

Directory of Literacy & Essential Skills Resources for Career Practitioners

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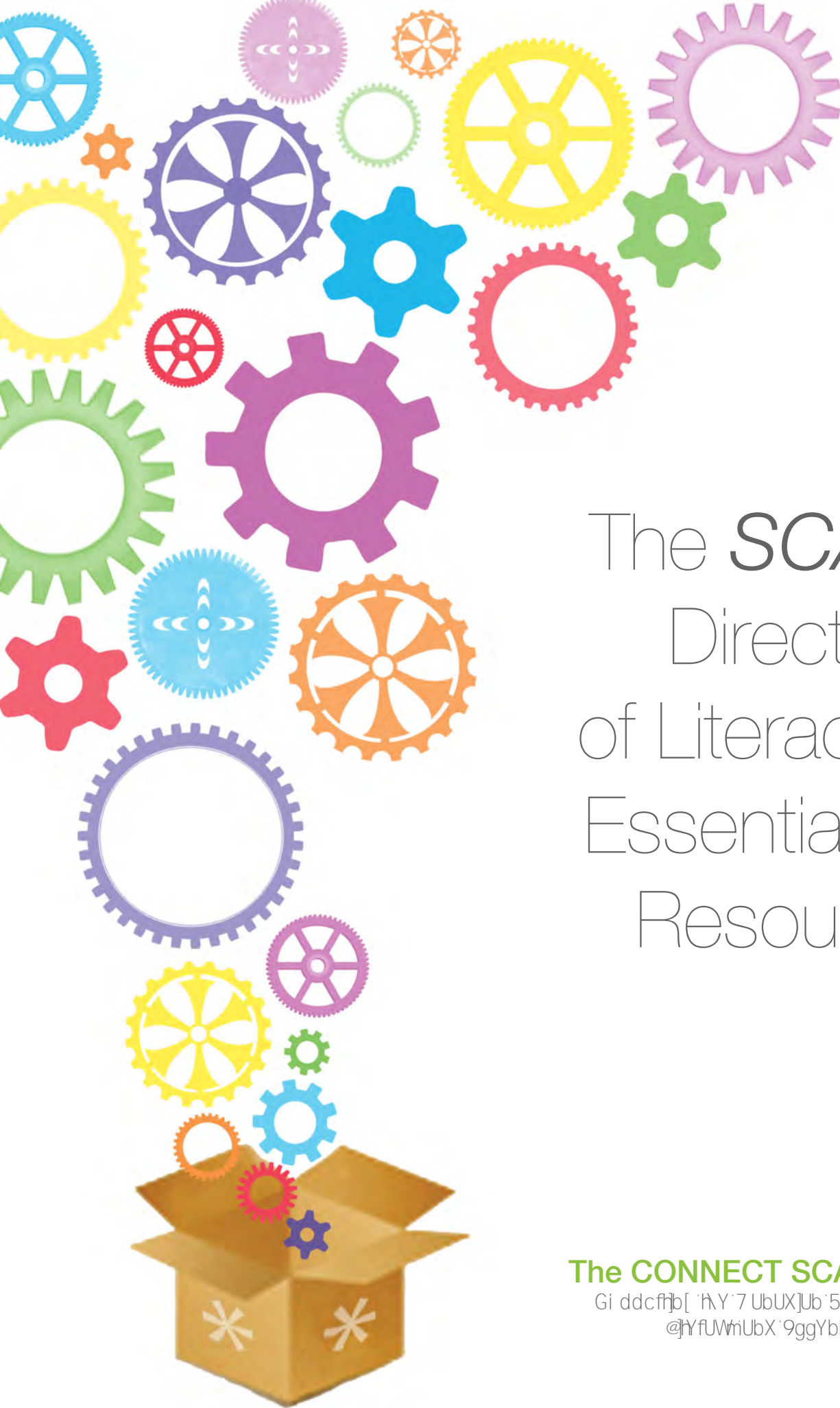
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The *SCALES* Directory of Literacy and Essential Skills Resources

The CONNECT *SCALES* Project:

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Directory of Literacy & Essential Skills Resources for Career Practitioners

Hundreds of Essential Skills tools and resources are available on various websites and databases throughout Canada. But for career practitioners, sifting through the internet to find suitable material to use with participants, or for their own purposes, is a time-consuming and daunting task.

The purpose of this Directory is to assist career practitioners by housing a wide selection of practical and useful Essential Skills tools and resources, organized according to a career development process, in one place, to encourage the integration of Essential Skills practices.

The SCALES Directory of Literacy and Essential Skills Resources for Career Practitioners is intended to be downloaded from the CONNECT website onto the career practitioner's computer for easy access and reference.

Layout of the Directory of Literacy and Essential Skills Resources for Career Practitioners

The Directory is divided into seven sections.

Sections 1 – 4 include Essential Skills resources sorted by the SCALES career development process and intended for participants to use either independently or with the assistance of a career practitioner.

Sections 5 – 7 include Essential Skills resources intended for career practitioners' own use or to share with employers or colleagues.

What is The CONNECT SCALES Career Development Process?

Career practitioners typically follow some form of a career development model or process. Some models or processes are based on a particular philosophy within an organization, or based on personal choice, or on a particular funding/guideline model.



In the case of the CONNECT SCALES Project, the career development process used is very broad and includes four sections:

- * **Who Am I?**
- * **What Do I Want To Do or Be?**
- * **How Do I Reach My Goals?**
- * **Getting Started: Action Planning**

Definitions



Who am I?

Section 1: Who Am I?


Provides Essential Skills resources to assist participants in discovering who they are, in gaining self-awareness and assessing their skills.



What do I want to do or be?

Section 2: What Do I Want to Do or Be?


Provides Essential Skills resources to assist participants in discovering, exploring and/or researching what they want to do or be in life, learning and work.



How do I reach my goals?

Section 3: How Do I Reach My Goals?

Provides Essential Skills resources to assist participants in discovering and/or taking the steps necessary to reach their goals.



Getting Started: Action Planning

Section 4: Getting Started - Action Planning

Provides Essential Skills resources to assist participants with implementing their action plan and/or job search.

The Directory of Literacy and Essential Skills Resources for Career Practitioners includes three additional sections housing tools and resources specifically for career practitioners:

Section 5: Resources for Career Practitioners to Use with Employers

Provides resources to assist career practitioners with introducing, sharing and/or using Essential Skills tools with employers.

Section 6: Resources for Career Practitioners

Provides Literacy and Essential Skills tools and resources specifically for the career practitioner's own use.

Section 7: Funded Projects, Reports and Other Essential Skills Information

For career practitioners searching for more in-depth information, this section provides such resources as reports, research papers, and information about past and present Essential Skills projects.

Format

Resource Pages:

Many of the resources fit within multiple stages of the career development process. Certain tools, therefore, may be repeated in more than one section of the Directory. Every resource page holds such useful information as:

- * The name of the resource with a direct hyperlink to the resource whenever possible
- * The name of the organization credited with creating the resource
- * Information on how to access/order the resource
- * Information on the cost of the resource
- * Information on when to use the resource based on specific criteria for each section of the Directory. And for Section 7: Funded Projects, Reports and Other Essential Skills Information, information describing what this resource is.
- * Space to make notes/comments (fillable)

Using and Adapting the Resources:

Some resources can be modified or adapted to suit the participant group and/or organization. Be sure to check for copyright rules prior to adapting any resource, always credit the author of the resource and review the SCALES Adaptation Tool for ideas and process tips.

Many of the resources included in the Directory have multiple delivery formats (1:1, workshop) and are suitable for a wide range of participants. However it is important to read and fully understand any instructions, facilitator's guides, case study examples and/or recommendations before using any of the resources.

Assessments:

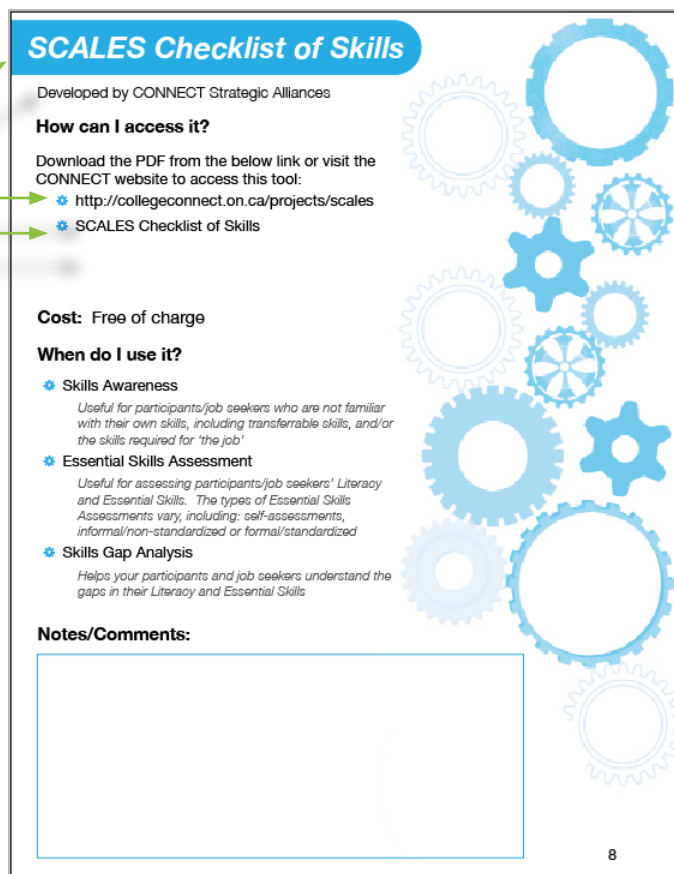
Essential Skills assessments range in type from self-assessments; Informal (non-standardized) assessments, to formal (Standardized) assessments. It is very important for career practitioners to fully understand the differences between the types of assessments, the purpose of assessing and the implications of assessing to ensure the correct assessment type is offered to participants. For additional information on assessments please click on the hyperlink to be directed to the SCALES Essential Skills Workshop, Section 9 slide deck.

Hyperlinks:

Whenever possible, the Directory includes hyperlinks that will take career practitioners directly to the resource. To activate the hyperlink, place the cursor over the name of the resource and left click. The webpage or document will open in a second window.

At the time of release, all resource information is correct, including accurate website addresses, contact information, and hyperlinks. However, if the hyperlink or URL address stops working, typing the name of the resource into a web browser such as Google, will often lead to a positive result. The new hyperlink address can be copied into the notes section of the resource page.

In the directory, hyperlinks can be found in the tool's name, and under the "How Can I Access It?" section, if applicable.



SCALES Checklist of Skills

Developed by CONNECT Strategic Alliances

How can I access it?

Download the PDF from the below link or visit the CONNECT website to access this tool:

- <http://collegeconnect.on.ca/projects/scales>
- SCALES Checklist of Skills

Cost: Free of charge

When do I use it?

- Skills Awareness**
Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'
- Essential Skills Assessment**
Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized
- Skills Gap Analysis**
Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:

8

Notes Section:

The information housed in the Directory is not meant to be changed or adapted, however each resource page includes a fillable notes section. Career practitioners are encouraged to enter important information in the notes section including updated URL addresses, hyperlinks and contact information; reminders of how the resource performed; how the resource was delivered; tips for future use or even a personalized rating of the resource.

While the CONNECT SCALES project encourages users to make notes to the Directory, once the Directory has been altered, CONNECT can no longer guarantee the accuracy of the subsequent entries, and the altered Directory should not be distributed under either the CONNECT brand or the SCALES project's name.

Additional important information:

It is important for career practitioners to be comfortable with Literacy and Essential Skills methodology prior to using any tool/resource with participants. Users of the Directory are encouraged to access the Reader's Guide to Essential Skills Profiles and to review additional training and professional development opportunities in Section 6: Resources and Tools for Career Practitioners.

Most tools and resources include instructions/directions, some include facilitator's guides while others require certification or formal training prior to use.

The CONNECT SCALES project made every effort to include a wide range of useful and practical tools and resources; however the Directory is not an exhaustive list and career practitioners are encouraged to continue to search for additional/new resources.



This section provides Essential Skills resources to assist participants in discovering who they are, in gaining self-awareness and assessing their skills.

When would you use these resources?

Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

Essential Skills Assessment

Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

Skills Gap Analysis

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills.

SCALES Card Sort

Developed by CONNECT Strategic Alliances

How can I access it?

Visit the CONNECT website to access this tool:

- ⚙️ [SCALES Card Sort Tool](#)

Cost: Free of charge

When do I use it?

- ⚙️ **Skills Awareness**

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

- ⚙️ **Essential Skills Assessment**

Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

- ⚙️ **Skills Gap Analysis**

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills.

Notes/Comments:





SCALES Road Map Tool

Developed by CONNECT Strategic Alliances

How can I access it?

Visit the CONNECT website to access this tool:

- ✱ SCALES Road Map Tool

Cost: Free of charge

When do I use it?

- ✱ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

Notes/Comments:

SCALES Checklist of Skills

Developed by CONNECT Strategic Alliances

How can I access it?

Visit the CONNECT website to access this tool:

- ✱ SCALES Checklist of Skills

Cost: Free of charge

When do I use it?

- ✱ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

- ✱ Essential Skills Assessment

Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

- ✱ Skills Gap Analysis

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:



Online Indicators

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

These tools are available online at the HRSDC website:

- ✱ http://www.hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/tools_audience/general/online_indicator.shtml

Cost: Free of charge

When do I use it?

- ✱ **Skills Awareness**

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

- ✱ **Essential Skills Assessment**

Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

- ✱ **Skills Gap Analysis**

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:

Paper-Based Indicators

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDFs from the below links or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

- ⚙ Reading Indicator (WP-039-01-09E)
- ⚙ Document Use Indicator (WP-040-01-09E)
- ⚙ Numeracy Indicator (WP-038-01-09E)

Cost: Free of charge

When do I use it?

⚙ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

⚙ Essential Skills Assessment

Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

⚙ Skills Gap Analysis

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:



Essential Skills Self-Assessments

Developed by Human Resources and Skills Development
Canada (HRSDC)

How can I access it?

Download the PDFs from the below links or, to order hard
copies, visit Publications.

Note: You will need the departmental catalogue number
(beginning with WP) to place an order.

- ⚙ Reading Self-Assessment (WP-086-07-09E)
- ⚙ Document Use Self-Assessment (WP-087-11-09E)
- ⚙ Numeracy Self-Assessment (WP-088-07-09E)
- ⚙ Computer Use Self-Assessment (WP-084-07-09E)
- ⚙ Writing Self-Assessment (WP-085-07-09E)
- ⚙ Oral Communication Self-Assessment (WP-083-07-09E)
- ⚙ Continuous Learning Self-Assessment (WP-089-07-09E)
- ⚙ Working with Others Self-Assessment (WP-090-07-09E)
- ⚙ Thinking Skills Self-Assessment (WP-169-03-11E)

Cost: Free of charge

When do I use it?

⚙ Skills Awareness

*Useful for participants/job seekers who are not familiar
with their own skills, including transferrable skills, and/or
the skills required for 'the job'*

⚙ Essential Skills Assessment

*Useful for assessing participants/job seekers' Literacy
and Essential Skills. The types of Essential Skills
Assessments vary, including: self-assessments,
informal/non-standardized or formal/standardized*

⚙ Skills Gap Analysis

*Helps your participants and job seekers understand the
gaps in their Literacy and Essential Skills*

Notes/Comments:

Passport

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

- ✱ Passport (WP-037-06-09E)

Cost: Free of charge

When do I use it?

- ✱ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

- ✱ Essential Skills Assessment

Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

- ✱ Skills Gap Analysis

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:



What are Essential Skills for the Trades?

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

- ✱ What are Essential Skills for the Trades? (WP-123-10-09E)

Cost: Free of charge

When do I use it?

- ✱ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

Notes/Comments:

Essential Skills for Success

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Visit the HRSDC website to download:

✱ http://www.hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/tools.shtml#tabs2_1

To order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

Cost: Free of charge

When do I use it?

✱ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

Notes/Comments:



On The Job Stories

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Visit the HRSDC website to download:

- ✱ http://www.hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/tools.shtml#tabs2_1

To order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

Cost: Free of charge

When do I use it?

- ✱ **Skills Awareness**

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

- ✱ **Essential Skills Assessment**

Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

- ✱ **Skills Gap Analysis**

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:

Portfolio

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

✱ Portfolio (WP-036-06-09E)

Cost: Free of charge

When do I use it?

✱ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

✱ Skills Gap Analysis

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:

Recognizing Life's Work

Developed by the Quill Learning Network

How can I access it?

