

Curriculum Development: Essential Skills

Curriculum Stream Goal: The main goal is to provide students with exercise materials in exploring the skills they have and in growing the skills they need to have, in order to succeed at work.

Présentation on Essential Skills - <https://www.skillscompetencescanada.com/>

Pre-assessment of their skills- <https://www.skillscompetencescanada.com/mobile-app/index.php?l=e&o=y>

Nine Essential Skills to cover-

Skills	Main Works book
1. Numeracy	Numeracy Workbook, Skills Competences Canada https://www.skillscompetencescanada.com/wp-content/uploads/2019/01/Numeracy_Final_11Jan18_EN.pdf
2. Oral Communication	Oral Communication Workbook, Skills Competences Canada https://www.skillscompetencescanada.com/wp-content/uploads/2019/01/Z.EN_Oral-Comm_Final.pdf
3. Working with Others	Working with Others Workbook, Skills Competences Canada https://www.skillscompetencescanada.com/wp-content/uploads/2019/01/WorkWithOthers_Final_20Nov18_EN.pdf
4. Reading Text	Reading Text Workbook, Skills Competences Canada https://www.skillscompetencescanada.com/wp-content/uploads/2019/01/Reading_final.pdf
5. Writing	Writing Workbook, Skills Competences Canada https://www.skillscompetencescanada.com/wp-content/uploads/2020/06/ZZ.EN_Writ_final.pdf
6. Thinking	Thinking Workbook, Skills Competences Canada https://www.skillscompetencescanada.com/wp-content/uploads/2020/06/ZZ.EN_TS_FINAL.pdf
7. Document Use	Document Use Workbook, Skills Competences Canada https://www.skillscompetencescanada.com/wp-content/uploads/2019/01/DocUse_Final20Nov17_EN.pdf
8. Digital Skills and Job Readiness	Digital Skills: Web searching, word processing software, and computers to send emails and create and modify spreadsheets, resume development.
9. Continuous Learning	Continuous Learning Workbook, Skills Competences Canada https://www.skillscompetencescanada.com/wp-content/uploads/2019/01/ContLearn_Final_11Jan18_EN.pdf

Specific Learning Objective(s): Include an estimate of theory and practical instructional hours for each objective:

Course Modules	Learning Objectives	Theory/Practical	Period (Hours)
1. Numeracy	Students will be introduced to various types of Numerical exercise 1. Area 2. Pythagorean Theory 3. Conversions <ul style="list-style-type: none"> • metric to Imperial • Imperial to metric • Metric to metric • Imperial to imperial 4. Mathematical symbol 5. Percent 6. Perimeter/area 7. Rounding	Theory + exercise (page 95-125)	(6+)
Final assessment	Test	P 177-187	(2+)
2. Oral Communication	Students will learn skills to communicate effectively at workplace: 1. Communication Breakdown 2. Talking 3. Listening 4. Professional Communication/ Communicate Your Way into a Job 5. Word Selection	Theory + exercise (page 23-59)	(5+)
Final assessment	Test	P 107-109	(1+)
3. Working with Others	Students will learn to interact with one another/supervisor to get the job done in individual/team settings. 1. Fitting in 2. Seeing is believing 3. Positively Together 4. Mino Bimaadiziwin Partnership	Theory + exercise (page 27-41)	(4+)
Final assessment	Test	P 67-72	(1+)
4. Reading	Students will learn reading notes, letters, memos, manuals, specifications, regulations, books, reports, journals etc. and will be able to take away important messages out of them. 1. Keyword and phrases 2. Skimming and scanning 3. Reading an employment contract 4. Pre-reading process 5. While you are reading	Theory + exercise (Page 95-109)	(4+)
Final assessment	Test	P 149-156	(1+)

5. Writing	Students will learn writing notes, filling in forms, incidental reports, do-to list, email to co-worker, letters, invoice, instructions etc. 1. Why write, write what you mean. 2. Making your point 3. Help develop resume 4. Plain language 5. Editing	Theory + exercise (Page 25-77)	(6+)
Final assessment	Test	P 141-144	(1+)
6. Thinking	Students will learn engage in critical thinking, solve problems, make decisions and develop plans. 1. Problems to solutions 2. Decisions 3. Make a plan 4. Critical thinking 5. Stories of invention and innovation 6. Largest human made explosion! What were they thinking. 7. Plan B 8. Getting organized.	Theory + exercise (Page 29-105)	(6+)
Final assessment	Test	P 177-184	(1+)
7. Document Use	Student will learn analyze words, numbers, icons, print media (maps, photos, calendars) and non-print media (computer screens, equipment gauges, clocks and flags). 1. Stuff you need to know about document use 2. Your SIN card- Can't get work without it 3. Manual materials handling 4. Stories in blue 5. Puzzles in patterns 6. Go with the flow 7. What's in a picture 8. Timepieces 9. Staying alive 10. Chemical caution 11. The danger of beauty 12. Disaster! Exploding toilets!! 13. I'm hurt! now what?? 14. Apprenticeship by the numbers	Theory (Page 5-24) Theory + exercise (Page 27-132)	(1) (7+)
Final assessment	Test	P 203-206	(30 min)

8. Digital Skills and Job Readiness ¹	<p>Web searching, word processing software, and computers to send emails and create and modify spreadsheets, resume development.</p> <ol style="list-style-type: none"> 1. Word Processing: Microsoft word <ol style="list-style-type: none"> i. Microsoft basics ii. Exercise on word 2. Web searching: Google, Job sites of Canada 3. Stuffs you need to know about Email, exercise 4. Microsoft excel: key function and formulas 5. Job readiness, resume development and job apply 	<p>Theory + exercise</p> <p>Exercise</p> <p>Exercise</p> <p>Theory + exercise</p> <p>Theory + exercise</p>	<p>(4+)</p> <p>(1+)</p> <p>(1+)</p> <p>(6+)</p> <p>(4+)</p>
Final assessment	Test	P 203-206	(2)
9. Continuous Learning	<p>Students will learn about continuous learning which is an essential skill that an individual learn as part of their regular work.</p> <ol style="list-style-type: none"> 1. Welcome; story of essential skills; stuff you need to know about continuous learning. 2. Learning Explosion 3. ChChChChanges 4. Apprentices are always learning. 	<p>Theory (Page 5-24)</p> <p>Theory + exercise (Page 25-44))</p>	<p>(1)</p> <p>(3+)</p>
Final assessment	Test	P 203-206	(30 min)
Total Hours			69+

¹ Need to develop exercise based on available resources on YouTube.