

2011

Essential Skills: Getting People Better Prepared for Work



 **MOHAWK**
COLLEGE

 **Adult Basic Education Association**
Hamilton's Connection to Lifelong Learning

 **Hamilton Training Advisory Board**
Commission consultative sur la formation à Hamilton

Funded by Employment Ontario

**EMPLOYMENT
ONTARIO**

Essential Skills Workshop

Table of Contents

Overview of Project New Skills	2
Demand for Essential Skills	2
Literacy in Canada	3
Manufacturing in Hamilton	4
Fast Facts about Manufacturing in Hamilton	4
The Future of Manufacturing	5
What are Essential Skills?	6
Defining Essential Skills	7
1. Reading	7
2. Writing includes.....	7
3. Document Use	7
4. Numeracy	8
5. Computer Use	8
6. Thinking.....	8
7. Oral Communication.....	8
8. Working with Others	8
9. Continuous Learning	8
Soft Skills	9
Educational Pathways	10
Case Studies	10
Where to go to Upgrade Essential Skills	11
Checklist for Success.....	112
Resources.....	13
Essential Skills.....	13
Labour Market Information.....	17
References	20

Overview of Project New Skills

Project New Skills was a Workplace Literacy Essential Skills (WLES) project partnership between Mohawk College, Adult Basic Education Association and the Hamilton Training Advisory Board. This Hamilton project was to help determine an individual's learning needs to support their employment, education and/or training goals.

Through this project an individual could access

- essential skills assessments
- upgrading courses
- essential skills for manufacturing workshops

Demand for Essential Skills

- a. Studies show that a majority of jobs created in the near future will require higher skill levels.¹
- b. This shift is being felt in other industrialized regions as well, including the United Kingdom² and European Union.³
- c. Project New Skills focused on the continued importance of the Manufacturing sector in Hamilton.

Literacy in Canada

The Adult Literacy and Life Skills Survey (ALLS)⁴ is an international survey of prose, document and quantitative skills across a 5 point scale (same as Essential Skills levels). Level 3 is considered the level needed to fully participate in today's society.

- a) 22% of Canadians were at Level 1
- b) 26% of Canadians were at Level 2

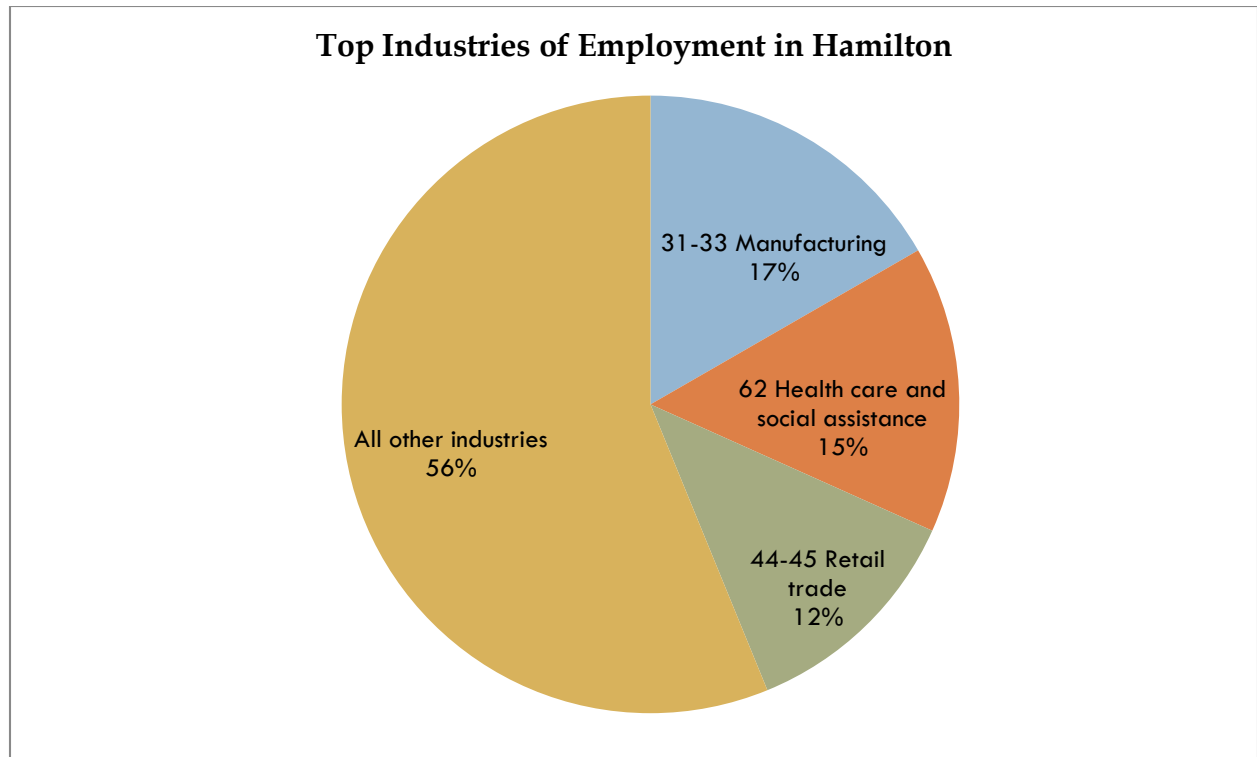
48% of Canadians can't deal with everyday literacy demands.

