing Education department. The **VOICE** curriculum includes printable handouts throughout the units and self-evaluation forms at the end of each unit.

“VOICE was developed to assist facilitators working in employment preparation. The hands-on activities can be used to gain knowledge and empower participants to make transitions to the world of work by helping them to identify their interests, skills, and most importantly their own voice. While the activities were designed to be used in conjunction with employment preparation programs, they can also be used in general adult literacy programs to guide participants to make more informed decisions, expand their perceptions, find a suitable working life, manage time, interact and communicate effectively, access or create opportunities, and take action to move towards their goals.”

The **VOICE** document is split into five units:

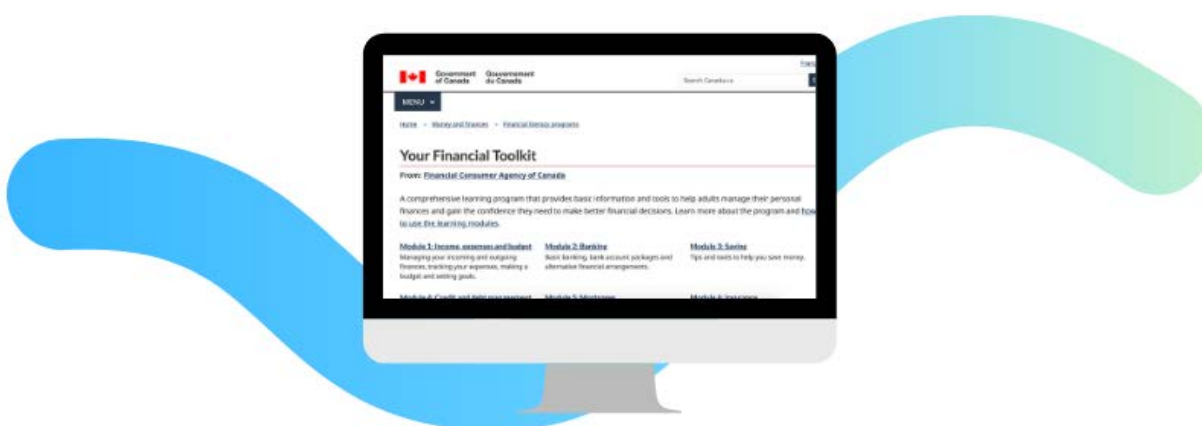
- **Unit 1: Values**
 - Value Assessment Lists
 - Exploring Personal Values
 - Exploring General Values
- **Unit 2: Organize Time & Overcome Barriers**
 - Organize Time
 - Overcome Barriers
- **Unit 3: Interests**
 - Individual Interests
 - Group Interests
- **Unit 4: Changes**
 - Personal Changes
 - World Changes
- **Unit 5: Empower & Engage in Life**
 - Empowering Support Structures
 - Engaging in Life

35. Your Financial Toolkit

Author: Government of Canada

URL: www.canada.ca/en/financial-consumer-agency/services/financial-toolkit.html

Resource Description:



The Financial Consumer Agency of Canada developed the **“Your Financial Toolkit”** resource. It is *“A comprehensive learning program that provides basic information and tools to help adults manage their personal finances and gain the confidence they need to make better financial decisions.”*

“Your Financial Toolkit” is divided into 12 modules:

- Income, expenses and budget
- Banking
- Saving
- Credit and Debt Management
- Mortgages
- Insurance
- Investing
- Income Taxes
- Income Taxes Quebec
- Retirement and Pensions
- Financial Planning
- Fraud Protection

Each module has activities to practice financial skills and an action plan which helps learners track their progress and provides examples of how to apply the lessons in their day to day life. The tools included in each module are videos, interactive worksheets, calculators, quizzes, questionnaires and case studies. The Trainer’s Toolkit includes helpful guides and presentations for either one-on-one individualized training or group presentations.