



Essential Edge

Integrating Essential Skills into a
Rural Labour Market



Who We Are

- Jaime Malcolm – Project Manager
(The Skills Centre)
- Dylan Zorn – Project Coordinator
(Community Futures Boundary)

Project Outline

- 2 year pilot project funded by the Office of Literacy and Essential Skills.



The 9 Essential Skills

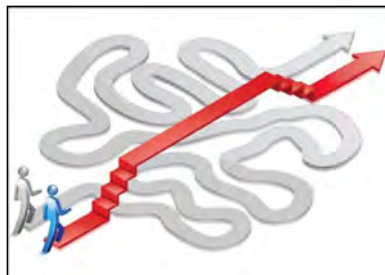
- Reading Text
- Numeracy
- Document Use
- Computer Use
- Writing
- Working with Others
- Oral Communication
- Thinking
- Continuous Learning



5 levels of complexity

level 1 - basic tasks

level 4 or 5 - advanced tasks



Where We Are



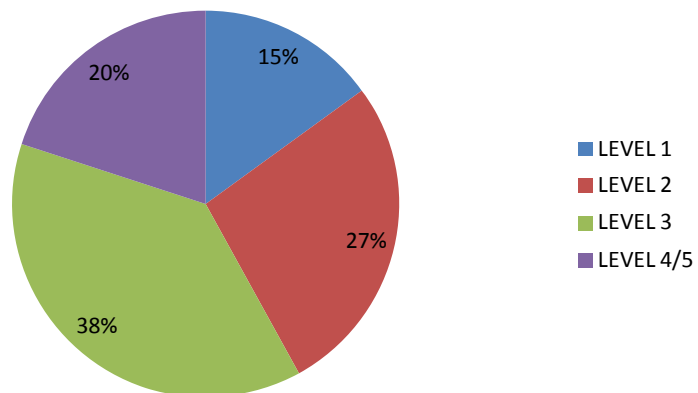
Rural Vs. Urban



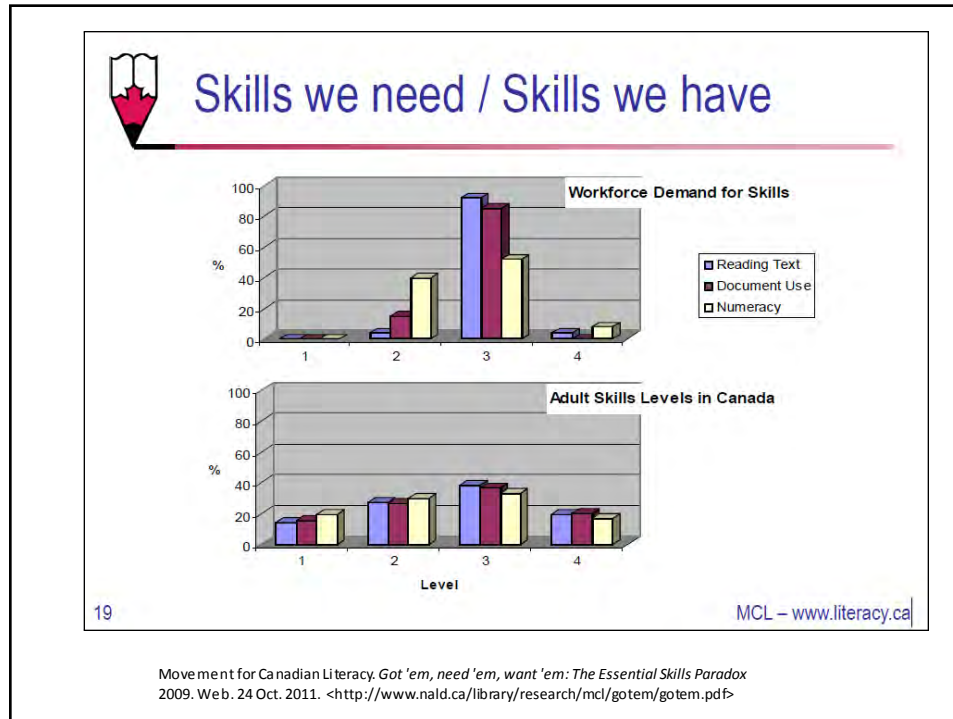
Why Essential Skills?