How does this affect our local workforce?

- a. Low scoring adults are 2.5 times more likely to be unemployed compared to those scoring at Level 3 or higher.
- b. 50% of Canadians participated in education/training in 2003 (33% increase from 1994). However, only 20% of those at Level 1 and just over 40% of those at Level 2 participated.
- c. Grade 12 graduation rates have been slowly but steadily increasing although the drop-out rate is still 25%.⁵
- d. Those that leave school have a harder time finding work than those that graduate (only 61.7% of drop-outs were employed in 2004-2005).⁶
- e. 90% of clients with a Grade 12 still need literacy and essential skills upgrading before moving on to further education/training.⁷

Manufacturing in Hamilton

In 2006, Hamilton's manufacturing industry employed 32,905 people, equaling 17% of the total workforce.⁸



Fast Facts

- a. Workers are usually between 45 – 54 years of age.
- b. 15% of the workforce is over 55 years of age.
- c. The highest level of education for most workers in this industry is a high school diploma or equivalent.
- d. The manufacturing industry has a higher number of immigrant workers at 33% compared to 26% across all industries.

As of December 2010, there were a total of 1,045 employers in manufacturing.

Hamilton's top 3 sectors in manufacturing based on the total number of businesses are

1. Fabricated metal product manufacturing
2. Miscellaneous manufacturing
3. Machinery manufacturing⁹



The Future of Manufacturing

The manufacturing workforce is changing in response to global demands. By 2020, Canada's manufacturing workforce will be much different from today.⁸

The new skills needed will be

- a mix of creative problem-solving skills, technical know-how, business skills, and an ability to interact with colleagues and customers
- a higher degree of technical and technological skill
- an ability to adapt easily to constantly changing roles in constantly changing workplaces.¹⁰

What are Essential Skills?

“Literacy and Essential Skills are the skills needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change.”¹¹



There are nine Essential Skills

1. Reading Text
2. Document Use
3. Numeracy
4. Writing
5. Oral Communication
6. Working with Others
7. Continuous Learning
8. Thinking Skills
9. Computer Use

Essential Skills tasks are measured using a scale from 1 (less difficult) to 5 (most difficult).

