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Community Literacy of Ontario's

OALCF RESOURCE LIST



Gathered during CLO's
Ontario Adult Literacy Curriculum Framework Online Resource Fair

February 2012

Community Literacy of Ontario's "List of Resources" from our Ontario Adult Literacy Curriculum Framework Online Resource Fair – February 2012

On February 9, 2012, Community Literacy of Ontario hosted an online OALCF Resource Fair on Centra for community-based literacy practitioners. Joyce Bigelow from Northern Connections along with CLO staff facilitated this online fair for practitioners from 16 literacy agencies from across Ontario.

As the literacy field transitions to the Ontario Adult Literacy Curriculum Framework (OALCF) there is a need to share information about resources that may be helpful. This not only helps reduce the stress the field may be feeling about the change, but also allows everyone to be united through the sharing of challenges, victories and resources.



During the resource sharing session, it was discussed that while implementation of OALCF really begins as of April 1, 2012, there is a realization by MTCU that it will take time to implement. The Ministry will be looking to see that the field is moving forward. Practitioners also noted that it's important not to throw the 'baby out with the bathwater'. Many of the current tools that are being used in literacy agencies can be adapted for use within the new Framework. Many resources that exist are linked to the Essential Skills and resources that have the Essential Skills language will have easier transference to the OALCF. MTCU is not suggesting any specific tools to use; rather it is encouraging the field to experiment and use a variety of tools.

Two notable sources for OALCF resources are:

➔ **Employment Ontario Partners Gateway:** www.tcu.gov.on.ca/eng/eopg/oalcf/

This government website houses the full range of ministry-produced OALCF resources. This website also has a document that will track changes to these resources which is important during this time of transition and change.

➔ **AlphaPlus Web Index:** www.alphaplus.ca

This is based in www.delicious.com which is a social bookmarking site. With delicious, you can save links to your favourite websites (like you would save favourites or bookmarks on your computer), but your list is available for sharing on the internet. The AlphaPlus Web Index links to a variety of online resources that were useful for literacy practitioners. They have recently started to add some OALCF keywords to the resources in the Index to make life easier for LBS practitioners. You can click on the OALCF Competency you want resources for and it will lead you to all the tagged web resources for that competency.

Participant Resources

The following resources and strategies were recommended by participants during the Resource Fair. While there are many informal, low-stake tools available, suggestions centred more on high-stake tools for assessments, learning plan development, and training.

This list is not comprehensive but contains the resources shared by participants during CLO's resource fair.

Assessment Tools

Many of the tools that programs are currently using will still be appropriate within the new Framework. Agencies are encouraged to use a variety of tools, particularly those that use the language of Essential Skills and link to the ES and IALS, as the levels are similar. A good place to start is to become familiar with *Selected Assessment Tools*, a document available from the EOPG website at: www.tcu.gov.on.ca/eng/eopg/publications/OALCF_Selected_Assessment_Tools_Mar_11.pdf. It includes 25 English and 11 French language tools and provides the practical direction on how to use a variety of assessment approaches.

OALCF assessment tools should:

- Be appropriate, meaningful and understandable to learners
- Have a common understanding of the process and results
- Follow the task-based approach to learning that is embedded into OALCF
- Have assessed skills that are incorporated into tasks
- Track learners' progress to provide program accountability

The following assessment resources and strategies were discussed during the session:



CAMERA: www.ptp.ca/publications/camera/

- CAMERA (Communications and Math Employment Readiness Assessment) is a series of standardized assessments designed for workforce literacy applications.
- CAMERA was developed by PTP (www.ptp.ca)
- Use CAMERA and PTP Signposts for task-based assessments
- CAMERA is available for purchase and must be administered by trained assessors.