Download the PDF below, or to order hard copies, contact the Quill Learning Network:

Telephone: 519-881-4655; If you're in the 519 or 705 area codes, call the toll-free information and referral line: 1-800-530-6852

Fax: 519-881-4638

E-mail: Debera Flynn, debera.quill@bmts.com

Karen Coutts, karen.quill@bmts.com

Mailing Address:

QUILL Learning Network

PO Box 1148

Walkerton, ON

N0G 2V0

- ✱ Recognizing Life's Work: Helping Learners Connect Their Essential Skills from Home to Work

Cost: Free of charge

When do I use it?

- ✱ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

- ✱ Essential Skills Assessment

Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

- ✱ Skills Gap Analysis

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:

The Most Important Essential Skills Database

Developed by the Quill Learning Network

How can I access it?

Download the document below, or to order hard copies, contact the Quill Learning Network:

Telephone: 519-881-4655; If you're in the 519 or 705 area codes, call the toll-free information and referral line: 1-800-530-6852

Fax: 519-881-4638

E-mail: Debera Flynn, debera.quill@bmts.com

Karen Coutts, karen.quill@bmts.com

Mailing Address:

QUILL Learning Network
PO Box 1148
Walkerton, ON
N0G 2V0

⚙ The Most Important Essential Skills Database

Cost: Free of charge

When do I use it?

⚙ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

Notes/Comments:

Test of Workplace Essential Skills (TOWES)

Developed by Bow Valley College

How can I access it?

For information about TOWES, contact Bow Valley College or your local distributor:

TOWES Department
Bow Valley College
332 - 6 Avenue SE
Calgary, Alberta T2G 4S6
Phone: 403-410-3200
Fax: 403-297-4070
Website: www.towes.com

List of TOWES Distributors across the country:

✱ <http://www.towes.com/en/how-to-order/how-to-order>

Cost: Check with your local TOWES Distributor for costs associated with the tests.

When do I use it?

✱ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

✱ Essential Skills Assessment

Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

✱ Skills Gap Analysis

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:

Measure Up

Developed by SkillPlan – B.C. Construction Industry Skills Improvement Council

How can I access it?

Visit the SkillPlan website to access the tools:

✱ <http://www.skillplan.ca/measure-up>

For more information, contact SkillPlan:

SkillPlan
405 – 3701 Hastings Street
Burnaby, BC V5C 2H6
Phone: (604) 436-1126
Fax: (604) 436-1149
Email: info@skillplan.ca

Cost: Free of charge

When do I use it?

✱ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

✱ Essential Skills Assessment

Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

✱ Skills Gap Analysis

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:



PDQ Profile Series

Developed by Educational Testing Services (ETS)

How can I access it?

For more information on the PDQ Profile Series, please visit the link below, or contact ETS:

E-mail: JMendez@ets.org

✱ http://www.ets.org/literacy/about/content/pdq_profile_content

Cost: Contact ETS for information about the cost of assessments.

When do I use it?

✱ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

✱ Essential Skills Assessment

Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

✱ Skills Gap Analysis

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:

CAMERA: Workforce Literacy and Essential Skills Assessment

Developed by PTP

How can I access it?

For more information on training on the CAMERA System, please visit the link below, or contact Aleksandra Popovic at aleks@ptp.ca.

✿ <http://www.ptp.ca/publications/camera/>

Cost: Contact PTP for information about the cost of assessments

When do I use it?

✿ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

✿ Essential Skills Assessment

Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

✿ Skills Gap Analysis

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:



Ontario Skills Passport: Essential Skills and Work Habits

Developed by the Ontario Ministries of Education
and of Training, Colleges and Universities

How can I access it?

The Ontario Skills Passport is available online. Visit the webpage for this tool:

- * http://skills.edu.gov.on.ca/OSPWeb/jsp/en/EO_workHabits.jsp

For more information about the Ontario Skills Passport, visit the OSP website:

- * <http://skills.edu.gov.on.ca/OSPWeb/jsp/en/login.jsp>

Cost: Free of charge

When do I use it?

- * **Skills Awareness**

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

- * **Essential Skills Assessment**

Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

- * **Skills Gap Analysis**

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:

Ontario Skills Passport: OSP Self -Assessments

Developed by the Ontario Ministries of Education and of Training, Colleges and Universities

How can I access it?

The Ontario Skills Passport is available online. Visit the webpage for this tool:

⚙ http://skills.edu.gov.on.ca/ESCTWeb/jsp/en/sat_options.jsp

For more information about the Ontario Skills Passport, visit the OSP website:

⚙ <http://skills.edu.gov.on.ca/OSPWeb/jsp/en/login.jsp>

Cost: Free of charge

When do I use it?

⚙ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

⚙ Essential Skills Assessment

Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

⚙ Skills Gap Analysis

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:

Developed by ACCESS

How can I access it?

To order the DVD, visit:

✱ <http://www.urbanspiritfoundation.com/store/>

To view online, visit the ACCESS website:

✱ <http://esaf.accessfutures.com>

Cost: Free of charge for online version; check website for DVD pricing.

When do I use it?

✱ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

Notes/Comments:

ESI II: Essential Skills Investigation

Developed by ACCESS

How can I access it?

To order the DVD, visit:

⚙ <http://www.urbanspiritfoundation.com/store/>

To view online, visit the ACCESS website:

⚙ <http://esaf.accessfutures.com>

Cost: Free of charge for online version; check website for DVD pricing.

When do I use it?

⚙ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

Notes/Comments:





ESI II Facilitator Guide

Developed by ACCESS

How can I access it?

To order the Facilitator's Package, visit:

✱ <http://www.urbanspiritfoundation.com/store/>

Cost: Check website for package pricing

When do I use it?

✱ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

Notes/Comments:

ESI III: Essential Skills Investigation

Developed by ACCESS

How can I access it?

To order the DVD, visit:

⚙ <http://www.urbanspiritfoundation.com/store/>

To view online, visit the ACCESS website:

⚙ <http://esaf.accessfutures.com>

Cost: Free of charge for online version; check website for DVD pricing.

When do I use it?

⚙ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

Notes/Comments:





ESI III Facilitator Guide

Developed by ACCESS

How can I access it?

To order the Facilitator's Package, visit:

✿ <http://www.urbanspiritfoundation.com/store/>

Cost: Check website for package pricing

When do I use it?

✿ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

Notes/Comments:

Essential Skills for Aboriginal Futures

Developed by ACCESS

How can I access it?

Visit the ACCESS website:

✿ <http://esaf.accessfutures.com/>

Cost: Free of charge

When do I use it?

✿ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

✿ Essential Skills Assessment

Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

✿ Skills Gap Analysis

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:





Essential Skills to Identify the Job Searcher

Developed by Literacy Link South Central

How can I access it?

Download the PDF from the below link or access a printable workbook by visiting the Literacy Link South Central website:

- ✿ <http://www.llsc.on.ca/node/99>
- ✿ Connecting Literacy and Employment through Essential Skills: Essential Skills to Identify the Job

Cost: Free of charge

When do I use it?

- ✿ **Skills Awareness**

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

- ✿ **Essential Skills Assessment**

Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

- ✿ **Skills Gap Analysis**

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:

Essential Skills to Identify the Job

Developed by Literacy Link South Central

How can I access it?

Download the PDF from the below link or access a printable workbook by visiting the Literacy Link South Central website:

- ✱ <http://www.llsc.on.ca/node/99>
- ✱ Connecting Literacy and Employment through Essential Skills: Essential Skills to Identify the Job

Cost: Free of charge

When do I use it?

✱ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

✱ Essential Skills Assessment

Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

✱ Skills Gap Analysis

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:



Essential Skills Assessment Tool

Developed by Canadian Automotive Repair and Service Council

How can I access it?

Visit the Canadian Automotive Repair and Service Council website to access this tool:

⚙ http://www.carsyouth.ca/content.cfm?g_id=71

For more information on the tool, visit:

⚙ http://www.carsyouth.ca/content.cfm?p_id=38

Cost: Free of charge

When do I use it?

⚙ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

⚙ Essential Skills Assessment

Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

⚙ Skills Gap Analysis

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:

Essential Skills for Ontario's Tradespeople

Developed by College Sector Committee for Adult Upgrading

How can I access it?

Visit the College Sector Committee for Adult Upgrading website to access this tool:

⚙ <http://www.csc.essentialskillsgroup.com/>

Cost: Free of charge

When do I use it?

⚙ Skills Awareness

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

⚙ Essential Skills Assessment

Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

⚙ Skills Gap Analysis

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:



Build your career with Essential Skills

Developed by The Essential Skills Group, Inc.

How can I access it?

Visit the Essential Skills Group, Inc. website to access this tool:

✱ <http://en.careers.essentialskillsgroup.com/index.php>

Cost: Free of charge

When do I use it?

✱ **Skills Awareness**

Useful for participants/job seekers who are not familiar with their own skills, including transferrable skills, and/or the skills required for 'the job'

✱ **Essential Skills Assessment**


Useful for assessing participants/job seekers' Literacy and Essential Skills. The types of Essential Skills Assessments vary, including: self-assessments, informal/non-standardized or formal/standardized

✱ **Skills Gap Analysis**

Helps your participants and job seekers understand the gaps in their Literacy and Essential Skills

Notes/Comments:

Section 2



**What
do I want
to do or
be?**

This section provides Essential Skills resources to assist participants in discovering, exploring and/or researching what they want to do or be in life, learning and work.

When would you use these resources?

✱ **Work/Occupational Information**

To give participants the opportunity to learn about work/occupations from a Literacy and Essential Skills point of view

✱ **Portfolios**

To highlight skills, including transferable skills, which can then be embedded within a portfolio

✱ **Labour Market Information**

For participants to refer to when researching emerging occupations in order to understand the Literacy and Essential Skills used in the workplace

SCALES Card Sort

Developed by CONNECT Strategic Alliances

How can I access it?

Visit the CONNECT website to access this tool:

- ✿ [SCALES Card Sort Tool](#)

Cost: Free of charge

When do I use it?

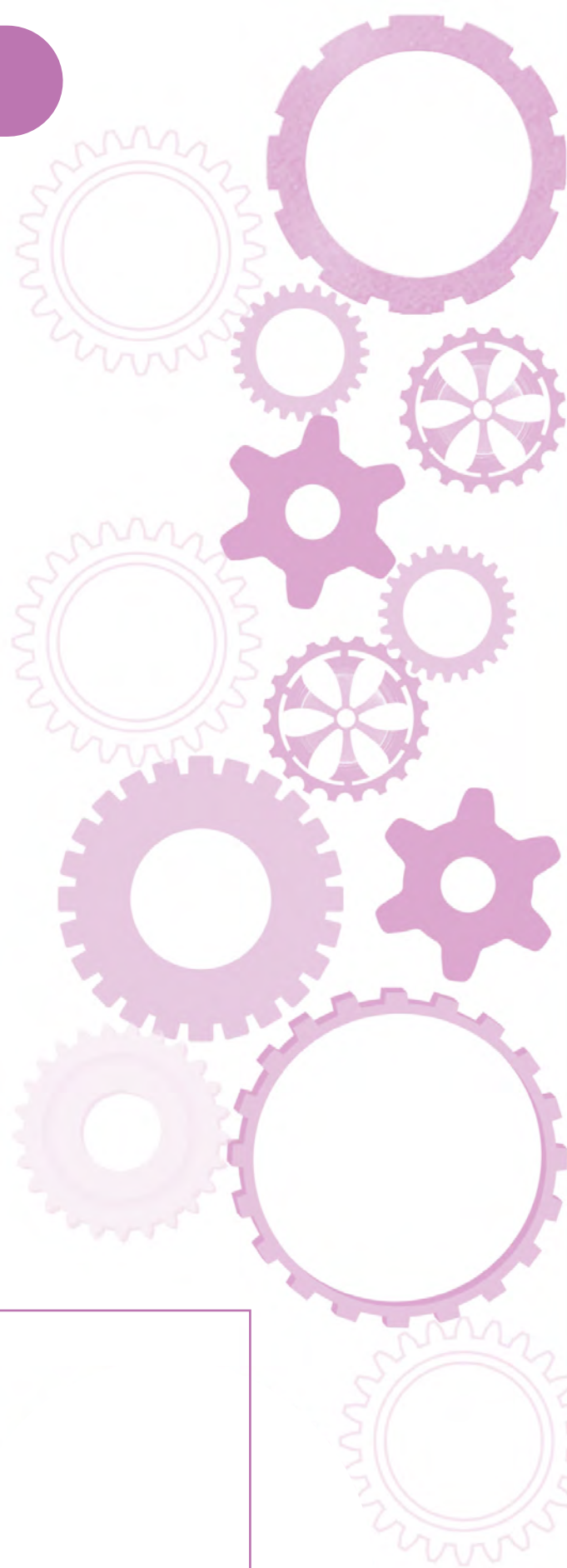

- ✿ **Work/Occupational Information**

To give participants the opportunity to learn about work/occupations from a Literacy and Essential Skills point of view

- ✿ **Labour Market Information**

For participants to refer to when researching emerging occupations in order to understand the Literacy and Essential Skills used in the workplace

Notes/Comments:





SCALES Road Map Tool

Developed by CONNECT Strategic Alliances

How can I access it?

Visit the CONNECT website to access this tool:

- ✿ SCALES Road Map Tool

Cost: Free of charge

When do I use it?

- ✿ **Work/Occupational Information**

To give participants the opportunity to learn about work/occupations from a Literacy and Essential Skills point of view

- ✿ **Labour Market Information**

For participants to refer to when researching emerging occupations in order to understand the Literacy and Essential Skills used in the workplace

Notes/Comments:

SCALES Checklist of Skills

Developed by CONNECT Strategic Alliances

How can I access it?

Visit the CONNECT website to access this tool:

- ✿ SCALES Checklist of Skills

Cost: Free of charge

When do I use it?

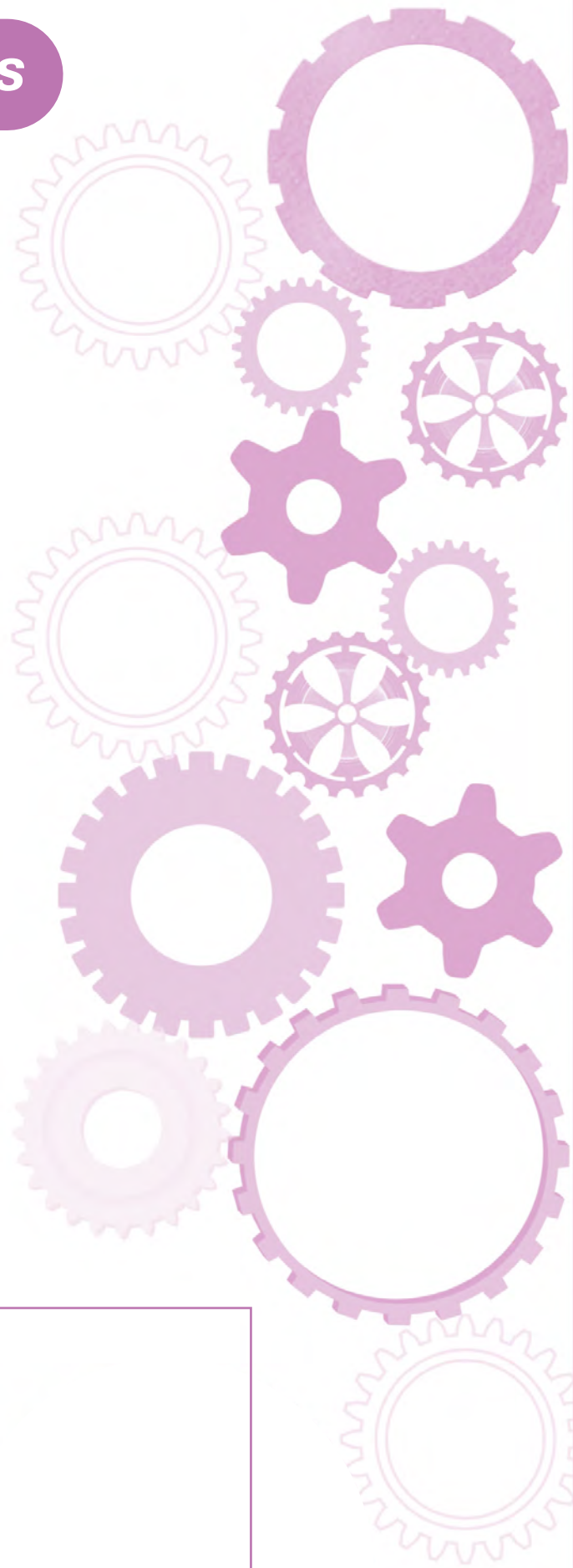
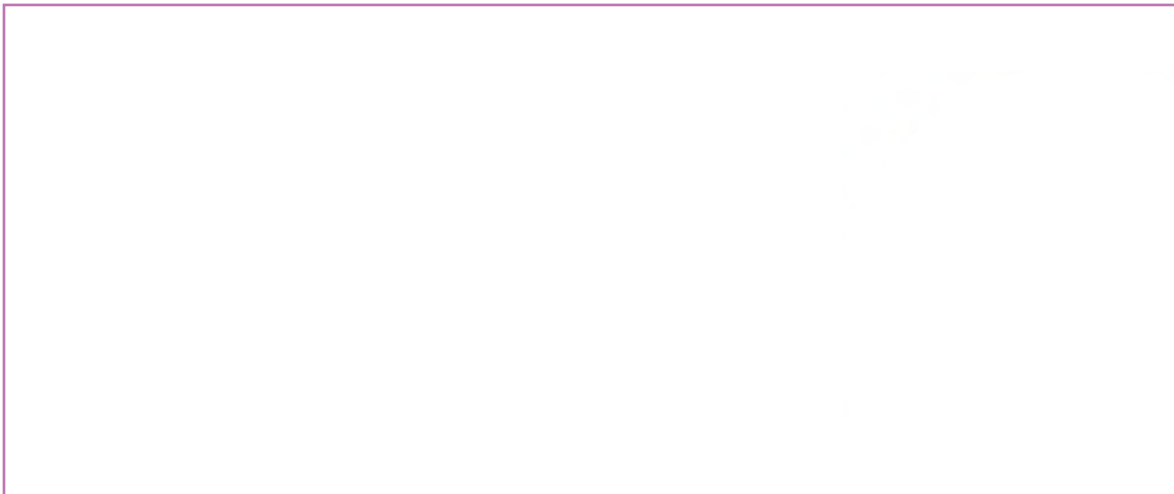
- ✿ Work/Occupational Information