Defining Essential Skills

1. Reading

Reading materials that are in the form of sentences or paragraphs such as

- notes, letters, memos, manuals
- forms and labels if they contain at least one paragraph
- print and non-print media (for example, text on computer screens)
- paragraph-length text in charts, tables and graphs

2. Writing

Using your skills to write

- texts
- fill out documents (for example - employment forms)
- non-paper-based documents (for example – using a computer)

3. Document Use

Using documents with graphic elements (e.g., line, colour, shape) such as

- graphs
- lists
- tables
- blueprints
- drawings
- signs
- labels

4. Numeracy

Using numbers to complete your job tasks.

5. Computer Use

Using computers to complete your job tasks.

6. Thinking

Using your skills to

- problem solve
- make decisions
- think critically
- plan and organize job tasks
- remember information
- find information

7. Oral Communication

Communicating when you work - speaking and listening.

8. Working with Others

Do you have to work co-operatively with others?

Do you have to have the self-discipline to meet work targets while working alone?

9. Continuous Learning

More and more jobs require continuous upgrading. You will need to keep learning to keep or to grow with your job.

Soft Skills

Four of these nine Essential Skills can be considered to be soft skills. Soft skills are the personal traits, communication styles and personal habits that help us work with others.

Thinking Skills

Oral Communication

Working with Others

Continuous Learning

These skills are in high demand by today's advanced manufacturers.

Educational Pathways

Essential Skills upgrading is important to prepare you for further education, training and employment so that you

- can refresh your skills and feel confident
- are prepared for the workload
- can be successful on workplace entrance tests
- complete work tasks independently

Case Studies

Meet Lori

Lori has some manufacturing experience but would like to take the Manufacturing Techniques program at Mohawk College to become a millwright apprentice. She will likely need to upgrade her reading text, writing and numeracy skills in order to enter the program.

Meet Matt

Matt has been laid off for more than a year and is trying to get a job at one of the Hamilton steelmakers. He's has gotten as far as the entrance testing but hasn't been called in for an interview. Matt likely needs to upgrade his reading text, document use and computer skills to be successful on this test in order to get an interview.

Where to go to Upgrade Essential Skills

In Hamilton, the Adult Basic Education Association (ABEA) is the first stop for education and training information. The ABEA is the Learning Network and offers free information, referrals and fee for service assessments.

905-527-2222

email@abea.on.ca

www.abea.on.ca



Checklist for Success



You should

- know your skills and strengths
- know the essential skills needed for your employment goal
- know industry trends
- use tools or resources to support your job search
- treat your job search as if it's a full time job
- keep on top of relevant job training

Resources

Essential Skills

1. Human Resources and Skills Development Canada

This website has information on the Essential Skills as well as Essential Skills employment profiles.

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

The screenshot shows the official website of Human Resources and Skills Development Canada (HRSDC). The header includes the Canadian flag, the organization's name in English and French, and the Canada wordmark. A navigation bar contains links for Français, Home, Contact Us, Help, Search, and canada.gc.ca. Below this, a breadcrumb trail reads 'Home > Skills > Literacy-Essential Skills'. The main content area is titled 'Literacy and Essential Skills' and features a list of links on the left, a central text block, and two sidebars on the right. The left sidebar lists various programs and resources, while the right sidebar includes 'Features' and 'Contact Us' sections.

Human Resources and Skills Development Canada
www.hrsdc.gc.ca

Français | **Home** | **Contact Us** | **Help** | **Search** | **canada.gc.ca**

Home > Skills > Literacy-Essential Skills

Skills

- Trades and Apprenticeship
- Literacy and Essential Skills
 - OLES
 - Definitions
 - Essential Skills Profiles
 - Tools and Resources
 - Funding
- Foreign Credential Recognition
- Foreign Workers
- Labour Market Information
- Labour Mobility
- NOC
- Sector Council Program

Our Department

- Ministers
- About Us
- What's New
- Newsroom
- Upcoming Announcements
- Publications and Resources

Literacy and Essential Skills

Literacy and Essential Skills:

- are needed for work, learning and life;
- are the foundation for learning all other skills;
- help people evolve with their jobs and adapt to workplace change.