Skill Levels in Canada



Movement for Canadian Literacy. *Got 'em, need 'em, want 'em: The Essential Skills Paradox* 2009. Web. 24 Oct. 2011.
<<http://www.nald.ca/library/research/mcl/gotem/gotem.pdf>>



Exiting Unemployment



- Adults who scored at **Levels 3** and up= 60% chance after **16 weeks**.

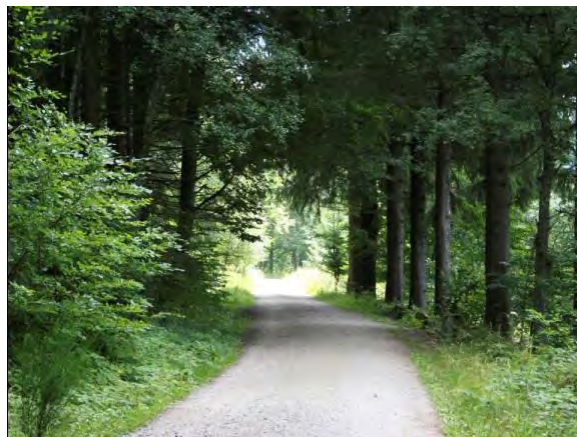
- Adults who scored **below level 3** = 50% chance even after **52 weeks**.

Adult Literacy and Life Skills Survey, 2003

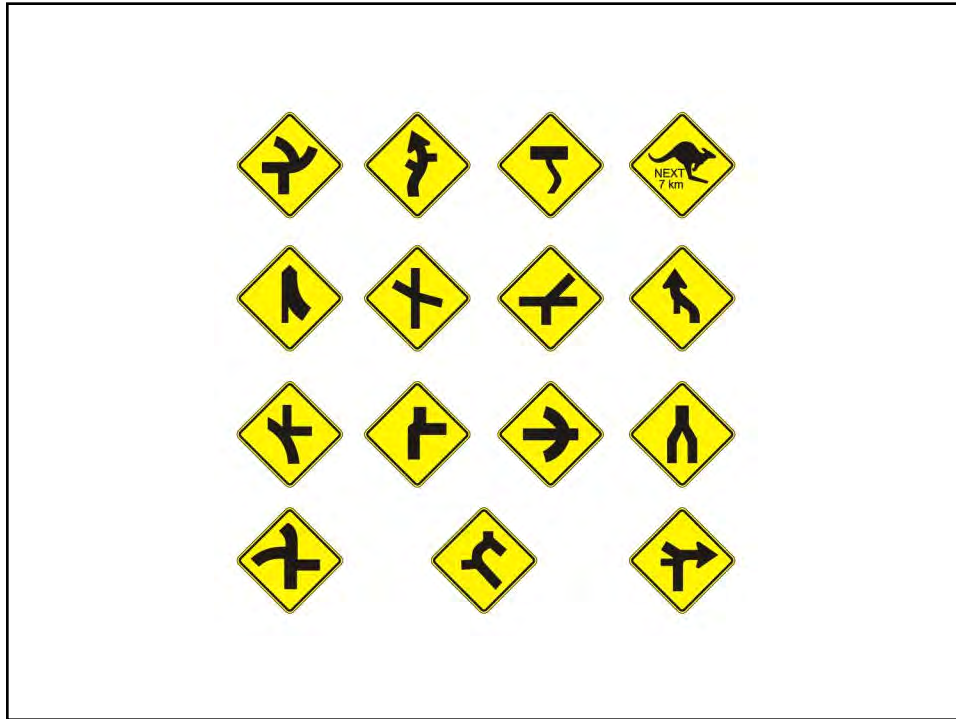


Our Deliverables:

10 employment Counsellors, 10 educators, 15 employers, 50 workers or job seekers



So how do we get there?



Off to Essential Skills School



The Training Group – Douglas College:

- Intro to Essential Skills
- Essential Skills Assessment
- Bridging the Gap
- Essential Skills Portfolio
- Methodology and Task Analysis
- Work Study

Training a community

- 17 in employment services
- 18 educators
- 8 admin

43 total



Where to Integrate?