Build Your Career with Essential Skills: <http://en.careers.essentialskillsgroup.com/>

- A web tool for learners whose goal path is employment
- Site is set up for learners to use on their own but for those with lower computer skills, practitioners can work alongside them
- Offers detailed information about the Essential Skills tasks performed by workers in a wide variety of occupations
- Tests Essential Skills in Reading, Document Use and Numeracy
- Each assessment has three sections with five questions each
- Activities are task-based and use authentic workplace materials
- A Results Report shows the desired level for the occupation and the skill level of the learner
- Learners can print out this assessment to access it later and print out the Results Report and Learning Plan for their files.
- It may be worthwhile registering as a trainer, even if you don't plan to use it with learners, for the referrals the site may provide
- A good practitioner PD activity is to go on the site and select an occupation and let it lead you through the process, even intentionally answering some questions wrong to see the kinds of training and occupational resources available



Essential Skills for Ontario's Tradespeople: <http://csc.essentialskillsgroup.com/#>

- A web tool by the same developers as *Build Your Career with Essential Skills* is *Essential Skills for Ontario's Tradespeople*
- Directed at learners who are considering one of the 53 Red Seal trades.
- It was developed with the College Sector Committee for Adult Upgrading for learners working on the ACE curriculum, but it is open to anyone
- Practitioners can sign up through their organization and set up different learners and choose which assessments learners can access
- When a practitioner signs up a learner the learner is e-mailed a link from the site. This allows learners to just go to the e-mail and link directly to their account without having to keep finding the website
- Learners can select different occupations and then either view a profile which provides an overview of the Essential Skills requirements for the chosen trade, or view training providers that provide training for this trade
- It breaks tasks into sections of the job which is a little different than an ES Profile; it's good for learners to see a list of different ES as they are needed for different parts of the job
- The learner can go back and redo an assessment once they have practiced some of the tasks which allow them (and you) to track progress (they don't get the identical test the next time)
- The Results Reports, Learning Plan and suggested activities are useful
- Designed for self-directed learners ; those with low computer skills can work with a practitioner



Essential Skills for Ontario's Tradespeople
College Sector Committee for Adult Upgrading

➔ Measure Up: <http://measureup.towes.com> or www.skillplan.ca

- A web tool where learners can test their skills, practice their skills and research for career information
- Authentic workplace documents and problems are used in all three areas
- Answers, along with explanations on how to solve the problems, can be downloaded and printed from PDF files. Workbooks can also be downloaded
- It is self-directed for a learner, but those with lower computer skills can work alongside a practitioner



➔ Read Forward: <http://ceflbvc.ca/>

- Produced by Bow Valley College
- 30 paper-and-pencil tests, each 1 hour or less; 6 segments, based on skill and covers all goal paths. One-time price \$59.95
- Based on IALS and Essential Skills levels. Tests only for reading
- Includes user guide and USB flash drive so you can print as many copies of tests as you need from the PDFs
- Includes locator tests, answer keys and results feedback form
- Resource and training tabs give you links to example tests
- A video is available on Bow Valley's website which is helpful to show how it can be used
- At this point Read Forward is not yet OALCF tested; just new in Ontario



➔ Other resources/strategies being used by practitioners related to assessment:

- Try resources from MTCU's OALCF *Selected Assessment Tools*) and categorize the ones you like into files based on goal paths. When a learner comes in who, for example, has an independence goal, you can refer to the file with assessment tools for that goal path. See: www.tcu.gov.on.ca/eng/eopg/publications/OALCF_Selected_Assessment_Tools_Mar_11.pdf
- Start to use more task-based assessments rather than skills-based assessments
- Analyze assessment tools with the *Assessment Tool Evaluation Form* to help determine if they are appropriate for use with particular learners. See: www.tcu.gov.on.ca/eng/eopg/publications/OALCF_Assessment_Tool_Eval_Form_Oct_11.pdf

Learner Plans

After the initial assessment is done a learner plan is created. OALCF learner plans veer away from previous skills-based 'training plans' to more task-based programming. The learner's goal informs the tasks required. The task-based assessment results, and the learner's skills, interests and personal goals inform the task-based training activities and skill development.