Through extensive research, the Government of Canada, along with other national and international agencies, has identified and validated key literacy and Essential Skills. These skills are used in nearly every job and throughout daily life in different ways and at varying levels of complexity.

- [Office of Literacy and Essential Skills](#)
- [Definitions](#)
- [Essential Skills Profiles](#)
- [Tools and Resources](#)
- [Funding](#)

Features

[Essential Skills Videos](#)

Watch these videos to learn more about how Essential Skills are used in the workplace. The videos identify the key Essential Skills required in all jobs across Canada and provide examples of why these skills are important in the workplace.

Contact Us

Please [contact us](#) if you have any questions about Literacy and Essential Skills.

2. Office of Literacy and Essential Skills (OLES)

This website has Essential Skills information, needs assessments and learning and training supports.

http://www.hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/job.shtml

The screenshot shows the official website of the Human Resources and Skills Development Canada (HRSDC). The header includes the Canadian flag, the organization's name in English and French, and the word "Canada" with a small flag. Below the header is a navigation bar with links: Français, Home, Contact Us, Help, Search, and canada.gc.ca. The main content area is titled "Job Seekers and Workers" and features a sidebar with a "Skills" menu and an "Our Department" menu. The "Skills" menu includes links to Trades and Apprenticeship, Literacy and Essential Skills, OLES, Definitions, Essential Skills Profiles, Tools and Resources, and Funding. The "Our Department" menu includes links to Ministers, About Us, What's New, Newsroom, Upcoming Announcements, and Publications and Resources. The main content area contains a paragraph about Essential Skills, a list of tools to use, and a section titled "Awareness/Inform" with a list of links to various resources.

Human Resources and Skills Development Canada
www.hrsdc.gc.ca

Job Seekers and Workers

If you are looking for a job or a change in your career, you may want to consider your Essential Skills. Developing your Essential Skills can help you get a job, succeed at work and adapt to change.

Use these tools to:

- learn about the skills employers need from you on the job;
- identify your Essential Skills strengths and areas for improvement; and
- help improve your Essential Skills.

We encourage you to adapt the tools to meet your needs. To determine if written permission is required, please visit [Apply for Crown Copyright Clearance](#).

Visit [How to Order](#) for ordering information.

Awareness/Inform

- [Living and Learning - Essential Skills Success Stories](#) (HIP-031-02-06E)
- [What are Essential Skills?](#) (WP-077-12-09)
- [Literacy and Essential Skills Toolkit - Postcard](#) (WP-094-01-09)
- [What are Essential Skills for the Trades?](#) (WP-123-10-09E)
- Essential Skills for Success in the Trades:
 - [Essential Skills for Success as an Automotive Service Technician](#) (WP-125-10-09E)
 - [Essential Skills for Success as a Carpenter](#) (WP-126-10-09E)
 - [Essential Skills for Success as a Construction Electrician](#) (WP-127-10-09E)
 - [Essential Skills for Success as a Cook](#) (WP-128-10-09E)
 - [Essential Skills for Success as a Hairstylist](#) (WP-129-10-09E)
 - [Essential Skills for Success as an Industrial Mechanic \(Millwright\)](#) (WP-130-10-09E)

3. How Do Your Skills Measure Up?

This website allows you to test and/or practice your reading text, document use and numeracy skills.

<http://measureup.towes.com/english/index.asp>

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

Help **Welcome**

Welcome

How do your skills Measure Up?

Here, you will have an opportunity to practice three Essential Skills needed in all types of occupations:

Reading Text is connected text of the sort typically found in manuals, training material, product information and regulations.

Document Use means the reading of materials in information displays; such as maps, forms, schedules, diagrams, and catalogues.

Numeracy is the use of arithmetic with numbers found in text and documents.

Please use the menu on the left to navigate through this site.

You can start by selecting '**Choices of Activities**' to see what is available.