To give participants the opportunity to learn about work/occupations from a Literacy and Essential Skills point of view

- ✿ Labour Market Information

For participants to refer to when researching emerging occupations in order to understand the Literacy and Essential Skills used in the workplace

Notes/Comments:





Original Essential Skills Profiles

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

These profiles are available online:

- ✿ http://www10.hrsdc.gc.ca/es/english/all_profiles.aspx

Visit this site to search the profiles:

- ✿ <http://www10.hrsdc.gc.ca/es/English/SearchMain.aspx>

See the below link to learn more about how Essential Skills Profiles are developed and used:

- ✿ Readers' Guide to Essential Skills Profiles.

Cost: Free of charge

When do I use it?

- ✿ Work/Occupational Information

To give participants the opportunity to learn about work/occupations from a Literacy and Essential Skills point of view

- ✿ Portfolios

To highlight skills, including transferable skills, which can then be embedded within a portfolio

- ✿ Labour Market Information

For participants to refer to when researching emerging occupations in order to understand the Literacy and Essential Skills used in the workplace

Notes/Comments:

Updated Essential Skills Profiles

Developed by Human Resources and Skills Development
Canada (HRSDC)

How can I access it?

These profiles are available online:

- ✿ http://www.rhdcc-hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/NOC/updated_profiles.shtml

Cost: Free of charge

When do I use it?

- ✿ **Work/Occupational Information**

To give participants the opportunity to learn about work/occupations from a Literacy and Essential Skills point of view

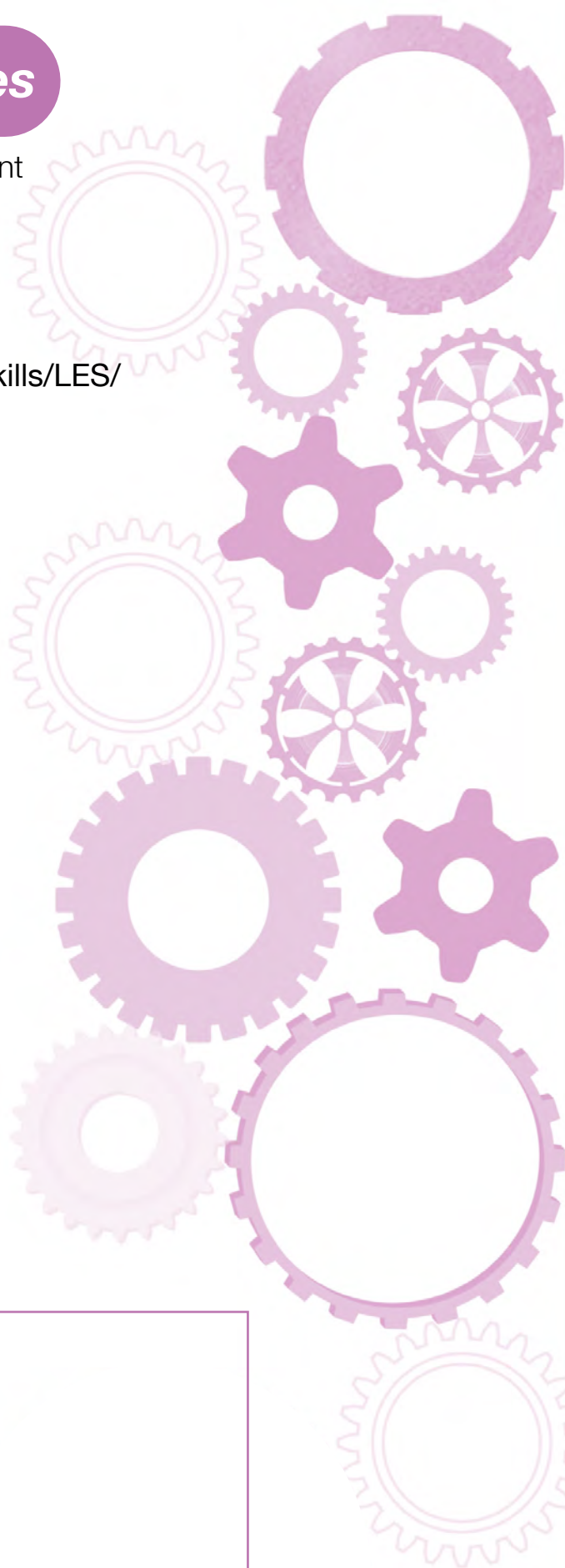
- ✿ **Portfolios**

To highlight skills, including transferable skills, which can then be embedded within a portfolio

- ✿ **Labour Market Information**

For participants to refer to when researching emerging occupations in order to understand the Literacy and Essential Skills used in the workplace

Notes/Comments:





What are Essential Skills for the Trades?

Developed by Human Resources and Skills Development
Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard
copies, visit Publications.

Note: You will need the departmental catalogue number
(beginning with WP) to place an order.

- ✱ What are Essential Skills for the Trades?
(WP-123-10-09E)
- ✱ [http://www.hrsdc.gc.ca/eng/workplaceskills/LES/
tools_resources/tools.shtml#tabs2_1](http://www.hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/tools.shtml#tabs2_1)

Cost: Free of charge

When do I use it?

- ✱ **Work/Occupational Information**

*To give participants the opportunity to learn
about work/occupations from a Literacy and
Essential Skills point of view*

- ✱ **Portfolios**

*To highlight skills, including transferable skills,
which can then be embedded within a portfolio*

- ✱ **Labour Market Information**

*For participants to refer to when researching
emerging occupations in order to understand
the Literacy and Essential Skills used in the
workplace*

Notes/Comments:

Essential Skills for Success

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Visit the HRSDC website to download:

- ✿ http://www.hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/tools.shtml#tabs2_1

To order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

Cost: Free of charge

When do I use it?

- ✿ **Work/Occupational Information**

To give participants the opportunity to learn about work/occupations from a Literacy and Essential Skills point of view

- ✿ **Portfolios**

To highlight skills, including transferable skills, which can then be embedded within a portfolio

- ✿ **Labour Market Information**

For participants to refer to when researching emerging occupations in order to understand the Literacy and Essential Skills used in the workplace

Notes/Comments:





On The Job Stories

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Visit the HRSDC website to download:

- ✱ http://www.hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/tools.shtml#tabs2_1

To order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

Cost: Free of charge

When do I use it?

- ✱ **Work/Occupational Information**

To give participants the opportunity to learn about work/occupations from a Literacy and Essential Skills point of view

- ✱ **Portfolios**

To highlight skills, including transferable skills, which can then be embedded within a portfolio

- ✱ **Labour Market Information**

For participants to refer to when researching emerging occupations in order to understand the Literacy and Essential Skills used in the workplace

Notes/Comments:

Portfolio

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

✿ Portfolio (WP-036-06-09E)

Cost: Free of charge

When do I use it?

✿ Portfolios

To highlight skills, including transferable skills, which can then be embedded within a portfolio

Notes/Comments:





The Most Important Essential Skills

Developed by Literacy Ontario Central South (LOCS)

How can I access it?

This tool is available online:

- ✱ http://www.locs.on.ca/essential_skills_pdf/essential_skills_chart.htm

To order hard copies, contact LCOS:

Literacy Ontario Central South
113 Park Street South, Suite 203
Peterborough Ontario K9J 3R8
Phone: 705-749-0675
Email: learningworks@locs.on.ca
<http://www.locs.on.ca>

Cost: Free of charge

When do I use it?

- ✱ **Work/Occupational Information**

To give participants the opportunity to learn about work/occupations from a Literacy and Essential Skills point of view

- ✱ **Portfolios**

To highlight skills, including transferable skills, which can then be embedded within a portfolio

- ✱ **Labour Market Information**

For participants to refer to when researching emerging occupations in order to understand the Literacy and Essential Skills used in the workplace

Notes/Comments:

Occupation Reflection Tools

Developed by Workplace Education Manitoba

How can I access it?

Occupation Reflection Tools are available for download online (scroll to the bottom of the page):

✿ http://www.wem.mb.ca/awareness_tools.aspx

For general enquiries about WEM services, contact:

Workplace Education Manitoba
1000 Waverley Street
Winnipeg, Manitoba
R3T 0P3
Phone: (204) 272-5030
Fax: (204) 272-5031
Email: info@wem.mb.ca

Cost: Free of charge

When do I use it?

✿ Work/Occupational Information

To give participants the opportunity to learn about work/occupations from a Literacy and Essential Skills point of view

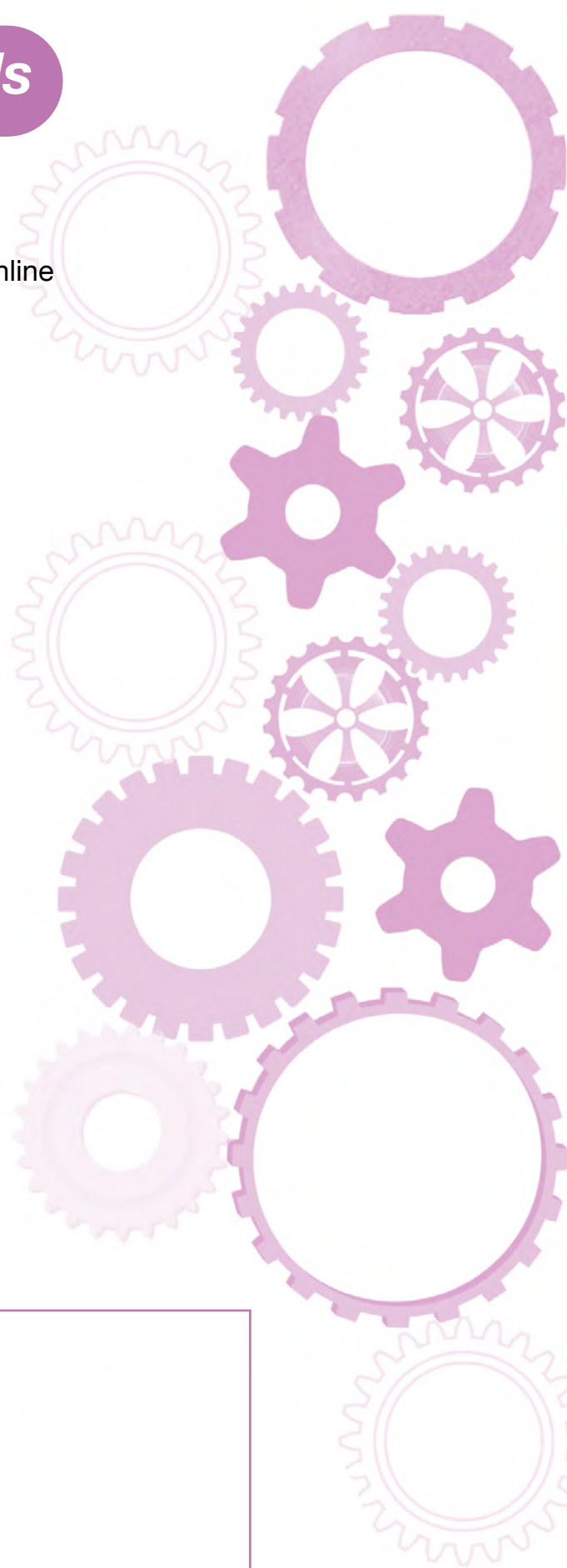
✿ Portfolios

To highlight skills, including transferable skills, which can then be embedded within a portfolio

✿ Labour Market Information

For participants to refer to when researching emerging occupations in order to understand the Literacy and Essential Skills used in the workplace

Notes/Comments:





Measure Up: Exploring Careers

Developed by SkillPlan – B.C. Construction Industry Skills Improvement Council

How can I access it?

Visit the SkillPlan website to access the tools:

- ✱ <http://www.skillplan.ca.previewmysite.com/measureup/english/explore.asp>

For more information, contact SkillPlan:

SkillPlan
405 – 3701 Hastings Street
Burnaby, BC V5C 2H6
Phone: (604) 436-1126
Fax: (604) 436-1149
Email: info@skillplan.ca

Cost: Free of charge

When do I use it?

- ✱ **Work/Occupational Information**

To give participants the opportunity to learn about work/occupations from a Literacy and Essential Skills point of view

- ✱ **Portfolios**

To highlight skills, including transferable skills, which can then be embedded within a portfolio

- ✱ **Labour Market Information**

For participants to refer to when researching emerging occupations in order to understand the Literacy and Essential Skills used in the workplace

Notes/Comments:

Essential Skills for Ontario's Tradespeople

Developed by College Sector Committee for Adult Upgrading

How can I access it?

Visit the College Sector Committee for Adult Upgrading website to access this tool:

✱ <http://www.csc.essentialskillsgroup.com/>

Cost: Free of charge

When do I use it?

✱ Work/Occupational Information

To give participants the opportunity to learn about work/occupations from a Literacy and Essential Skills point of view

✱ Portfolios

To highlight skills, including transferable skills, which can then be embedded within a portfolio

✱ Labour Market Information

For participants to refer to when researching emerging occupations in order to understand the Literacy and Essential Skills used in the workplace

Notes/Comments:





Employment Track Express

Developed by College Sector Committee for Adult Upgrading

How can I access it?

Download the PDF from the below link or contact the CSC directly:

College Sector Committee for Adult Upgrading
Exhibition Centre,
967 Falconbridge Road,
Sudbury, Ontario P3A 5K8
Phone: 705-675-2124
Fax: 705-675-8295

✱ Employment Track Express

Cost: Free of charge

When do I use it?

✱ Work/Occupational Information

To give participants the opportunity to learn about work/occupations from a Literacy and Essential Skills point of view

✱ Portfolios

To highlight skills, including transferable skills, which can then be embedded within a portfolio

✱ Labour Market Information

For participants to refer to when researching emerging occupations in order to understand the Literacy and Essential Skills used in the workplace

Notes/Comments:

Essential Skills to Research your Occupation

Developed by Literacy Link South Central

How can I access it?