The following resources for learner plan development were reviewed:

→ Foundations for Independence Framework

Available as a print resource from Community Literacy of Ontario from clo@bellnet.ca or downloadable in PDF format from CLO's website at: www.nald.ca/clo/publications.htm

- Lists and charts of the most common learner goals as they relate to Essential Skills of Reading Text, Document Use and Numeracy
- Includes a list of other Essential Skills that may be critical to the learner's goal
- Allows for adding task information to the learning plan and appropriate resources for practicing the tasks
- Also includes a chart of the core skills related to Reading Text, Document Use and Numeracy to further break down the pieces of the learning plan and skill development



→ New Brunswick Aboriginal Workplace Essential Skills Project: www.nbawes.ca

- Features 20 components on a variety of topics including Learning and Life, Reading Text, Understanding Documents, Writing Basics and Working Math
- Modules range from a couple to many pages, with some containing outlines and actual course content
- Each module shows the Essential Skills that are incorporated in it and a course description
- PDFs are downloadable from site
- Though developed for Aboriginals who are preparing for work, most of the material is appropriate for any learner and for a wider range of goal-paths
- Useful to break tasks into smaller pieces and the skills required to complete them



➔ Trade Essentials: More skills . . . more opportunities: <http://library.nald.ca/item8767>

- 13 separate manuals, each covering a popular trade
- Downloadable PDFs
- Each manual has a number of sections, including a pen and paper Essential Skills assessment divided into competencies and levels
- Activities are workplace task-based
- Includes Assessor Guides and Answer Keys
- Includes curriculum information and other trade information, such as technical skill requirements
- Created for employment but some tools are useful and transitional to other goal paths
- Provides a good breakdown; has charts in the curriculum section that break down the goal by providing tasks in the various Essential Skills competencies and also shows levels and breaks the tasks into skills
- Written in language for Essential Skills, therefore it is not a great leap to convert it to OALCF language. For instance, where it says the Writing Learning Outcome is “the Learners will write to communicate for a variety of purposes”, the OALCF equivalent would be B2 Write continuous text
- Select the Essential Skills Manuals when downloading



➔ Other resources/strategies being used by practitioners related to learner plan development:

- Participate in training from support organizations
- Refer to CLO’s January 2012 e-communicé on Independence for a clearer understanding of this goal path: http://www.nald.ca/clo/communique/independence_communique_jan2012.pdf
- Identify 2-3 tasks and attach a tracking sheet that has a list of skills that they need to be able to do in order to be able to successfully complete the task
- Use the Profiles and Portfolio from HRDC’s Office of Literacy and Essential Skills (www.hrsdc.gc.ca/eng/workplaceskills/LES/index.shtml) to develop tasks and track improvement.

Instructional Resources

It is recommended that instructional resources be:

- Task-based
- Linked to goal-path (goal directed)
- Learner-centred
- Culturally considerate
- Consistent with andragogy (adult learning principles)
- Clearly connected to OALCF
- Effective
- Levelled to IALS and Essential Skills

Keeping the above recommendations in mind, the following **instructional** resources and strategies were discussed:

 **Essential Skills for Personal Success:**
www.nald.ca/library//learning/literacynet/prac_guide/prac_guide.pdf or www.literacynet.ca

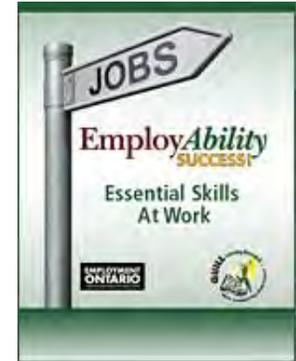
- By Literacy Network Northeast
- Four modules that cover Basic Needs, Health, Personal Issues and Contacts, and Participating in the Community
- Activities are introduced in life-like scenarios using authentic materials and covering different Essential Skills
- Essential Skills checklists at beginning and end of each chapter for pre- and post-assessment by either the learner or the practitioner
- Includes a practitioner guide, answers to the activities, and additional resources for learners who need more explanation or more practice and each chapter has a list of helpful websites
- Written by Sheila Marshall and Karen Farrar, both well-known and respected in the community literacy field
- The learning activities can also be used as assessments
- Topics match CLO's Foundations for Independence Framework (see Learning Plan)
- Includes levels for both LBS and Essential Skills so is helpful for practitioners trying to adjust from LBS to the new OALCF levels
- Modules are not sequential so they can be worked on in any order and for programs working in groups, new learners can start at the beginning of each module, rather than waiting until the next whole group starts
- Though it is aimed at the independence goal path, many activities are transferable to other goal paths



Practitioner
Guidelines

➔ **EmployAbility Success -Essential Skills at Work:** www.quillnet.org/e-resources/emsu.htm