For technical information and hints on how to best use this site click on **Help**, on the top left hand side of each page.

New Activities Added March 2010!

Please Read Important [Copyright Information](#) and our [Privacy Statement](#)

MEASURE UP

The **Measure Up** website is made possible with financial assistance from:

 Human Resources and Skills Development Canada / Ressources humaines et Développement des compétences Canada

4. Ontario Skills Passport (OSP)

This website has Essential Skills descriptions and work habits, self-assessments, tools and resources (including the ability to create work and transition plans).

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

The screenshot shows the Ontario Skills Passport website. At the top, the Ontario logo is on the left, and the Ministry of Education, Ministry of Training, Colleges and Universities is on the right. A navigation bar contains links: Home, Essential Skills and Work Habits, Occupations and Tasks, Resources, Search the Database, Create a Work Plan/Training Plan, Create a Transition Plan, Employer Tools, Check-Up Tools, Check-In Tool, FAQs, Subscribe, and Contact Us. The main header features the 'Ontario Skills Passport' logo and the tagline 'Skills and Work Habits for the Workplace'. Below this, a circular image shows a person using a laptop. Text explains that the OSP provides clear descriptions of Essential Skills and work habits, which are transferable from school to work. It also states that the OSP offers high school students, adult learners, job seekers, workers, employers, teachers, trainers, practitioners, job developers, and counsellors a common language, resources, and tools to help build competence, confidence, and connections. A prompt asks users to click the OSP resource or tool they want to use. A grid of icons represents various tools: Essential Skills and Work Habits, Search the Database, Employer Tools, Occupations and Tasks, Create a Work/Training Plan, Check-Up Tools, Resources, Create a Transition Plan, and Check-In Tool. A footer navigation bar repeats the main navigation links, and a small note at the bottom states that the site is maintained by the Government of Ontario, Canada.

Ontario
Ministry of Education
Ministry of Training, Colleges and Universities
[français](#)

[Home](#) | [Essential Skills and Work Habits](#) | [Occupations and Tasks](#) | [Resources](#) | [Search the Database](#) | [Create a Work Plan/Training Plan](#) | [Create a Transition Plan](#) | [Employer Tools](#) | [Check-Up Tools](#) | [Check-In Tool](#) | [FAQs](#) | [Subscribe](#) | [Contact Us](#)

Ontario Skills Passport *Skills and Work Habits for the Workplace*

The Ontario Skills Passport (OSP) provides clear descriptions of the [Essential Skills](#) and [work habits](#) important for [work, learning and life](#). Essential Skills are used in virtually all [occupations](#) and are transferable from school to work, job to job and sector to sector.

The OSP offers high school students, adult learners, job seekers, workers, employers, teachers, trainers, practitioners, job developers and counsellors a common language, resources and tools that help build competence, confidence and connections.

Click the OSP resource or tool that you want to use.

Getting Started			
OSP News			
OSP Partners			

[Home](#) | [Essential Skills and Work Habits](#) | [Occupations and Tasks](#) | [Resources](#) | [Search the Database](#) | [Create a Work Plan/Training Plan](#) | [Create a Transfer Your Skills](#) | [Employer Tools](#) | [Check-Up Tools](#) | [Check-In Tool](#) | [FAQs](#) | [Contact Us](#)

Ontario
This site is maintained by the Government of Ontario, Canada.