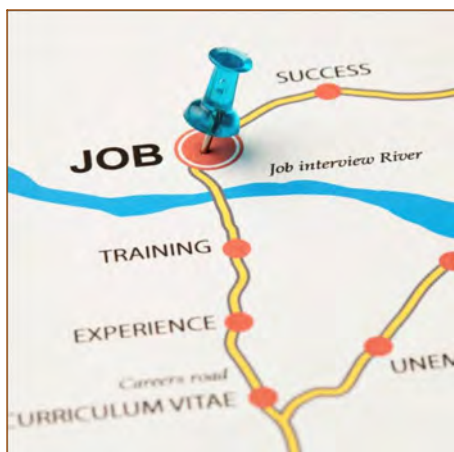


Educators



- ABE programs
- Programs at Selkirk College (POP, Bus Admin, Carpentry)
- School District programs
- Literacy programs (CBAL)

Employment Services



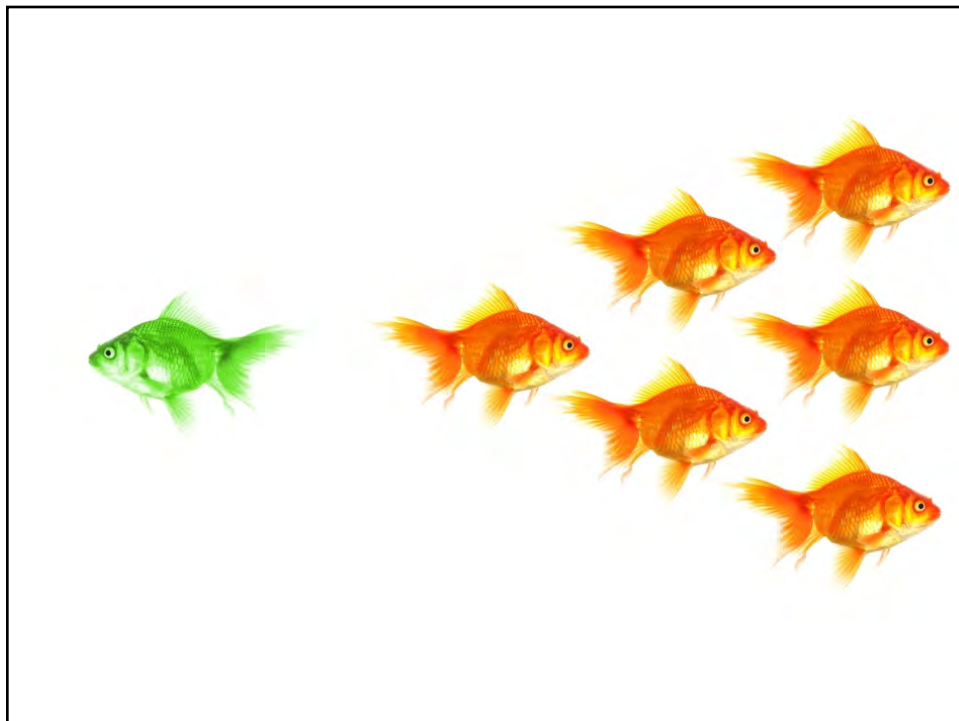
- Client appointments
- Workshops
- Programs

Employers



- Job postings
- Skill enhancement for existing employees
- Assessment for job applicants
















Educators

- Too busy
- Already doing ES work



Which Resource?

Measure Tip
 Practice • Performance • Knowledge
<http://www.ulligan.ca/measure/english/index.asp>












Office of Literacy and Essential Skills

Writing Tip Sheet

This sheet provides practical tips to help you improve your writing skills. Review each of the tips below and practice the ones that are the most relevant to your learning needs.