Download the PDF from the below link or access a printable workbook by visiting the Literacy Link South Central website:

- ✿ <http://www.llsc.on.ca/node/99>
- ✿ Connecting Literacy and Employment through Essential Skills: Essential Skills to Research your Occupation

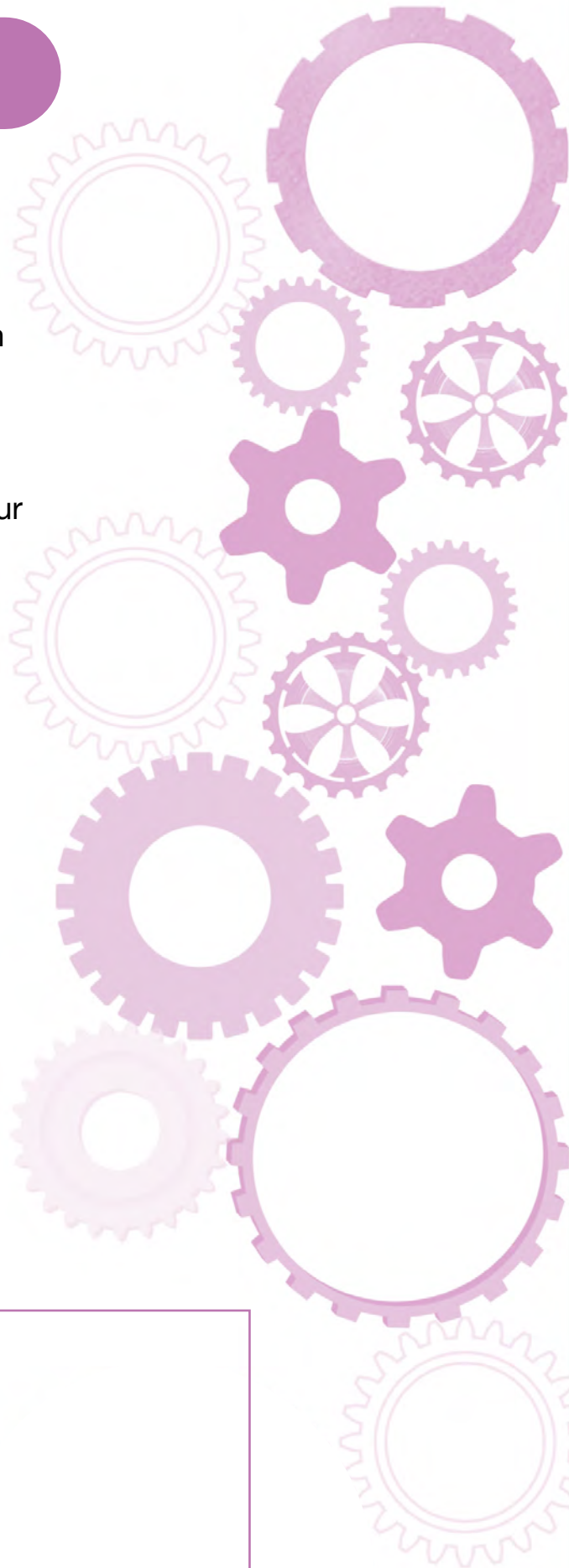
Cost: Free of charge

When do I use it?

- ✿ Labour Market Information

For participants to refer to when researching emerging occupations in order to understand the Literacy and Essential Skills used in the workplace

Notes/Comments:





Build your career with Essential Skills

Developed by The Essential Skills Group, Inc.

How can I access it?

Visit the Essential Skills Group, Inc. website to access this tool:

- ✿ <http://en.careers.essentialskillsgroup.com/index.php>

Cost: Free of charge

When do I use it?

- ✿ **Work/Occupational Information**

To give participants the opportunity to learn about work/occupations from a Literacy and Essential Skills point of view

- ✿ **Portfolios**

To highlight skills, including transferable skills, which can then be embedded within a portfolio

- ✿ **Labour Market Information**

For participants to refer to when researching emerging occupations in order to understand the Literacy and Essential Skills used in the workplace

Notes/Comments:

Ontario Skills Passport: Occupations and Tasks

Developed by the Ontario Ministries of Education
and of Training, Colleges and Universities

How can I access it?

The Ontario Skills Passport is available online. Visit the
webpage for this tool:

- ✳ http://skills.edu.gov.on.ca/OSPWeb/jsp/en/EO_workTasks.jsp

For more information about the Ontario Skills Passport, visit
the OSP website:

- ✳ <http://skills.edu.gov.on.ca/OSPWeb/jsp/en/login.jsp>

Cost: Free of charge

When do I use it?

- ✳ **Work/Occupational Information**

*To give participants the opportunity to learn
about work/occupations from a Literacy and
Essential Skills point of view*


- ✳ **Portfolios**

*To highlight skills, including transferable skills,
which can then be embedded within a portfolio*

- ✳ **Labour Market Information**

*For participants to refer to when researching
emerging occupations in order to understand
the Literacy and Essential Skills used in the
workplace*

Notes/Comments:





Ontario Skills Passport: Essential Skills and Work Habits

Developed by the Ontario Ministries of Education
and Training, Colleges and Universities

How can I access it?

The Ontario Skills Passport is available online. Visit the webpage for this tool:

- ✿ http://skills.edu.gov.on.ca/OSPWeb/jsp/en/EO_workHabits.jsp

For more information about the Ontario Skills Passport, visit the OSP website:

- ✿ <http://skills.edu.gov.on.ca/OSPWeb/jsp/en/login.jsp>

Cost: Free of charge

When do I use it?

- ✿ **Work/Occupational Information**

To give participants the opportunity to learn about work/occupations from a Literacy and Essential Skills point of view

- ✿ **Portfolios**

To highlight skills, including transferable skills, which can then be embedded within a portfolio

- ✿ **Labour Market Information**

For participants to refer to when researching emerging occupations in order to understand the Literacy and Essential Skills used in the workplace

Notes/Comments:

Essential Skills in the Gaming/Casino Industry

Developed by the Canadian Gaming Centre of Excellence (CGCE)

How can I access it?

Visit the CGCE website to access this online tool:

- ✿ <http://www.gamingcentreofexcellence.ca/essentialskills/index.cfm>

Cost: Free of charge

When do I use it?

- ✿ **Work/Occupational Information**

To give participants the opportunity to learn about work/occupations from a Literacy and Essential Skills point of view

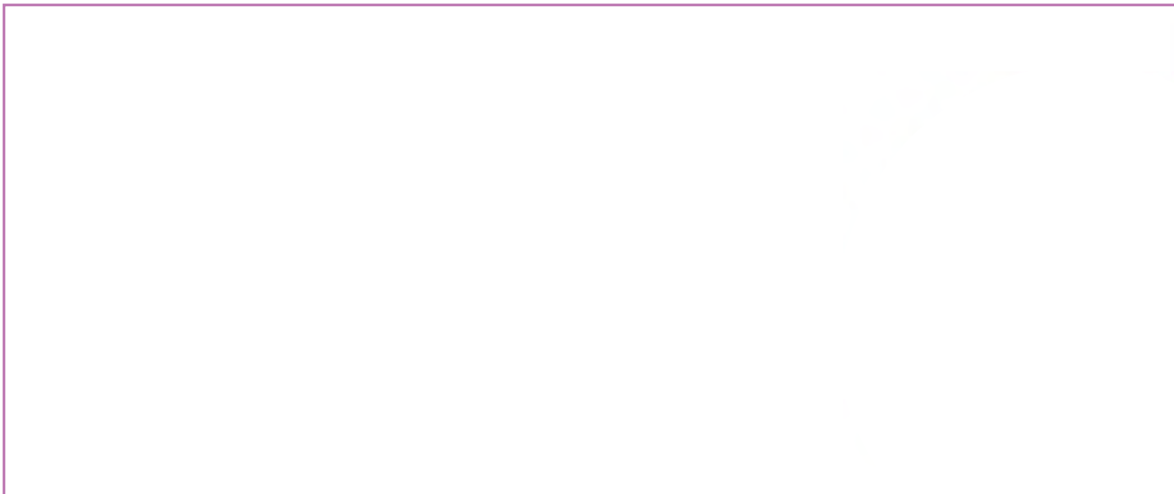
- ✿ **Portfolios**

To highlight skills, including transferable skills, which can then be embedded within a portfolio

- ✿ **Labour Market Information**

For participants to refer to when researching emerging occupations in order to understand the Literacy and Essential Skills used in the workplace

Notes/Comments:





Essential Skills: The obvious choice

Developed by the Canadian Plastics Sector Council of Canada (CPSC)

How can I access it?

Visit the CPSC website to access this online tool:

- ✱ <http://en.cpsc.essentialskillsgroup.com/index.php>

Cost: Free of charge

When do I use it?

- ✱ **Work/Occupational Information**

To give participants the opportunity to learn about work/occupations from a Literacy and Essential Skills point of view

- ✱ **Portfolios**

To highlight skills, including transferable skills, which can then be embedded within a portfolio

- ✱ **Labour Market Information**

For participants to refer to when researching emerging occupations in order to understand the Literacy and Essential Skills used in the workplace

Notes/Comments:

Profiles

Developed by Canadian Automotive Repair and Service Council

How can I access it?

Visit the Canadian Automotive Repair and Service Council website to access this tool:

✿ http://www.carsyouth.ca/content.cfm?c_id=35

For more information on the tool, visit:

✿ http://www.carsyouth.ca/content.cfm?p_id=38

Cost: Free of charge

When do I use it?

✿ Work/Occupational Information

To give participants the opportunity to learn about work/occupations from a Literacy and Essential Skills point of view


✿ Labour Market Information

For participants to refer to when researching emerging occupations in order to understand the Literacy and Essential Skills used in the workplace

Notes/Comments:



Section 3



How do I reach my goals?

This section provides Essential Skills resources to assist participants in discovering and/or taking the steps necessary to reach their goals.

When would you use these resources?

- ⚙ **Information Interviews**

To help participants prepare for an information interview

- ⚙ **Decision-Making**

To help participants make career, life, and learning decisions

- ⚙ **Creating an Action Plan**

To help participants determine steps to take to reach future goals

- ⚙ **Learning Options**

To help participants/job seekers increase their Essential Skills

- ⚙ **Job Retention**

To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general

- ⚙ **Job Matching and Placement Options**

To help participants determine work and career goals, which in turn assist with job matching and placement options



SCALES Road Map Tool

Developed by CONNECT Strategic Alliances

How can I access it?

Visit the CONNECT website to access this tool:

- ✱ SCALES Road Map Tool

Cost: Free of charge

When do I use it?

- ✱ **Decision-Making**
To help participants make career, life, and learning decisions
- ✱ **Creating an Action Plan**
To help participants determine steps to take to reach future goals
- ✱ **Learning Options**
To help participants/job seekers increase their Essential Skills
- ✱ **Job Retention**
To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general
- ✱ **Job Matching and Placement Options**
To help participants determine work and career goals, which in turn assist with job matching and placement options

Notes/Comments:

SCALES Computer Use Tool Kit

Developed by CONNECT Strategic Alliances

How can I access it?

Visit the CONNECT website to access this tool:

- ✱ **SCALES Computer Use Tool Kit**

Cost: Free of charge

When do I use it?

- ✱ **Learning Options**

To help participants/job seekers increase their Essential Skills

- ✱ **Job Retention**

To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general

- ✱ **Job Matching and Placement Options**

To help participants determine work and career goals, which in turn assist with job matching and placement options

Notes/Comments:



SCALES Literacy and Essential Skills Workshops

Developed by CONNECT Strategic Alliances

How can I access it?

Visit the CONNECT website to access this tool:

- ✱ **SCALES Literacy and Essential Skills Workshops**

Cost: Free of charge

When do I use it?

- ✱ **Decision-Making**
To help participants make career, life, and learning decisions
- ✱ **Creating an Action Plan**
To help participants determine steps to take to reach future goals
- ✱ **Learning Options**
To help participants/job seekers increase their Essential Skills

Notes/Comments:

Essential Skills Tip Sheets

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDFs from the below links or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

- ✱ Reading Tip Sheet (WP-101-01-01-09E)
- ✱ Document Use Tip Sheet (WP-071-1-03-08E)
- ✱ Computer Use Tip Sheet (WP-070-1-06-09E)
- ✱ Writing Tip Sheet (WP-109-1-02-09E)
- ✱ Oral Communication Tip Sheet (WP-072-1-03-08E)
- ✱ Working with Others Tip Sheet (WP-093-1-07-09E)
- ✱ Thinking Tip Sheet (WP-172-04-11E)

Cost: Free of charge

When do I use it?

- ✱ **Decision-Making**
To help participants make career, life, and learning decisions
- ✱ **Creating an Action Plan**
To help participants determine steps to take to reach future goals
- ✱ **Learning Options**
To help participants/job seekers increase their Essential Skills
- ✱ **Job Retention**
To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general

Notes/Comments:



Oral Communication Video - An Essential Skill in the Canadian Workplace

Developed by Human Resources and Skills
Development Canada (HRSDC)

How can I access it?

This tool is available on the LES Tools DVD (WP-122-08-09).

To order a copy of this DVD, visit Publications.

For more information, visit the HRSDC website:

- ✱ http://www.hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/tools_audience/oral_comm_video.shtml

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

Cost: Free of charge

When do I use it?

- ✱ **Creating an Action Plan**
To help participants determine steps to take to reach future goals
- ✱ **Learning Options**
To help participants/job seekers increase their Essential Skills
- ✱ **Job Retention**
To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general

Notes/Comments:

Communications Essentials: A Modular Workshop

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

This tool is available on the LES Tools DVD (WP-122-08-09).

To order a copy of this DVD, visit Publications.

For more information, visit the HRSDC website:

- ✱ http://www.hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/tools_audience/oral_comm_workshop.shtml

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

Cost: Free of charge

When do I use it?

- ✱ **Creating an Action Plan**

To help participants determine steps to take to reach future goals

- ✱ **Learning Options**

To help participants/job seekers increase their Essential Skills

- ✱ **Job Retention**

To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general

Notes/Comments:

Vocabulary Building Workbook

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

- ✱ Vocabulary Building Workbook (WP-102-12-09E)

Cost: Free of charge

When do I use it?

- ✱ **Information Interviews**
To help participants prepare for an information interview
- ✱ **Decision-Making**
To help participants make career, life, and learning decisions
- ✱ **Creating an Action Plan**
To help participants determine steps to take to reach future goals
- ✱ **Learning Options**
To help participants/job seekers increase their Essential Skills
- ✱ **Job Retention**
To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general

Notes/Comments:

Essential Skills and Apprenticeship Tool Kit

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDFs from the below links or, to order hard copies, visit Publications. Information is also available at the tool's webpage:

- ✳ http://www.hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/tools.shtml#tabs2_4

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

- ✳ Trades Math Workbook (WP-145-03-10E)
- ✳ Before Training: Resources to Improve Your Essential Skills (WP-138-10-09E)
- ✳ Essential Skills for Your Apprenticeship Training (WP-136-10-09E)
- ✳ Using Essential Skills: Preparing for Your Interprovincial Red Seal Exam (WP-137-10-09E)

Cost: Free of charge

When do I use it?

- ✳ Information Interviews
To help participants prepare for an information interview
- ✳ Decision-Making
To help participants make career, life, and learning decisions
- ✳ Creating an Action Plan
To help participants determine steps to take to reach future goals
- ✳ Learning Options
To help participants/job seekers increase their Essential Skills
- ✳ Job Retention
To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general

Notes/Comments:

Employment Track Express

Developed by College Sector Committee for Adult Upgrading

How can I access it?

Download the PDF from the below link or contact the CSC directly:

College Sector Committee for Adult Upgrading
Exhibition Centre,
967 Falconbridge Road,
Sudbury, Ontario P3A 5K8
Phone: 705-675-2124
Fax: 705-675-8295

- ✱ Employment Track Express

Cost: Free of charge

When do I use it?

- ✱ **Information Interviews**
To help participants prepare for an information interview
- ✱ **Decision-Making**
To help participants make career, life, and learning decisions
- ✱ **Creating an Action Plan**
To help participants determine steps to take to reach future goals
- ✱ **Learning Options**
To help participants/job seekers increase their Essential Skills
- ✱ **Job Retention**
To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general

Notes/Comments:

Essential Skills for Ontario's Tradespeople

Developed by College Sector Committee for Adult Upgrading

How can I access it?

Visit the College Sector Committee for Adult Upgrading website to access this tool:

✿ <http://www.csc.essentialskillsgroup.com/>

Cost: Free of charge

When do I use it?

✿ **Decision-Making**

To help participants make career, life, and learning decisions

✿ **Creating an Action Plan**

To help participants determine steps to take to reach future goals

✿ **Learning Options**

To help participants/job seekers increase their Essential Skills

✿ **Job Retention**

To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general

✿ **Job Matching and Placement Options**

To help participants determine work and career goals, which in turn assist with job matching and placement options

Notes/Comments:



Build your career with Essential Skills

Developed by The Essential Skills Group, Inc.

How can I access it?