Labour Market Information

1. Working in Canada

This site provides detailed profiles on 520 occupations, offering information on job postings, employment prospects, wages, etc. This is an excellent resource for job seekers, students, and employment professionals.

www.workingcanada.gc.ca

The screenshot displays the 'Working in Canada' website interface. At the top, there are logos for the Government of Canada and the Government of Ontario, along with the 'Canada' wordmark. A red maple leaf is centered above the main header. The header includes the text 'Working in Canada' and the URL 'WorkinginCanada.gc.ca'. Below the header is a navigation bar with links: 'Français', 'Home', 'Contact Us', 'Help', 'Search', and 'canada.gc.ca'. A breadcrumb trail reads 'Home > Working in Canada Tool'. The main content area features a navigation bar with 'SELECT A NEW OCCUPATION', 'CHOOSE A NEW LOCATION', and 'VIEW THE REPORT'. A search box on the right is labeled 'Enter a job title:' and contains the text 'fitter welder'. The main report is titled 'WORKING IN CANADA REPORT' and displays the following information: Occupation: Welders and Related Machine Operators (NOC 7265-B); Location: Hamilton-Niagara Peninsula-Brantford Area (Ontario); and a list of cities: Brantford, Dunnville, Hamilton, Simcoe, St. Catharines. Below the report title are two tabs: 'SUMMARY' and 'ALL SECTIONS'. To the right of the tabs are social media sharing icons and a 'PRINT' button. The report content is organized into a grid of sections, each with an icon and a brief description: 'JOB POSTINGS' (11 jobs in this area, 169 in Ontario), 'WAGES' (average wage is 21.25 \$/hr), 'OUTLOOK & PROSPECTS' (employment potential is FAIR), 'LICENCE & CERTIFICATION' (occupation is regulated), 'MAIN DUTIES' (identify functions and tasks), 'JOB & SKILLS REQUIREMENTS' (learn what skills and experience employers are looking for), 'EDUCATION & TRAINING' (find training to enhance skills), and 'ASSOCIATIONS & UNIONS' (locate organizations). At the bottom, there is a 'FURTHER ASSISTANCE' section with a link to 'Discover additional resources available in your chosen community.'

2. Ontario Job Futures

This site allows you to search for occupations and helps uncover the main duties, education and training, employment prospects, income, etc. at the provincial level.

www.tcu.gov.on.ca/eng/ojf



7263 Structural Metal and Platework Fabricators and Fitters

Structural metal and platework fabricators and fitters fabricate, assemble, fit and install steel or other metal components for buildings, bridges, tanks, towers, boilers, pressure vessels and other similar structures and products. They are employed in structural steel, boiler and platework fabrication plants and by heavy machinery manufacturing and shipbuilding companies.

Common Job Titles

metal fabricator
platework fitter
shipfitter
shipfitter apprentice
steel fabricator
structural steel fitter

Typical Employers

boiler fabrication plants
heavy-machinery manufacturing companies
platework fabrication plants
shipbuilding companies
structural-steel fabrication plant

Selected Main Duties

Structural metal and platework fabricators and fitters perform some or all of the following duties:

- Study engineering drawings and blueprints, determine the materials required, and plan the sequence of tasks to cut metal most efficiently
- Construct patterns and templates as guides for layouts
- Lay out reference points and patterns on heavy metal according to component specifications
- Rig, hoist and move materials to storage areas or within worksite
- Assemble and fit metal sections and plates to form complete units or subunits using tack welding, bolting, riveting or other methods
- Set up and operate various heavy-duty metal-working machines such as brake presses, shears, cutting torches, grinders and drills, including computer numerical control (CNC) equipment, to bend, cut, form, punch, drill or otherwise form heavy-metal components
- Install fabricated components in final product.