- By QUILL Learning Network
- Three modules: Ready for Reading at Work; Ready for Document Use at Work; and Ready to Use Math at Work
- Levelled to LBS and ES
- Includes pre/post assessments
- Includes computer/technology, reflection and discussion points and demonstrations
- Includes a chart that can be downloaded separately that shows the relationship between the job tasks in the workbook and the OALCF (one of very few OALCF-specific resources already available)
- Also developed by Sheila Marshall and Karen Farrar
- The material is centred on four characters who work in four different entry-level jobs
- Mix of activities and instructional material, with additional tips in boxes and overtime activities for those who are ready for extra practice
- Helps practitioners understand how the job tasks support specific competencies within task groups in the OALCF



➔ **Sample Activities Using Authentic Workplace Materials** www.nald.ca/library/learning/llo/sample_activities/sample_activities.pdf or www.laubach-on.ca

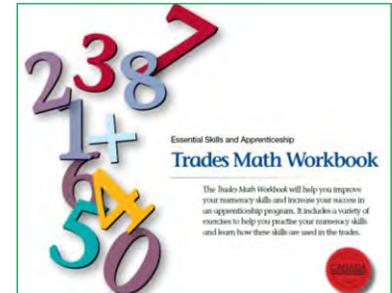
- By Laubach Literacy Ontario
- An accompaniment to ***Integrating Essential Skills in Literacy Tutor Training***
- Has Level 1 and 2 activities in Reading, Writing, Document Use and Numeracy
- Has sample tasks and authentic materials from employer partners
- Many sample activities include an optional extension activity involving computer use
- Each sample activity has a cover page with summary information, instruction notes, and information related to the relevant occupation from the Essential Skills profiles
- Learners will require prior learning and skill development before completing the sample activities.





Trades Math Workbook: www.nald.ca/library/learning/hrsdc/trades_math_workbook/trades_math_workbook.pdf

- Includes a variety of exercises to help apprenticeship candidates improve their numeracy skills and learn how those skills are used in the trades
- The workbook includes sections focusing on measurement and calculation; money math; scheduling; budgeting and accounting; and data analysis
- There is a mixture of instruction, an explanation of what the math is used for, and activities
- A chart is included that lists and defines math foundation skills, and then provides examples of how each skill might be used in the workplace



Other resources/strategies being used by practitioners related to instruction

- CLO's Resource Guide: Popular Resources Supporting the Transitioning of Adult Literacy Learners with Independence or Employment Goals. Available in both print (email clo@bellnet.ca) and online versions (www.nald.ca/clo/resource/resources_guide.pdf)
- MTCU's OALCF Tools and Resources Summaries: www.tcu.gov.on.ca/eng/eopg/publications/OALCF_Tools_and_Resources_Oct_11.pdf
- The Ministry's resource lists in *Selected Learning Materials* are helpful. The Anglophone resource can be found at www.tcu.gov.on.ca/eng/eopg/publications/OALCF_Selected_LMs_Anglophone_Mar_11.pdf
- GATES (Goals and Training for Employment Success) www.mygates.ca is a good, easy-to-navigate, introductory website for learners
- The Canadian Centre for Financial Literacy's series on Financial Literacy (www.theccfl.ca) includes activities related to filling in documents to get your credit rating, learning how to identify advertising scams, making a budget, etc.
- Some other sites that are good for the extract information task group are: www.documentaryheaven.com and www.cbc.ca/marketplace
- Kitchen Math Everyday Math Skills 2009 (www.nald.ca/library/learning/nwt/mathskills/homemath/homemath.pdf)
- Money Math Everyday Math Skills 2009 (www.nald.ca/library/learning/nwt/mathskills/moneymath/moneymath.pdf)
- Simply Math Everyday Math Skills 2009 (www.nald.ca/library/learning/nwt/mathskills/simplymath/simplymath.pdf)
- Money in Your Life (<https://fc.deltasd.bc.ca/~pmassie/FOV2-0007466F/FOV2-000763E1/MIYL.pdf?Plugin=Loft>)
- Quebec Literacy Working Group's Essential Life Skills Units and Individual Essential Life Skills Units www.learnquebec.ca/en/content/adult_ed/skills_for_life/ ("mother lode" of modules!)