Visit the Essential Skills Group, Inc. website to access this tool:

- ✱ <http://en.careers.essentialskillsgroup.com/index.php>

Cost: Free of charge

When do I use it?

- ✱ **Decision-Making**
To help participants make career, life, and learning decisions
- ✱ **Creating an Action Plan**
To help participants determine steps to take to reach future goals
- ✱ **Learning Options**
To help participants/job seekers increase their Essential Skills
- ✱ **Job Retention**
To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general
- ✱ **Job Matching and Placement Options**
To help participants determine work and career goals, which in turn assist with job matching and placement options

Notes/Comments:

Essential Skills for Aboriginal Futures

Developed by ACCESS

How can I access it?

Visit the ACCESS website:

✱ <http://esaf.accessfutures.com/>

Cost: Free of charge

When do I use it?

✱ Information Interviews

To help participants prepare for an information interview

✱ Decision-Making

To help participants make career, life, and learning decisions

✱ Creating an Action Plan

To help participants determine steps to take to reach future goals

✱ Learning Options

To help participants/job seekers increase their Essential Skills

✱ Job Retention

To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general

✱ Job Matching and Placement Options

To help participants determine work and career goals, which in turn assist with job matching and placement options

Notes/Comments:

Spotlight on Change

Developed by Project Read

How can I access it?

Download the PDF from the below link or visit the Project Read website to access this tool:

- ✱ <http://www.projectread.ca/>
- ✱ Spotlight on Change

Cost: Free of charge

When do I use it?

- ✱ **Information Interviews**
To help participants prepare for an information interview
- ✱ **Decision-Making**
To help participants make career, life, and learning decisions
- ✱ **Creating an Action Plan**
To help participants determine steps to take to reach future goals
- ✱ **Learning Options**
To help participants/job seekers increase their Essential Skills
- ✱ **Job Retention**
To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general
- ✱ **Job Matching and Placement Options**
To help participants determine work and career goals, which in turn assist with job matching and placement options

Notes/Comments:

On the Way to Work Resource Binder

Developed by Project Read

How can I access it?

Visit Project Read's website for more information:

✱ <http://www.projectread.ca/resources/publications>

To order the publication please email
info@projectread.ca with your contact information and
the titles of the publications that interest you.

Cost: \$95.00 plus Shipping and Handling

When do I use it?

✱ Decision-Making

To help participants make career, life, and learning decisions

✱ Learning Options

To help participants/job seekers increase their Essential Skills

✱ Job Retention

*To provide an opportunity to gain skills and learn about
skills needed for success in specific occupations and in the
workplace in general*

✱ Job Matching and Placement Options

*To help participants determine work and career goals, which
in turn assist with job matching and placement options*

Notes/Comments:

Construction Zone Resource Binder

Developed by Project Read

How can I access it?

Visit Project Read's website for more information:

- ✱ <http://www.projectread.ca/resources/publications>

To order the publication please email info@projectread.ca with your contact information and the titles of the publications that interest you.

Cost: : \$75.00 plus Shipping and Handling

When do I use it?

- ✱ **Decision-Making**
To help participants make career, life, and learning decisions
- ✱ **Learning Options**
To help participants/job seekers increase their Essential Skills
- ✱ **Job Retention**
To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general
- ✱ **Job Matching and Placement Options**
To help participants determine work and career goals, which in turn assist with job matching and placement options

Notes/Comments:

Measure Up: Workbooks

Developed by SkillPlan – B.C. Construction Industry Skills Improvement Council

How can I access it?

Visit the SkillPlan website to access the tools:

- ✱ <http://www.skillplan.ca.previewmysite.com/measureup/english/workbooks.asp>

For more information, contact SkillPlan:

SkillPlan
405 – 3701 Hastings Street
Burnaby, BC V5C 2H6
Phone: (604) 436-1126
Fax: (604) 436-1149
Email: info@skillplan.ca

Cost: Free of charge

When do I use it?

- ✱ **Information Interviews**
To help participants prepare for an information interview
- ✱ **Decision-Making**
To help participants make career, life, and learning decisions
- ✱ **Creating an Action Plan**
To help participants determine steps to take to reach future goals
- ✱ **Learning Options**
To help participants/job seekers increase their Essential Skills
- ✱ **Job Retention**
To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general
- ✱ **Job Matching and Placement Options**
To help participants determine work and career goals, which in turn assist with job matching and placement options

Notes/Comments:



Essential Skills to Research your Occupation

Developed by Literacy Link South Central

How can I access it?

Download the PDF from the below link or access a printable workbook by visiting the Literacy Link South Central website:

- ✱ <http://www.llsc.on.ca/node/99>
- ✱ Connecting Literacy and Employment through Essential Skills: Essential Skills to Research your Occupation

Cost: Free of charge

When do I use it?

- ✱ **Information Interviews**
To help participants prepare for an information interview
- ✱ **Decision-Making**
To help participants make career, life, and learning decisions
- ✱ **Creating an Action Plan**
To help participants determine steps to take to reach future goals

Notes/Comments:

National Adult Literacy Database

Developed by the National Adult Literacy Database (NALD)

How can I access it?

Visit the NALD website to access this tool:

✱ <http://naldatwork.ca/>

Cost: Free of charge

When do I use it?

✱ **Learning Options**

*To help participants/job seekers increase their
Essential Skills*

Notes/Comments:



Summer in Smallywood

Developed by the Centre for Skills Development & Training and the Halton Industry Education Council

How can I access it?

Visit the Summer in Smallywood website to access this online tool:

✿ <http://summerinsmallywood.ca/>

Cost: Free of charge

When do I use it?

- ✿ **Learning Options**

To help participants/job seekers increase their Essential Skills

- ✿ **Job Retention**

To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general

- ✿ **Job Matching and Placement Options**

To help participants determine work and career goals, which in turn assist with job matching and placement options

Notes/Comments:

Essential Skills Assessment Tool

Developed by Canadian Automotive Repair and Service Council

How can I access it?

Visit the Canadian Automotive Repair and Service Council's assessment tool webpage to access:

✱ http://www.carsyouth.ca/content.cfm?g_id=71

For more information on the tool, visit:

✱ http://www.carsyouth.ca/content.cfm?p_id=38

Cost: Free of charge

When do I use it?

✱ Decision-Making

To help participants make career, life, and learning decisions

✱ Creating an Action Plan

To help participants determine steps to take to reach future goals

✱ Learning Options

To help participants/job seekers increase their Essential Skills

✱ Job Retention

To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general

✱ Job Matching and Placement Options

To help participants determine work and career goals, which in turn assist with job matching and placement options

Notes/Comments:



Essential Skills Tools

Developed by the Construction Sector Council

How can I access it?

Visit the Construction Sector Council's website to access this online tool:

- ✱ <http://www.csc-ca.org/en/catalog/essential-skills/essential-skills-tools>

Cost: Free of charge to download. Some tools are also available to purchase and additional info can be found on the website.

When do I use it?

- ✱ **Learning Options**

To help participants/job seekers increase their Essential Skills

- ✱ **Job Retention**

To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general

Notes/Comments:

Essential Skills: The obvious choice

Developed by the Canadian Plastics Sector Council
of Canada (CPSC)

How can I access it?

Visit the CPSC website to access this online tool:

✳ <http://en.cpsc.essentialskillsgroup.com/index.php>

Cost: Free of charge

When do I use it?

✳ **Information Interviews**

To help participants prepare for an information interview

✳ **Decision-Making**

To help participants make career, life, and learning decisions

✳ **Creating an Action Plan**

To help participants determine steps to take to reach future goals

✳ **Learning Options**

To help participants/job seekers increase their Essential Skills

✳ **Job Retention**

To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general

✳ **Job Matching and Placement Options**

To help participants determine work and career goals, which in turn assist with job matching and placement options

Notes/Comments:



Essential Skills in the Gaming/Casino Industry

Developed by the Canadian Gaming Centre of Excellence (CGCE)

How can I access it?

Visit the CGCE website to access this online tool:

- ✱ <http://www.gamingcentreofexcellence.ca/essentialskills/index.cfm>

Cost: Free of charge

When do I use it?

- ✱ **Decision-Making**
To help participants make career, life, and learning decisions
- ✱ **Creating an Action Plan**
To help participants determine steps to take to reach future goals
- ✱ **Learning Options**
To help participants/job seekers increase their Essential Skills
- ✱ **Job Retention**
To provide an opportunity to gain skills and learn about skills needed for success in specific occupations and in the workplace in general
- ✱ **Job Matching and Placement Options**
To help participants determine work and career goals, which in turn assist with job matching and placement options

Notes/Comments:

Section 4



This section provides Essential Skills resources to assist participants in discovering and/or taking the steps necessary to reach their goals.

When would you use these resources?

⚙ **Resumes:**

To assist participants who are writing their resume

⚙ **Cover Letters:**

To assist participants who are writing a cover letter

⚙ **Job Applications:**

To assist participants when they complete an application form

⚙ **Interviews:**

To assist participants preparing for an interview

⚙ **Job Search Methods:**

To assist participants during their job search process



SCALES Road Map Tool

Developed by CONNECT Strategic Alliances

How can I access it?

Visit the CONNECT website to access this tool:

- ⚙ SCALES Road Map Tool

Cost: Free of charge

When do I use it?

- ⚙ **Resumes:**

To assist participants who are writing their resume

- ⚙ **Cover Letters:**

To assist participants who are writing a cover letter

- ⚙ **Job Applications:**

To assist participants when they need to complete an application form

- ⚙ **Interviews:**

To assist participants preparing for an interview

- ⚙ **Job Search Methods:**

To assist participants during their job search process

Notes/Comments:





SCALES Computer Use Tool

Developed by CONNECT Strategic Alliances

How can I access it?

Visit the CONNECT website to access this tool:

- ✱ SCALES Computer Use Tool Kit

Cost: Free of charge

When do I use it?

- ✱ Resumes:

To assist participants who are writing their resume

- ✱ Job Applications:

To assist participants when they complete an application form

- ✱ Job Search Methods:

To assist participants during their job search process

Notes/Comments:

SCALES Literacy and Essential Skills Workshops

Developed by CONNECT Strategic Alliances

How can I access it?

Visit the CONNECT website to access this tool:

- ✱ SCALES Literacy and Essential Skills Workshops

Cost: Free of charge

When do I use it?

- ✱ Job Search Methods

To assist participants during their job search process

Notes/Comments:



SCALES Resume Statement Tool

Developed by CONNECT Strategic Alliances

How can I access it?

Visit the CONNECT website to access this tool:

⚙ SCALES Resume Statement Tool

Cost: Free of charge

When do I use it?

⚙ Resumes:

To assist participants who are writing their resume

Notes/Comments:

Ontario Skills Passport: OSP Self -Assessments

Developed by the Ontario Ministries of Education
and of Training, Colleges and Universities

How can I access it?

The Ontario Skills Passport is available online. Visit the
webpage for this tool:

✿ <http://skills.edu.gov.on.ca/OSPWeb/jsp/en/PortfolioBuilder.jsp>

For more information about the Ontario Skills Passport, visit the
OSP website:

✿ <http://skills.edu.gov.on.ca/OSPWeb/jsp/en/login.jsp>

Cost: Free of charge

When do I use it?

✿ **Resumes:**

To assist participants who are writing their resume

✿ **Job Applications:**

*To assist participants when they need to complete an
application form*

✿ **Job Search Methods:**

To assist participants during their job search process

Notes/Comments:



Original Essential Skills Profiles

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

These profiles are available online:

- ✱ http://www10.hrsdc.gc.ca/es/english/all_profiles.aspx

Visit this site to search the profiles:

- ✱ <http://www10.hrsdc.gc.ca/es/English/SearchMain.aspx>

See the below link to learn more about how Essential Skills Profiles are developed and used:

- ✱ Readers' Guide to Essential Skills Profiles.

Cost: Free of charge

When do I use it?

- ✱ **Resumes:**

To assist participants who are writing their resume

- ✱ **Cover Letters:**

To assist participants who are writing a cover letter

- ✱ **Job Applications:**

To assist participants when they complete an application form

- ✱ **Interviews:**

To assist participants preparing for an interview

- ✱ **Job Search Methods:**

To assist participants during their job search process

Notes/Comments:

Updated Essential Skills Profiles

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

These profiles are available online:

- ✱ http://www.rhdcc-hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/NOC/updated_profiles.shtml

Cost: Free of charge

When do I use it?

- ✱ **Resumes:**
To assist participants who are writing their resume
- ✱ **Cover Letters:**
To assist participants who are writing a cover letter
- ✱ **Job Applications:**
To assist participants when they need to complete an application form
- ✱ **Interviews:**
To assist participants preparing for an interview
- ✱ **Job Search Methods:**
To assist participants during their job search process

Notes/Comments:



Vocabulary Building Workbook

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

- ✱ Vocabulary Building Workbook (WP-102-12-09E)

Cost: Free of charge

When do I use it?

- ✱ Job Applications:

To assist participants when they complete an application form

- ✱ Job Search Methods:

To assist participants during their job search process

Notes/Comments:

Oral Communication Video - An Essential Skill in the Canadian Workplace

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

This tool is available on the LES Tools DVD (WP-122-08-09).

To order a copy of this DVD, visit Publications.

For more information, visit the HRSDC website:

⚙ http://www.hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/tools_audience/oral_comm_video.shtml

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

Cost: Free of charge

When do I use it?

⚙ Interviews:

To assist participants preparing for an interview

Notes/Comments:



Essential Skills to Market Yourself with a Resume and Cover Letter

Developed by Literacy Link South Central

How can I access it?

Download the PDF from the below link or access a printable workbook by visiting the Literacy Link South Central website:

- ✱ <http://www.llsc.on.ca/node/99>
- ✱ Connecting Literacy and Employment through Essential Skills: Essential Skills to Market Yourself with a Resume and Cover Letter

Cost: Free of charge

When do I use it?

- ✱ **Resumes:**
To assist participants who are writing their resume
- ✱ **Cover Letters:**
To assist participants who are writing a cover letter

Notes/Comments:

Essential Skills to Search for Jobs

Developed by Literacy Link South Central

How can I access it?

Download the PDF from the below link or access a printable workbook by visiting the Literacy Link South Central website:

- ✿ <http://www.llsc.on.ca/node/99>
- ✿ Connecting Literacy and Employment through Essential Skills: Essential Skills to Search for Jobs

Cost: Free of charge

When do I use it?

- ✿ Job Search Methods:
To assist participants during their job search process

Notes/Comments:



Essential Skills to Market Yourself at the Interview

Developed by Literacy Link South Central

How can I access it?

Download the PDF from the below link or access a printable workbook by visiting the Literacy Link South Central website:

- ✿ <http://www.llsc.on.ca/node/99>
- ✿ Connecting Literacy and Employment through Essential Skills: Essential Skills to Market Yourself with a Resume and Cover Letter

Cost: Free of charge

When do I use it?

- ✿ Interviews:
To assist participants preparing for an interview

Notes/Comments:

Essential Skills to Research your Occupation

Developed by Literacy Link South Central

How can I access it?

Download the PDF from the below link or access a printable workbook by visiting the Literacy Link South Central website:

- ✿ <http://www.llsc.on.ca/node/99>
- ✿ Connecting Literacy and Employment through Essential Skills: Essential Skills to Research your Occupation

Cost: Free of charge

When do I use it?

- ✿ Resumes:
To assist participants who are writing their resume
- ✿ Cover Letters:
To assist participants who are writing a cover letter
- ✿ Job Applications:
To assist participants when they need to complete an application form

Notes/Comments:



THIRDQUARTER

Developed by the Manitoba, British Columbia, Saskatchewan and Atlantic Provinces Chambers of Commerce

How can I access it?

Visit the THIRDQUARTER website to access this online tool:

- ✱ <http://www.thirdquarter.ca/en/about-thirdquarter.cfm>

Cost: Free of charge

When do I use it?

- ✱ **Resumes:**

To assist participants who are writing their resume

- ✱ **Job Search Methods:**

To assist participants during their job search process

Notes/Comments:

Section 5

Literacy and Essential Skills Resources for Career Practitioners to use with Employers

This section provides resources to assist career practitioners with introducing, sharing and/or using Essential Skills tools with employers.

When would you use these resources?

⚙ Training Plans

To assist employers in creating job descriptions and training plans

⚙ Human Resources

To assist employers with their Human Resource practices

⚙ Awareness-raising

To promote the importance of Literacy and Essential Skills in the workplace

SCALES Job Posting Tool

Developed by CONNECT Strategic Alliances

How can I access it?