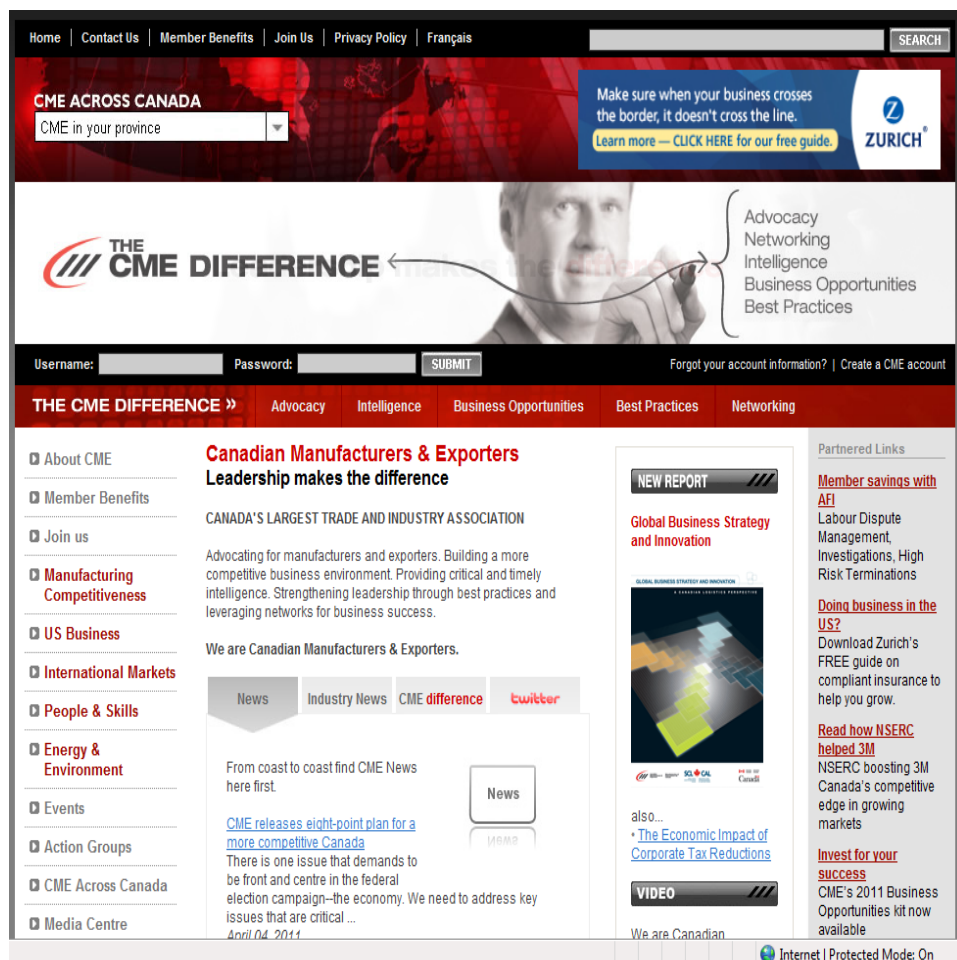


www.ontario.ca/employment
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3. Canadian Manufacturers and Exporters (CME)

CME is Canada's largest industry and trade association. This website offers information on all aspects of the manufacturing industry across the country, including: workforce development, business opportunities, best practices, events and training opportunities.

www.cme-mec.ca



The screenshot shows the homepage of the Canadian Manufacturers & Exporters (CME) website. The header includes navigation links: Home, Contact Us, Member Benefits, Join Us, Privacy Policy, and Français. A search bar is located on the right. Below the header, there is a banner for "CME ACROSS CANADA" with a dropdown menu to select a province. To the right of the banner is a Zurich advertisement with the text "Make sure when your business crosses the border, it doesn't cross the line." and a link to "Learn more — CLICK HERE for our free guide." The main content area features "THE CME DIFFERENCE" logo and a list of services: Advocacy, Networking, Intelligence, Business Opportunities, Best Practices, and Networking. Below this is a login section with fields for Username and Password, and a "SUBMIT" button. A sidebar on the left lists various categories: About CME, Member Benefits, Join us, Manufacturing Competitiveness, US Business, International Markets, People & Skills, Energy & Environment, Events, Action Groups, CME Across Canada, and Media Centre. The main content area also includes a "NEW REPORT" section titled "Global Business Strategy and Innovation" and a "VIDEO" section titled "We are Canadian". A "Partnered Links" section on the right lists various resources like "Member savings with AFI", "Labour Dispute Management", "Doing business in the US?", "Read how NSERC helped 3M", and "Invest for your success".

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