General Tips

- Determine why you are writing before you start (e.g. to inform, to persuade or to explain).
- Write down a list of ideas (i.e., brainstorm) before you begin to write.
- Keep your writing short and to the point by getting to the point.
- Write neatly so that others can read your writing.
- When writing numbers, spell out the numbers from zero to nine, and use digits for numbers that are higher than nine (e.g. 10).
- Use words that are simple and easy to understand.
- Avoid using too many punctuation marks (e.g. exclamation points).
- Use a comma to indicate a break, a pause, or to separate ideas within a sentence (e.g. Workers at the mine use tools, work closely and act in close quarters with their co-workers).
- Use a dictionary or spell-checker to verify the correct spelling of words.
- Proofread your writing several times to make sure that there are no grammar or spelling errors.
- Use formatting techniques to draw attention to important information (e.g. bold, italics, underline, italicize text where appropriate).
- Use headings to organize your writing into key sections.
- Avoid using the same word too often. Use a thesaurus to help you identify alternate words that have similar meanings.
- Only check back one main idea in each paragraph.
- If you use someone else's words or ideas, make sure to reference the original author or source.
- Review your work to make sure that important information is not missing.
- Read your work out loud and listen for anything that sounds awkward or unclear.
- Ask a colleague, friend or family member to proofread your work and to provide feedback.

Canada
 1-877-982-7382

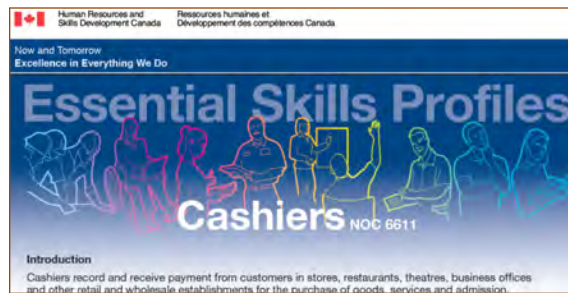
Employment Counsellors

- Overwhelmed by ES resources

- Good in theory but won't fit into appointments with clients



Which Resource?



Clients

- No time for skill enhancement
- Do not see ES as worthwhile



Which Resource?

TOVES How do your skills **Measure Up?** *SkillPlan*

Help **Explore Careers**

Welcome

Choices of Activities
 Test Your Skills
 Practice
 Explore Careers
 Workbooks

Resources
 Ideas For Users
 Tips for Developing Materials
 Related Sites

Contact Us

Acknowledgments

Would you like to learn more about Essential Skills requirements for occupations? Have you thought about becoming a Bank Teller, Process Control Operator, Retail Sales Clerk or Boilermaker? There are tasks typical of over 90 occupations for you to try.

In this section you can find out what Essential Skills are required by each occupation and you will have a chance to try some activities related to each occupation.

1. Select a Category:

Construction Tourism Trucking All Occupations

2. Choose an Occupation to Explore from the List Below:
 Currently Sorted by Occupation Name. [*Click Here to Sort by NOC Number](#)

[Accounting Clerks - 1431](#)
[Administrative Clerks - 1441](#)
[Aircraft Assemblers and Aircraft Assembly Inspectors - 9481](#)
[Automotive Service Technicians, Truck and Bus Mechanics and Mechanical Repairers - 7321 \(Red Seal Trade\)](#)



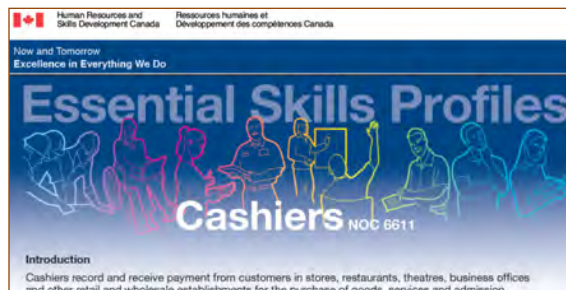
Employers



- Lack of time/resources
- No certification

Which Resource?

TOWES
Canada's Essential Credential





Educators



All came from educators who connected with a specific resource or idea.

Employment Counsellors

- Program integration
- Seamless tools



Clients



Employers



Job Postings

Employer	Renovation Store
Position	Sales - Assistant Manager of Flooring
Description	Shipping / receiving, point of sales system, inventory, customer service.
Qualifications	Experience preferred. Some computer skills. Knowledge of carpets, linoleum, tile, laminate and hardwood flooring.
To apply:	Apply in person with resume
Date Posted:	July 29, 2008
Availability confirmed:	September 11, 2007

Teck Metals – Trail Operations



Reflection Question

How might you use Essential Skills tools and resources?





Best Practices

- Integrate into workshops
- Use with clients who are motivated
- Be creative and modify resources
- Show employers how you can benefit them
- Avoid becoming overwhelmed with resources
- Start small

Did we find our way?

essential
job training edge learn
competitive skills productivity effective