Visit the CONNECT website to access this tool:

- ✱ SCALES Job Posting Tool

Cost: Free of charge

When do I use it?

- ✱ Training Plans

To assist employers in creating job descriptions and training plans

- ✱ Human Resources

To assist employers with their Human Resource practices

- ✱ Awareness-raising

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:



Original Essential Skills Profiles

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

These profiles are available online:

- ✱ http://www10.hrsdc.gc.ca/es/english/all_profiles.aspx

Visit this site to search the profiles:

- ✱ <http://www10.hrsdc.gc.ca/es/English/SearchMain.aspx>

See the below link to learn more about how Essential Skills Profiles are developed and used:

- ✱ Readers' Guide to Essential Skills Profiles.

Cost: Free of charge

When do I use it?

- ✱ Training Plans

To assist employers in creating job descriptions and training plans

- ✱ Human Resources

To assist employers with their Human Resource practices

- ✱ Awareness-raising

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:

Updated Essential Skills Profiles

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

These profiles are available online:

- ✱ http://www.rhdcc-hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/NOC/updated_profiles.shtml

Cost: Free of charge

When do I use it?

- ✱ **Training Plans**

To assist employers in creating job descriptions and training plans

- ✱ **Human Resources**

To assist employers with their Human Resource practices

- ✱ **Awareness-raising**

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:



Building Essential Skills in the Workplace

Developed by Human Resources and Skills Development
Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order
hard copies, visit Publications.

Note: You will need the departmental catalogue
number (beginning with WP) to place an order.

- ✱ Building Essential Skills in the Workplace
(WP-044-08-07E)

Cost: Free of charge

When do I use it?

- ✱ Awareness-raising

*To promote the importance of Literacy and
Essential Skills in the workplace*

Notes/Comments:

Essential Skills in the Workplace: What's in it for you?

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

- ✱ Essential Skills in the Workplace: What's in it for you? (WP-160-03-11)

Cost: Free of charge

When do I use it?

- ✱ Awareness-raising

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:



Sector Council Essential Skills Initiatives: Case Studies

Developed by Human Resources and Skills Development
Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order
hard copies, visit Publications.

Note: You will need the departmental catalogue
number (beginning with WP) to place an order.

- ✱ Sector Council Essential Skills Initiatives:
Case Studies (WP-061-03-08E)

Cost: Free of charge

When do I use it?

- ✱ Awareness-raising

*To promote the importance of Literacy and
Essential Skills in the workplace*

Notes/Comments:

What Are Essential Skills?

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below links or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

- ⚙ What are Essential Skills? (WP-077-12-09)

Cost: Free of charge

When do I use it?

- ⚙ Awareness-raising

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:



Literacy and Essential Skills Toolkit - Postcard

Developed by Human Resources and Skills Development
Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order
hard copies, visit Publications.

Note: You will need the departmental catalogue
number (beginning with WP) to place an order.

- ✱ Literacy and Essential Skills Toolkit - Postcard
(WP-094-01-09)

Cost: Free of charge

When do I use it?

- ✱ Awareness-raising

*To promote the importance of Literacy and
Essential Skills in the workplace*

Notes/Comments:

Essential Skills for Success

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Visit the HRSDC website to download:

- ✱ http://www.hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/tools.shtml#tabs2_1

To order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

Cost: Free of charge

When do I use it?

- ✱ **Training Plans**

To assist employers in creating job descriptions and training plans

- ✱ **Human Resources**

To assist employers with their Human Resource practices

- ✱ **Awareness-raising**

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:



What are Essential Skills for the Trades?

Developed by Human Resources and Skills Development
Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard
copies, visit Publications.

Note: You will need the departmental catalogue number
(beginning with WP) to place an order.

- ✱ What are Essential Skills for the Trades?
(WP-123-10-09E)

Cost: Free of charge

When do I use it?

- ✱ Awareness-raising

*To promote the importance of Literacy and
Essential Skills in the workplace*

Notes/Comments:

Paper-Based Indicators

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDFs from the below links or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

- ⚙ Reading Indicator (WP-039-01-09E)
- ⚙ Document Use Indicator (WP-040-01-09E)
- ⚙ Numeracy Indicator (WP-038-01-09E)

Cost: Free of charge

When do I use it?

⚙ Training Plans

To assist employers in creating job descriptions and training plans

⚙ Human Resources

To assist employers with their Human Resource practices

⚙ Awareness-raising

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:



Online Indicators

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

These tools are available online at the HRSDC website:

- ✱ http://www.hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/tools_audience/general/online_indicator.shtml

Cost: Free of charge

When do I use it?

- ✱ **Training Plans**

To assist employers in creating job descriptions and training plans

- ✱ **Human Resources**

To assist employers with their Human Resource practices

- ✱ **Awareness-raising**

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:

Essential Skills Self-Assessments

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDFs from the below links or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

- ✱ Reading Self-Assessment (WP-086-07-09E)
- ✱ Document Use Self-Assessment (WP-087-11-09E)
- ✱ Numeracy Self-Assessment (WP-088-07-09E)
- ✱ Computer Use Self-Assessment (WP-084-07-09E)
- ✱ Writing Self-Assessment (WP-085-07-09E)
- ✱ Oral Communication Self-Assessment (WP-083-07-09E)
- ✱ Continuous Learning Self-Assessment (WP-089-07-09E)
- ✱ Working with Others Self-Assessment (WP-090-07-09E)
- ✱ Thinking Skills Self-Assessment (WP-169-03-11E)

Cost: Free of charge

When do I use it?

✱ Training Plans

To assist employers in creating job descriptions and training plans

✱ Human Resources

To assist employers with their Human Resource practices

✱ Awareness-raising

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:



Workplace Survey

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

✱ Workplace Survey (WP-028-01-09E)

Cost: Free of charge

When do I use it?

✱ **Training Plans**

To assist employers in creating job descriptions and training plans

✱ **Human Resources**

To assist employers with their Human Resource practices

✱ **Awareness-raising**

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:

Workplace Check-Up

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

- ✱ Workplace Check-Up (WP-029-01-09E)

Cost: Free of charge

When do I use it?

- ✱ **Training Plans**

To assist employers in creating job descriptions and training plans

- ✱ **Human Resources**

To assist employers with their Human Resource practices

- ✱ **Awareness-raising**

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:



Hiring Checklist

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

⚙ Hiring Checklist (WP-031-01-09E)

Cost: Free of charge

When do I use it?

⚙ Human Resources

To assist employers with their Human Resource practices

⚙ Awareness-raising

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:

Essential Skills Interview Assistant

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

This tool is available on the LES Tools DVD (WP-122-08-09).

To order a copy of this DVD, visit Publications.

For more information, visit the HRSDC website:

- ✱ http://www.rhdcc-hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/tools_audience/esia.shtml

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

Cost: Free of charge

When do I use it?

- ✱ Human Resources

To assist employers with their Human Resource practices

- ✱ Awareness-raising

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:

Passport

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

✱ Passport (WP-037-06-09E)

Cost: Free of charge

When do I use it?

✱ Training Plans

To assist employers in creating job descriptions and training plans

✱ Human Resources

To assist employers with their Human Resource practices

✱ Awareness-raising

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:

Portfolio

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

- ✱ Portfolio (WP-036-06-09E)

Cost: Free of charge

When do I use it?

- ✱ **Training Plans**

To assist employers in creating job descriptions and training plans

- ✱ **Human Resources**

To assist employers with their Human Resource practices

- ✱ **Awareness-raising**

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:



Developing Partnerships to Support Literacy and Essential Skills

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or visit the HRSDC website to access this tool:

- ✱ http://www.hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/tools_audience/Developing_Partnerships.shtml
- ✱ Developing Partnerships to support Literacy and Essential Skills

Cost: Free of charge

When do I use it?

- ✱ **Training Plans**

To assist employers in creating job descriptions and training plans

- ✱ **Human Resources**

To assist employers with their Human Resource practices

- ✱ **Awareness-raising**

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:

Essential Skills Tip Sheets

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDFs from the below links or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

- ✱ Reading Tip Sheet (WP-101-01-01-09E)
- ✱ Document Use Tip Sheet (WP-071-1-03-08E)
- ✱ Computer Use Tip Sheet (WP-070-1-06-09E)
- ✱ Writing Tip Sheet (WP-109-1-02-09E)
- ✱ Oral Communication Tip Sheet (WP-072-1-03-08E)
- ✱ Working with Others Tip Sheet (WP-093-1-07-09E)
- ✱ Thinking Tip Sheet (WP-172-04-11E)

Cost: Free of charge

When do I use it?

- ✱ Training Plans

To assist employers in creating job descriptions and training plans

- ✱ Human Resources

To assist employers with their Human Resource practices

- ✱ Awareness-raising

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:



Training Activities

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

✱ Training Activities (WP-030-01-09E)

Cost: Free of charge

When do I use it?

✱ Training Plans

To assist employers in creating job descriptions and training plans

✱ Human Resources

To assist employers with their Human Resource practices

✱ Awareness-raising

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:

Taking Action: A Guide

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

✱ Taking Action: A Guide (WP-059-06-09E)

Cost: Free of charge

When do I use it?

✱ Training Plans

To assist employers in creating job descriptions and training plans

✱ Human Resources

To assist employers with their Human Resource practices

✱ Awareness-raising

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:



Taking Action: An Introduction

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

- ✱ Taking Action: A Introduction (WP-062-03-09E)

Cost: Free of charge

When do I use it?

- ✱ **Training Plans**

To assist employers in creating job descriptions and training plans

- ✱ **Human Resources**

To assist employers with their Human Resource practices

- ✱ **Awareness-raising**

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:

Problem Solved! A Guide for Employers and Practitioners

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

- ✱ Problem Solved! A Guide for Employers and Practitioners (WP-063-03-08E)

Cost: Free of charge

When do I use it?

- ✱ **Training Plans**

To assist employers in creating job descriptions and training plans

- ✱ **Human Resources**

To assist employers with their Human Resource practices

- ✱ **Awareness-raising**

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:



Job Enhancement and Essential Skills

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

- ✱ Job Enhancement and Essential Skills (WP-091-07-09E)

Cost: Free of charge

When do I use it?

- ✱ Training Plans

To assist employers in creating job descriptions and training plans

- ✱ Human Resources

To assist employers with their Human Resource practices

- ✱ Awareness-raising

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:

Mentoring and Essential Skills

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

- ✱ Mentoring and Essential Skills (WP-092-07-09E)

Cost: Free of charge

When do I use it?

- ✱ **Training Plans**

To assist employers in creating job descriptions and training plans

- ✱ **Human Resources**

To assist employers with their Human Resource practices

- ✱ **Awareness-raising**

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:



Oral Communication Video - An Essential Skill in the Canadian Workplace

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

This tool is available on the LES Tools DVD (WP-122-08-09).

To order a copy of this DVD, visit Publications.

For more information, visit the HRSDC website:

- ✱ http://www.hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/tools_audience/oral_comm_video.shtml

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

Cost: Free of charge

When do I use it?

- ✱ **Training Plans**

To assist employers in creating job descriptions and training plans

- ✱ **Human Resources**

To assist employers with their Human Resource practices

- ✱ **Awareness-raising**

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:

Communications Essentials: A Modular Workshop

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

This tool is available on the LES Tools DVD (WP-122-08-09).

To order a copy of this DVD, visit Publications.

For more information, visit the HRSDC website:

- ✱ http://www.hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/tools_audience/oral_comm_workshop.shtml

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

Cost: Free of charge

When do I use it?

- ✱ **Training Plans**

To assist employers in creating job descriptions and training plans

- ✱ **Human Resources**

To assist employers with their Human Resource practices

- ✱ **Awareness-raising**

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:



Ontario Skills Passport: Create a Job Ad or Job Description

Developed by the Ontario Ministries of Education
and Training, Colleges and Universities

How can I access it?

The Ontario Skills Passport is available online. Visit the webpage for this tool:

✱ http://skills.edu.gov.on.ca/OSPWeb/jsp/en/JAD/JAD_startJAD.jsp

For more information about the Ontario Skills Passport, visit the OSP website:

✱ <http://skills.edu.gov.on.ca/OSPWeb/jsp/en/login.jsp>

Cost: Free of charge

When do I use it?

✱ **Training Plans**

To assist employers in creating job descriptions and training plans

✱ **Human Resources**

To assist employers with their Human Resource practices

✱ **Awareness-raising**

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:

Ontario Skills Passport: Tips for Interviewing and Hiring

Developed by the Ontario Ministries of Education and Training, Colleges and Universities

How can I access it?

Download the PDF from the below link:

- ✱ Ontario Skills Passport: Tips for Interviewing and Hiring

For more information about the Ontario Skills Passport, visit the OSP website:

- ✱ <http://skills.edu.gov.on.ca/OSPWeb/jsp/en/login.jsp>

Cost: Free of charge

When do I use it?

- ✱ Training Plans

To assist employers in creating job descriptions and training plans

- ✱ Human Resources

To assist employers with their Human Resource practices

- ✱ Awareness-raising

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:



Ontario Skills Passport: Create A Workplan

Developed by the Ontario Ministries of Education
and Training, Colleges and Universities

How can I access it?

The Ontario Skills Passport is available online. Visit the webpage for this tool:

- ✱ <http://skills.edu.gov.on.ca/OSPWeb/jsp/en/FirstStepToCreateAWorkPlan.jsp?planType=Work>

For more information about the Ontario Skills Passport, visit the OSP website:

- ✱ <http://skills.edu.gov.on.ca/OSPWeb/jsp/en/login.jsp>

Cost: Free of charge

When do I use it?

- ✱ Training Plans

To assist employers in creating job descriptions and training plans

- ✱ Human Resources

To assist employers with their Human Resource practices

- ✱ Awareness-raising

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:

Ontario Skills Passport: Tips for Giving Feedback on Job Performances

Developed by the Ontario Ministries of Education and Training, Colleges and Universities

How can I access it?

Download the PDF from the below link:

- ✱ Ontario Skills Passport: Tips for Giving Feedback on Job Performances

For more information about the Ontario Skills Passport, visit the OSP website:

- ✱ <http://skills.edu.gov.on.ca/OSPWeb/jsp/en/login.jsp>

Cost: Free of charge

When do I use it?

- ✱ Training Plans

To assist employers in creating job descriptions and training plans

- ✱ Human Resources

To assist employers with their Human Resource practices

- ✱ Awareness-raising

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:



Pathways to Success

Developed by Conestoga College

How can I access it?

Click on the below link to access the video directly:

- ✱ Pathways to Success

For additional information visit the Conestoga College website:

- ✱ <http://www.conestogac.on.ca/caa/skills/pathways.jsp>

For more information about Essential Skills training, e-mail the Conestoga College Career Centre, at careercentre@conestogac.on.ca.

Employers who are interested in using Essential Skills in the workplace, please contact Pam Jadischke, pjadischke@conestogac.on.ca.

Cost: Free of charge

When do I use it?

- ✱ Awareness-raising

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:

Essential Skills Tools

Developed by the Construction Sector Council

How can I access it?

Visit the Construction Sector Council's website to access this online tool:

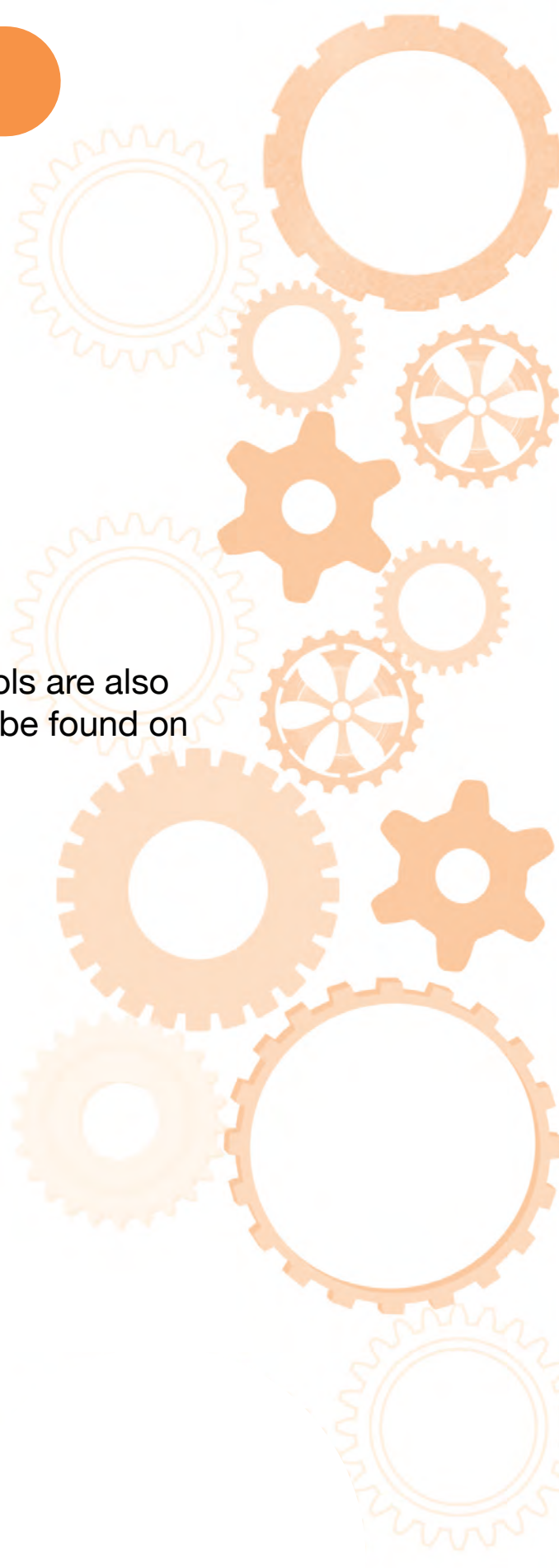
- ✱ <http://www.csc-ca.org/en/catalog/essential-skills/essential-skills-tools>

Cost: Free of charge to download. Some tools are also available to purchase and additional info can be found on the website.

