



Now and Tomorrow

Excellence in Everything We Do

Essential Skills and Apprenticeship

Essential Skills Tools for the Skilled Trades

Strong Essential Skills such as reading, numeracy, document use and working with others contribute to success in training and in the workplace. Tools are available to understand, assess and improve these skills. The tools can be used independently or with the help of an employer or trainer.



If you are an **APPRENTICE** or a **TRADESPERSON**, use Essential Skills Tools to:

- Learn more about which Essential Skills are required in your trade
- Discover your strengths and find areas where you can improve
- Increase your chances of success in training
- Build your confidence to learn the technical skills of a trade

If you are an **EMPLOYER**, use Essential Skills Tools to:

- Develop job descriptions
- Identify training needs
- Support workers in on-the-job training

If you are a **TRAINER, EDUCATOR** or **ADVISOR**, use Essential Skills Tools to:

- Easily identify the Essential Skills required in a variety of trades
- Assess an individual's Essential Skills strengths and identify areas for improvement
- Develop a plan to help an individual improve their Essential Skills

To learn more about the Interprovincial Standards Red Seal Program, visit www.red-seal.ca

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Tools for building Essential Skills are available in three categories:

Inform Tools

Use these tools to better understand how Essential Skills are used in the trades.

- Definitions of Essential Skills and workplace examples
- “On the Job” stories that show how Essential Skills are used in a typical workday

Assess Tools

Use these tools to assess Essential Skills strengths and identify areas for improvement.

- A checklist to identify your Essential Skills training needs
- A workbook to assess and improve your reading, writing, numeracy and document use skills

Support Tools

Use these tools to improve Essential Skills.

- A trades math workbook to practice your numeracy skills
- Tips and ideas to help you prepare for training and exams
- A tool to identify ways to improve your Essential Skills

To Order

Mail or fax your request to:

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Human Resources and Skills Development Canada
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Online: www12.hrsdc.gc.ca

To learn more about Essential Skills,
visit hrsdc.gc.ca/essentialskills