



# The **SCALES** Essential Skills Adaptation Tool

**The CONNECT SCALES Project:**  
Supporting the Canadian Advancement of  
Literacy and Essential Skills

# The Essential Skills Adaptation Tool Process

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## Make sure you can adapt the tool in question

HRSDC allow their tools to be adapted. However, if it is unclear, check copyright / ownership to ensure you are okay to proceed with tool adaptation. Request and obtain permission in writing if needed.

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## Identify the reason for adapting the tool

(Adapted from UNESCO's Open Training Platform: <http://opt.unesco-ci.org/>)

Common Reasons for Adapting a Tool:

- Re-branding: adding your organizational name, logo and contact information
- Localizing: adding local / relevant examples
- Visual appeal to target audience
- Contextualizing: changing the content and syntax to match characteristics of the local audience and principles espoused by the organization

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## Identify the specific reasons for adapting the tool

Rebranding	Localizing	Visual Appeal	Contextualizing
Include our organizations' logo	Include example typical of specific clients	Make visually appealing to specific clients	Change to embed specific content
	Must obtain relevant example	Requires graphics person	Requires Essential Skills knowledge to ensure the tool meets intended objectives

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## Determine how to proceed with adaptation

Identify how you will adapt the tool taking into account the reason for adapting and considerations you have identified.

- What do you need to do?
- Who will do it?
- What qualifications do they need to have?



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### **Ensure consistency**

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Now that you've adapted the tool, revisit the objectives (specific and measurable) and desired client outcomes (broad based description of how the information will be used). Does it match the intended purpose for the tool or has your adaptation taken the tool in a different direction?



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### **Release and revise your tool**

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Pilot your adapted tool with the intended audience and solicit feedback. Make final edits based on the pilot feedback.

## Some key things to keep in mind when adapting a tool...

- Simplify language
- Include more graphics
- Shorten directions
- Try to make charts and tables
- Colour code things/use colour
- Re-branding
- Include relevant examples
- Use checklists
- Use sections with instructions
- Sequential order
- Leave margins for notes
- Limit text
- Use different fonts
- Have examples
- Give clients catch phrases
- No long drawn out explanations
- Make sure tools appeal to people who learn through listening, touch, and sight
- Allow variety in delivery
- Focus on most important to least important
- Include step-by-step instructions.



# Good Luck!