When do I use it?

- ✱ Human Resources
To assist employers with their Human Resource practices
- ✱ Awareness-raising
To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:





Essential Skills Resources

Developed by the Construction Sector Council

How can I access it?

Visit the Construction Sector Council's website to access this online tool:

- ✱ <http://www.csc-ca.org/en/catalog/essential-skills/essential-skills-resources>

Cost: Free of charge to download. Some tools are also available to purchase and additional info can be found on the website.

When do I use it?

- ✱ **Human Resources**

To assist employers with their Human Resource practices

- ✱ **Awareness-raising**

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:

The Essential Skills Bulletin

Developed by Essential Skills Ontario

How can I access it?

To download the bulletins, visit the Essential Skills Ontario website:

✱ <http://www.essentialskillsontario.ca/resources/bulletins>

Cost: Free of charge

When do I use it?

✱ **Human Resources**

To assist employers with their Human Resource practices

✱ **Awareness-raising**

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:



Essential Skills for Ontario's Tradespeople

Developed by College Sector Committee for Adult Upgrading

How can I access it?

Visit the College Sector Committee for Adult Upgrading website to access this tool:

⚙ <http://www.csc.essentialskillsgroup.com/>

Cost: Free of charge

When do I use it?

⚙ **Training Plans**

To assist employers in creating job descriptions and training plans

⚙ **Human Resources**

To assist employers with their Human Resource practices

⚙ **Awareness-raising**

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:

Integrating Essential Skills into the Workplace

Developed by the Canadian Apprenticeship Forum

How can I access it?

Visit the Canadian Apprenticeship Forum website to access these Essential Skills webinars:

- ✱ http://www.caf-fca.org/index.php?page=essential-skills-tools&hl=en_CA

Cost: Free of charge

When do I use it?

- ✱ **Training Plans**

To assist employers in creating job descriptions and training plans

- ✱ **Human Resources**

To assist employers with their Human Resource practices

- ✱ **Awareness-raising**

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:





Build your career with Essential Skills

Developed by The Essential Skills Group, Inc.

How can I access it?

Visit the Essential Skills Group, Inc. website to access this tool:

- ✱ <http://en.careers.essentialskillsgroup.com/index.php>

Cost: Free of charge

When do I use it?

- ✱ **Training Plans**

To assist employers in creating job descriptions and training plans

- ✱ **Human Resources**

To assist employers with their Human Resource practices

- ✱ **Awareness-raising**

To promote the importance of Literacy and Essential Skills in the workplace

Notes/Comments:

Section 6

Literacy and Essential Skills Resources for Career Practitioners

This section provides Literacy and Essential Skills tools and resources specifically for career practitioner's own use.

When would you use these resources?

- ✱ **Intake and Assessment**

Can be used alone or with other intake and assessment forms

- ✱ **Action Planning**

To assist participants and job seekers with action planning

- ✱ **Essential Skills Training Options**

Essential Skills related courses and programs for career practitioners



SCALES Road Map Tool

Developed by CONNECT Strategic Alliances

How can I access it?

Visit the CONNECT website to access this tool:

- ✱ SCALES Road Map

Cost: Free of charge

When do I use it?

- ✱ Intake and Assessment

Can be used alone or with other intake and assessment forms

- ✱ Action Planning

To assist participants and job seekers with action planning

Notes/Comments:





SCALES Literacy and Essential Skills Workshops

Developed by CONNECT Strategic Alliances

How can I access it?

Visit the CONNECT website to access this tool:

- ✿ SCALES Literacy and Essential Skills Workshops

Cost: Free of charge

When do I use it?

- ✿ Essential Skills Training Options
Essential Skills related courses and programs for career practitioners

Notes/Comments:

SCALES Directory of Literacy and Essential Skills Resources

Developed by CONNECT Strategic Alliances

How can I access it?

Visit the CONNECT website to access this tool:

- ✱ SCALES Directory of Literacy and Essential Skills Resources

Cost: Free of charge

When do I use it?

- ✱ Action Planning

To assist participants and job seekers with action planning

- ✱ Essential Skills Training Options

Essential Skills related courses and programs for career practitioners

Notes/Comments:



Essential Skills Poster

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

Download the PDF from the below link or, to order hard copies, visit Publications.

Note: You will need the departmental catalogue number (beginning with WP) to place an order.

- ✿ Essential Skills Poster (WP-158-12-10)

Cost: Free of charge

When do I use it?

- ✿ Action Planning

To assist participants and job seekers with action planning

Notes/Comments:

Literacy and Essential Skills Awareness Guide

Developed by Literacy Ontario Central South (LOCS),
Ottawa Community Coalition for Literacy (OCCL),
Literacy Link Eastern Ontario

How can I access it?

Download the PDF from the below link:

- ✱ [Literacy and Essential Skills Awareness Guide](#)

For more information, contact:

Literacy Ontario Central South
113 Park Street South, Suite 203
Peterborough, Ontario
K9J 3R8
Phone: 705-749-0675
Email: learningworks@locs.on.ca

Cost: Free of charge

When do I use it?

- ✱ Intake and Assessment

Can be used alone or with other intake and assessment forms

- ✱ Action Planning

To assist participants and job seekers with action planning

- ✱ Essential Skills Training Options

Essential Skills related courses and programs for career practitioners

Notes/Comments:



Ontario Skills Passport: Check-In Tool

Developed by the Ontario Ministries of Education
and of Training, Colleges and Universities

How can I access it?

Download the PDF from the below link or visit
the Ontario Skills Passport website to access this
tool:

- ✱ http://skills.edu.gov.on.ca/OSPWeb/jsp/en/Check_In_Tool.jsp

- ✱ Ontario Skills Passport: Check-In Tool

For more information about the Ontario Skills
Passport, visit the OSP website:

- ✱ <http://skills.edu.gov.on.ca/OSPWeb/jsp/en/login.jsp>

When do I use it?

Cost: Free of charge

- ✱ Intake and Assessment

*Can be used alone or with other intake and
assessment forms*

Notes/Comments:

Ontario Skills Passport: Action Plan for Job Seekers

Developed by the Ontario Ministries of Education
and of Training, Colleges and Universities

How can I access it?

Download the PDF from the below link or visit
the Ontario Skills Passport website to access this
tool:

- ✱ http://skills.edu.gov.on.ca/OSPWeb/jsp/en/actionPlan_seeker.jsp
- ✱ Ontario Skills Passport: Action Plan for Job Seekers

For more information about the Ontario Skills
Passport, visit the OSP website:

- ✱ <http://skills.edu.gov.on.ca/OSPWeb/jsp/en/login.jsp>

Cost: Free of charge

When do I use it?

- ✱ Action Planning

*To assist participants and job seekers with action
planning*

Notes/Comments:





Essential Skills Practitioner Training: ESPT Certificate Program

Developed by Douglas College

How can I access it?

Download the PDF from the below link:

- ✿ ESPT Certificate Program

For additional information, call Douglas College's Continuing Education Registration line (604)-527-5472 or visit their website:

- ✿ <http://www.douglas.bc.ca/training-community-education/essentialskills.html>

Cost: See PDF; contact Douglas College for further details.

When do I use it?

- ✿ Essential Skills Training Options

Essential Skills related courses and programs for career practitioners

Notes/Comments:

An Aboriginal Essential Skills Journey: Planting the Seeds for Growth

Developed by Douglas College

How can I access it?

Information can be found on the Douglas College Training Group website:

- ✿ <http://www.douglas.bc.ca/training-community-education/essentialskills.html>

To contact directly, call (604)777-6152 or email rempelj@douglas.bc.ca.

Cost: Facilitator's Guide and Participant Workbook are available as a free download. See the website for additional details on facilitator's guidelines and approved facilitators.

When do I use it?

- ✿ Action Planning

To assist participants and job seekers with action planning

- ✿ Essential Skills Training Options

Essential Skills related courses and programs for career practitioners

Notes/Comments:



TOWES Professional Development

Developed by Bow Valley College

How can I access it?

For information about training services, visit:

- * <http://www.towes.com/en/products--services/professional-development-services/professional-development-services>

Mailing Address and contact information:

TOWES Department
Bow Valley College
332 - 6 Avenue SE
Calgary, Alberta T2G 4S6
towes@bowvalleycollege.ca
Phone: 403-410-3200
Fax: 403-297-4070

Cost: Contact the TOWES Department for pricing information.

When do I use it?

- * Essential Skills Training Options

Essential Skills related courses and programs for career practitioners

Notes/Comments:

TOWES Test Administrator Certification

Developed by Bow Valley College

How can I access it?

For information, visit:

- ✿ <http://www.towes.com/en/products--services/professional-development-services/towes-certified>

To apply for the TOWES test administrator certification program, use the below link to locate and contact your local distributor:

- ✿ <http://www.towes.com/en/how-to-order/your-closest-distributor/your-closest-distributor>

Cost: Contact your local distributor for more information.

When do I use it?

- ✿ Essential Skills Training Options

Essential Skills related courses and programs for career practitioners

Notes/Comments:





SkillPlan Educator Workshops

Developed by SkillPlan – B.C. Construction Industry Skills Improvement Council

How can I access it?

For workshop descriptions and registration details, follow the below links:

- ✱ Essential Skills Job Profiling
- ✱ Workplace Materials Development
- ✱ Connecting Workplace Needs and Essential Skills

Mailing Address and contact information:

SkillPlan
405 – 3701 Hastings Street
Burnaby, BC
V5C 2H6
Phone: (604) 436-1126
Fax: (604) 436-1149
Email: info@skillplan.ca

Cost: Contact SkillPlan for information about workshop dates and costs.

When do I use it?

- ✱ Essential Skills Training Options

Essential Skills related courses and programs for career practitioners

Notes/Comments:

Resources for Essential Skills at Work

Developed by SkillPlan – B.C. Construction Industry Skills Improvement Council

How can I access it?

To browse the available publications, visit:

- ✳ <http://www.skillplan.ca/category/essential-skills>

To order, send a printed order form via Fax or Mail using the printable Order Form, or use the below link to access the Online Order form.

- ✳ Printable Order Form
- ✳ Online Order Form

Mailing Address and contact information:

SkillPlan
405 – 3701 Hastings Street
Burnaby, BC
V5C 2H6
Phone: (604) 436-1126
Fax: (604) 436-1149
Email: info@skillplan.ca

Note: Some publications are also available in French.

Cost: Contact SkillPlan for information about workshop dates and costs.

When do I use it?

- ✳ Essential Skills Training Options

Essential Skills related courses and programs for career practitioners

Notes/Comments:



SkillPlan Online Training

Developed by SkillPlan – B.C. Construction Industry Skills Improvement Council

How can I access it?

For general information, visit:

- ✱ <http://www.skillplan.ca/educators/online-courses>

For course descriptions and registration details, download the appropriate PDF from the below links:

- ✱ Controlling Complexity
- ✱ Numeracy at Work
- ✱ Reading at Work
- ✱ Thinking Strategies for Numeracy

Mailing Address and contact information:

SkillPlan
405 – 3701 Hastings Street
Burnaby, BC
V5C 2H6
Phone: (604) 436-1126
Fax: (604) 436-1149
Email: info@skillplan.ca

Cost: Contact SkillPlan for pricing

When do I use it?

- ✱ Essential Skills Training Options

*Essential Skills related courses and programs
for career practitioners*

Notes/Comments:

Igniting the Power Within: Curriculum for Advisors/Counsellors

Developed by Igniting the Power Within

How can I access it?

For details on this curriculum, designed for advisors and counsellors, visit:

- * Level 1: http://ignitingthepowerwithin.ca/essential_skills_and_rpl.aspx
- * Level 2: http://ignitingthepowerwithin.ca/building_portfolios.aspx
- * Level 3: http://ignitingthepowerwithin.ca/essential_skills_and_portfolios_for_your_community.aspx
- * Level 4: http://ignitingthepowerwithin.ca/celebrating_our_voice.aspx

To see a suggested curriculum, download the PDF from the below link:

- * Level 1: Essential Skills & RPL Curriculum
- * Level 2: Building Portfolios
- * Level 3: Essential Skills & Portfolios for Your Community
- * Level 4: Celebrating Our Voice

Also offered are training programs, designed for advisors/counsellors and available on demand. For more information, please visit the below links:

- * Computers In Communities
- * Practical Applications

For more information, contact Igniting the Power Within:

Phone: (204) 272-5030

Fax: (204) 272-5031

E-mail: info@ignitingthepowerwithin.ca

www.ignitingthepowerwithin.ca

Cost: Contact Igniting the Power Within for pricing

When do I use it?

- * Essential Skills Training Options

*Essential Skills related courses and programs for
career practitioners*

Notes/Comments:



The Essential Skills Bulletin

Developed by Essential Skills Ontario

How can I access it?

To download the bulletins, visit the Essential Skills Ontario website:

- ✿ <http://www.essentialskillsontario.ca/resources/bulletins>

Cost: Free of charge

When do I use it?

- ✿ **Action Planning**

To assist participants and job seekers with action planning

- ✿ **Essential Skills Training Options**

Essential Skills related courses and programs for career practitioners

Notes/Comments:

Section 7

Funded projects, reports, and other Essential Skills information

For career practitioners searching for more in-depth information, this section will provide resources such as reports, research papers, and information about past and present Essential Skills projects

When would you use these resources?

✱ Reports

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

✱ Projects

Information on past and/or present Literacy and Essential Skills projects across the country

✱ Research

Literacy and Essential Skills research information

✱ Other

Additional Literacy and Essential Skills resources that might be of interest



The SCALES Project

Developed by CONNECT Strategic Alliances

How can I access it?

Download the PDFs from the below link or visit the CONNECT website to access these reports:

- * <http://collegeconnect.on.ca/projects/scales/>
- * SCALES Project Executive Summary
- * SCALES Environmental Scan
- * SCALES Research Report

Cost: Free of charge

What is it?

* Reports

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

* Projects

Information on past and/or present Literacy and Essential Skills projects across the country

* Research

Literacy and Essential Skills research information

* Other

Additional Literacy and Essential Skills resources that might be of interest

Notes/Comments:



Essential Skills Profiles: Reader's Guide

Developed by Human Resources and Skills
Development Canada (HRSDC)

How can I access it?

This resource is available online. Visit the
webpage for this tool:

- ✱ Essential Skills Profiles: Reader's Guide

For more information about HRSDC's work with
Literacy and Essential Skills, visit their website:

- ✱ [http://www.hrsdc.gc.ca/eng/
workplaceskills/LES/index.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/LES/index.shtml)

Cost: Free of charge

What is it?

- ✱ Research

Literacy and Essential Skills research information

- ✱ Other

*Additional Literacy and Essential Skills resources
that might be of interest*

Notes/Comments:

Literacy and Essential Skills Definitions

Developed by Human Resources and Skills Development
Canada (HRSDC)

How can I access it?

This resource is available online. Visit the
webpage for this tool:

- ✱ Literacy and Essential Skills Definitions

For more information about HRSDC's work with
Literacy and Essential Skills, visit their website:

- ✱ [http://www.hrsdc.gc.ca/eng/
workplaceskills/LES/index.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/LES/index.shtml)

Cost: Free of charge

What is it?

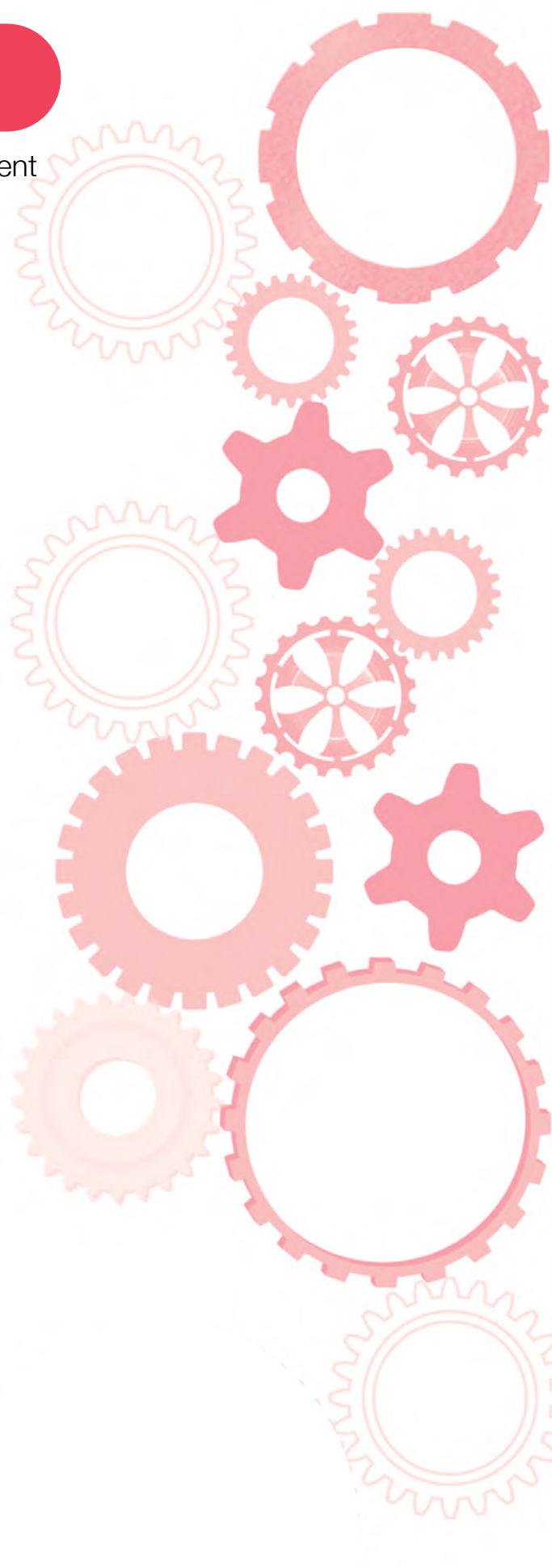
- ✱ Research

Literacy and Essential Skills research information

- ✱ Other

*Additional Literacy and Essential Skills resources
that might be of interest*

Notes/Comments:





Essential Skills Research Project

Developed by Human Resources and Skills Development Canada (HRSDC)

How can I access it?

This resource is available online. Visit the webpage for this tool:

- ✱ Essential Skills Research Project

For more information about HRSDC's work with Literacy and Essential Skills, visit their website:

- ✱ <http://www.hrsdc.gc.ca/eng/workplaceskills/LES/index.shtml>

Cost: Free of charge

What is it?

- ✱ Research

Literacy and Essential Skills research information

- ✱ Other

Additional Literacy and Essential Skills resources that might be of interest

Notes/Comments:

International Adult Literacy Survey (IALS) 1994

Developed by Statistics Canada

How can I access it?

This resource is available as a CD-ROM. Visit the webpage to order:

- ✱ International Adult Literacy Skills Survey

For more information about Statistics Canada's research on Literacy and Essential Skills, visit their website:

- ✱ www.statcan.gc.ca

Cost: Free of charge

What is it?

- ✱ Reports

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

- ✱ Research

Literacy and Essential Skills research information

Notes/Comments:



International Adult Literacy Survey (IALS) Report 1994

Developed by Statistics Canada

How can I access it?

This resources is available to download as a PDF from the below link:

- ✱ International Adult Literacy Survey - Literacy and the Labour Market: Cognitive Skills and Immigrant Earnings

For more information about Statistics Canada's research on Literacy and Essential Skills, visit their website:

- ✱ www.statcan.gc.ca

Cost: Free of charge

What is it?

- ✱ Reports

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

- ✱ Research

Literacy and Essential Skills research information

Notes/Comments:

Literacy in the Information Age

Developed by Statistics Canada

How can I access it?

This report is available to download as a PDF from the below link:

- ✱ Literacy in the Information Age: Final report of the International Adult Literacy Survey

For more information about Statistics Canada's research on Literacy and Essential Skills, visit their website:

- ✱ www.statcan.gc.ca

Cost: Free of charge

What is it?

- ✱ Reports

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

- ✱ Research

Literacy and Essential Skills research information

Notes/Comments:



Adult Literacy and Life Skills Survey (ALL) 2003

Developed by Statistics Canada

How can I access it?

This resource is available as a CD-ROM.
Visit the webpage to order:

- ✱ Adult Literacy and Life Skills Survey (ALL) 2003

For more information about Statistics Canada's research on Literacy and Essential Skills, visit their website:

- ✱ www.statcan.gc.ca

Cost: Free of charge

What is it?

- ✱ Reports

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

- ✱ Research

Literacy and Essential Skills research information

Notes/Comments:

Learning A Living

Developed by Statistics Canada

How can I access it?

This report is available to download as a PDF from the below link:

- ✱ Learning a Living: First Results of the Adult Literacy and Life Skills Survey

For more information about Statistics Canada's research on Literacy and Essential Skills, visit their website:

- ✱ www.statcan.gc.ca

Cost: Free of charge

What is it?

- ✱ Reports

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

- ✱ Research

Literacy and Essential Skills research information

Notes/Comments:



International Adult Literacy and Skills Survey (IALSS)

Developed by Statistics Canada

How can I access it?

This resource is available online:

- ✱ International Adult Literacy and Skills Survey (IALSS)

For more information about Statistics Canada's research on Literacy and Essential Skills, visit their website:

- ✱ www.statcan.gc.ca

Cost: Free of charge

What is it?

- ✱ Reports

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

- ✱ Research

Literacy and Essential Skills research information

Notes/Comments:

Literacy Performance on the Adult Literacy Skills Survey

Developed by Statistics Canada

How can I access it?

This resource is available online:

- ✱ Literacy Performance on the Adult Literacy Skills Survey (IALSS) 2003

For more information about Statistics Canada's research on Literacy and Essential Skills, visit their website:

- ✱ www.statcan.gc.ca

Cost: Free of charge

What is it?

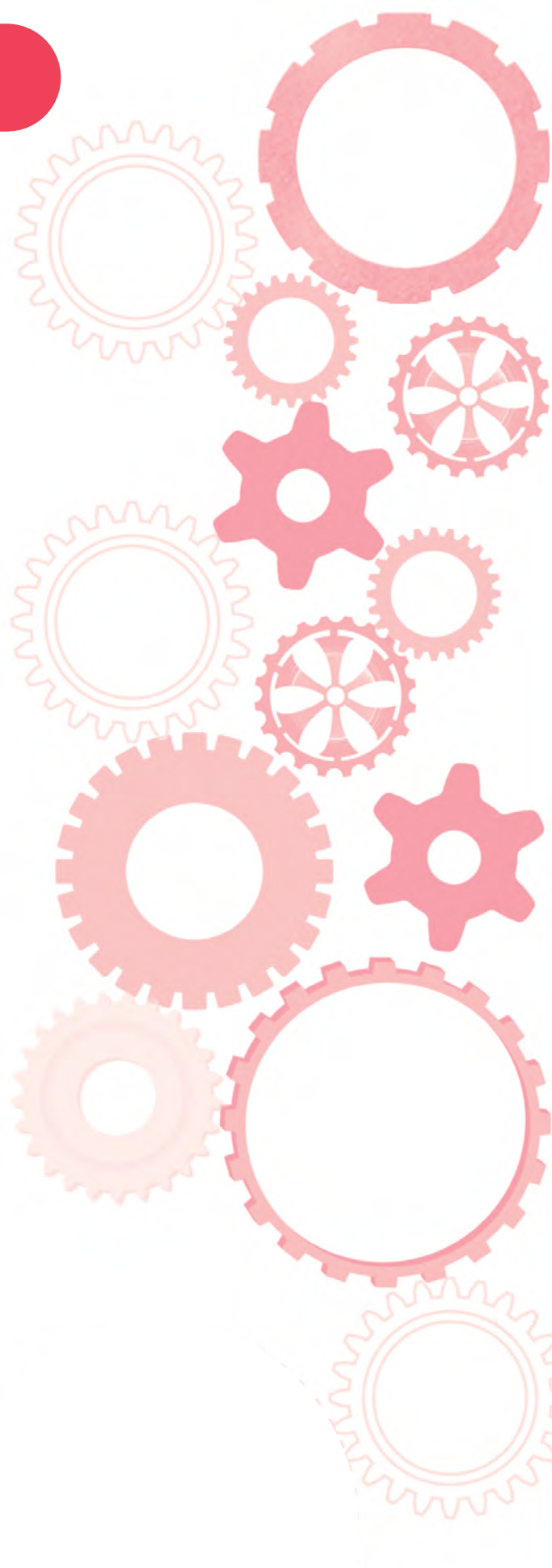
- ✱ Reports

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

- ✱ Research

Literacy and Essential Skills research information

Notes/Comments:





Building on Our Competencies

Developed by Statistics Canada

How can I access it?

This resources is available to download as a PDF from the below link, or online at the Statistics Canada website:

- * Building on Our Competencies: Canadian Results of the International Adult Literacy and Skills Survey (IALSS) 2003
- * <http://www.statcan.gc.ca/pub/89-617-x/89-617-x2005001-eng.htm>

For more information about Statistics Canada's research on Literacy and Essential Skills, visit their website:

Cost: Free of charge

What is it?

* Reports

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

* Research

Literacy and Essential Skills research information

Notes/Comments:

National Adult Literacy Database

Developed by the National Adult Literacy Database (NALD)

How can I access it?

Visit the NALD website to access this tool:

✱ <http://naldatwork.ca/>

Cost: Free of charge

What is it?

✱ Reports

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

✱ Projects

Information on past and/or present Literacy and Essential Skills projects across the country

✱ Research

Literacy and Essential Skills research information

✱ Other

Additional Literacy and Essential Skills resources that might be of interest

Notes/Comments:



Essential Skills in Canadian Workplaces

Developed by EKOS RESEARCH ASSOCIATES

How can I access it?

Download the PDF from the below link:

✱ [Essential Skills in Canadian Workplaces](#)

To obtain more information on this study, please send an email to por-rop@hrsdcrhdsc.gc.ca.

Cost: Free of charge

What is it?

✱ **Reports**

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

✱ **Research**

Literacy and Essential Skills research information

Notes/Comments:

Field Development Projects Database

Developed by AlphaPlus

How can I access it?

To access the Essential Skills tools listed in the AlphaPlus Field Development Projects Database, visit the link listed below, and enter “Essential Skills” into the Keyword Search field.

- ✱ Field Development Projects Database

Cost: Free of charge

What is it?

- ✱ Reports

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

- ✱ Projects

Information on past and/or present Literacy and Essential Skills projects across the country

- ✱ Research

Literacy and Essential Skills research information

- ✱ Other

Additional Literacy and Essential Skills resources that might be of interest

Notes/Comments:





OLES Project Database

Developed by the Office of Literacy and Essential Skills, Human Resources and Skills Development Canada (HRSDC-OLES)

How can I access it?

To access information about projects funded by HRSDC-OLES, visit:

- ✱ <http://www.hrsdc.gc.ca/eng/workplaceskills/LES/funding/funding.shtml>

Cost: Free of charge

What is it?

- ✱ **Projects**

Information on past and/or present Literacy and Essential Skills projects across the country

- ✱ **Other**

Additional Literacy and Essential Skills resources that might be of interest

Notes/Comments:

Literacy Report Cards for Canada

Developed by DataAngel

How can I access it?

The Literacy Report Cards are available online. Visit the DataAngel website, linked below, for this tool:

✱ http://www.dataangel.ca/_public/LiteracyReportCard/LiteracyReportCard.php

Cost: Free of charge

What is it?

✱ Reports

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

✱ Research

Literacy and Essential Skills research information

✱ Other

Additional Literacy and Essential Skills resources that might be of interest

Notes/Comments:



How Community Profiles Were Derived

Developed by DataAngel

How can I access it?

Download the PDF from the below link or visit the DataAngel website to access this tool:

- * Literacy Report Cards for Canada: How Community Profiles Were Derived
- * <http://www.dataangel.ca/en/publications.htm>

Cost: Free of charge

What is it?

- * **Reports**

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

- * **Research**

Literacy and Essential Skills research information

- * **Other**

Additional Literacy and Essential Skills resources that might be of interest

Notes/Comments:

Addressing Canada's Literacy Challenge: A Cost/Benefit Analysis

Developed by DataAngel

How can I access it?

Download the PDF from the below link or visit the DataAngel website to access this tool:

- ✱ Addressing Canada's Literacy Challenge: A Cost/Benefit Analysis
- ✱ <http://www.dataangel.ca/en/publications.htm>

Cost: Free of charge

What is it?

✱ Reports

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

✱ Research

Literacy and Essential Skills research information

✱ Other

Additional Literacy and Essential Skills resources that might be of interest

Notes/Comments:



The Economic Benefits of Literacy: Evidence and Implications for Public Policy

Developed by DataAngel

How can I access it?

Download the PDF from the below link or visit the DataAngel website to access this tool:

- ✱ The Economic Benefits of Literacy: Evidence and Implications for Public Policy
- ✱ <http://www.dataangel.ca/en/publications.htm>

Cost: Free of charge

What is it?

- ✱ **Reports**

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

- ✱ **Research**

Literacy and Essential Skills research information

- ✱ **Other**

Additional Literacy and Essential Skills resources that might be of interest

Notes/Comments:

Reading the Future

Developed by Canadian Council on Learning (CCL)

How can I access it?

Download the PDF from the below link or visit the CCL website to access this tool:

- ✱ Reading the Future
- ✱ www.ccl-cca.ca

Cost: Free of charge

What is it?

- ✱ Reports

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

- ✱ Research

Literacy and Essential Skills research information

- ✱ Other

Additional Literacy and Essential Skills resources that might be of interest

Notes/Comments:



Snapshot: The Face of Low Literacy

Developed by Canadian Council on Learning (CCL)

How can I access it?

This report is available online. Visit the CCL website, linked below, for this tool:

- * <http://www.ccl-cca.ca/CCL/Reports/ReadingFuture/Snapshot.html>

Cost: Free of charge

What is it?

- * **Reports**

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

- * **Research**

Literacy and Essential Skills research information

- * **Other**

Additional Literacy and Essential Skills resources that might be of interest

Notes/Comments:

Projections of Adult Literacy: Measuring Movement

Developed by Canadian Council on Learning (CCL)

How can I access it?

This report is available online. Visit the CCL website, linked below, for this tool:

✱ <http://www.ccl-cca.ca/PALMM/Default.aspx>

Cost: Free of charge

What is it?

✱ Reports

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

✱ Research

Literacy and Essential Skills research information

✱ Other

Additional Literacy and Essential Skills resources that might be of interest

Notes/Comments:



Success Stories: Turning the Page on Low Literacy

Developed by Canadian Council on Learning (CCL)

How can I access it?

This report is available online. Visit the CCL website, linked below, for this tool:

- * <http://www.ccl-cca.ca/CCL/Reports/ReadingFuture/SuccessStories.html>

Cost: Free of charge

What is it?

- * Other

Additional Literacy and Essential Skills resources that might be of interest

Notes/Comments:

People Without Jobs, Jobs Without People

Developed by Miner Management Consultants

How can I access it?

Download the PDF from the below link or visit the Colleges Ontario website to access this tool:

- * People without Jobs, Jobs without People: Canada's Labour Market Future
- * <http://collegesontario.org/research/external-reports.html>

Cost: Free of charge

What is it?

* Reports

Material related to Literacy and Essential Skills, skills gaps, demographics and/or labour-market information across Canada

* Research

Literacy and Essential Skills research information

Notes/Comments:

