

## **| Appendix O**

### **ESD Course Outlines and Navigation Overview**

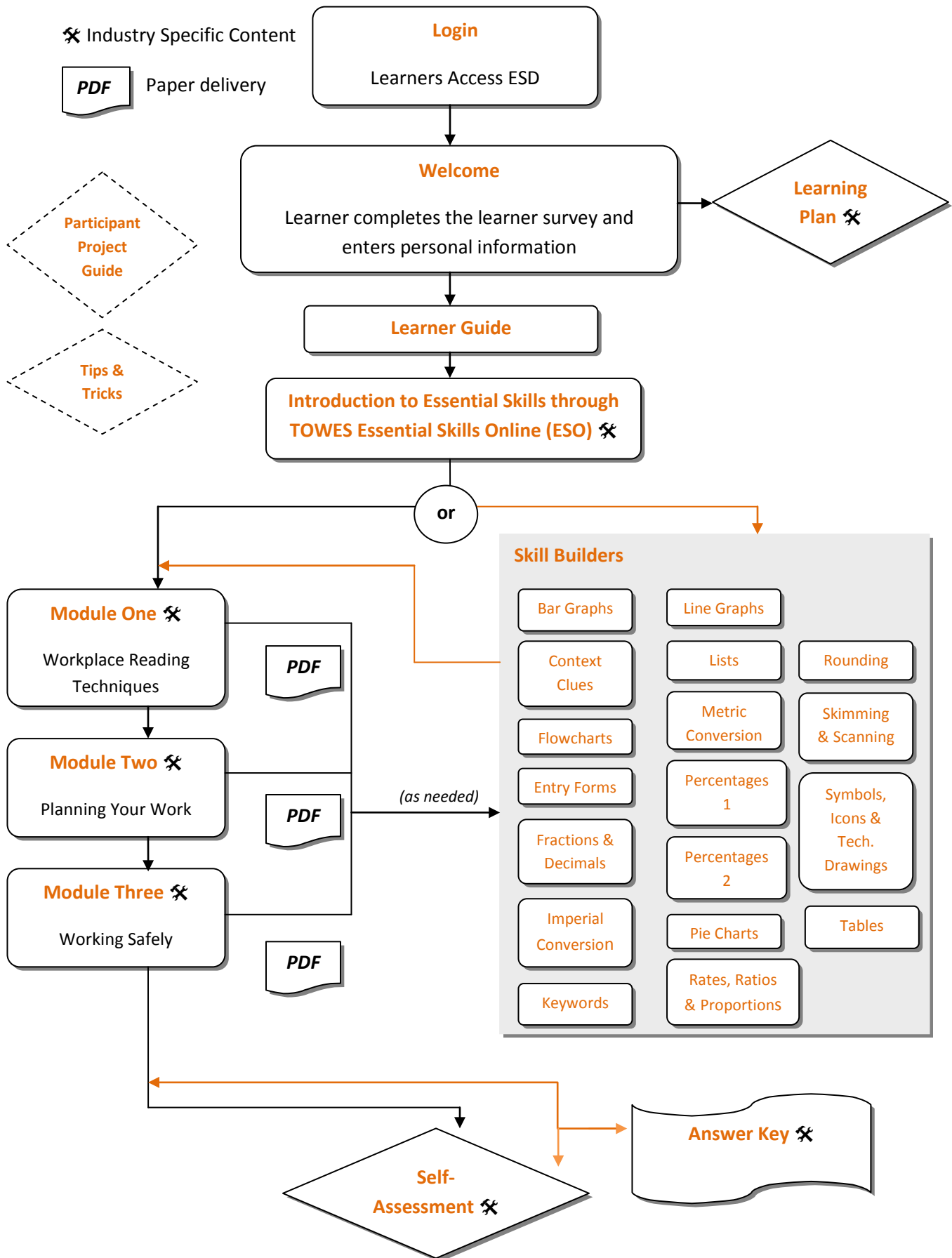
- i) Automotive**
- ii) Entrance into Apprenticeship/Trades**
- iii) Health**
- iv) Petroleum (Oil & Gas)**

Module	Brief Description
<b>Workplace Reading Techniques</b>	<b>Learners practice the skills of Reading Text and Document Use used when finding information or making decisions in an automotive industry.</b>
<b>Activity 1</b>	<b>Reading Product Information</b>
Activity 1.1	Questions refer to a product description found on a website
Activity 1.2	Questions refer to a manufacturer’s brochure
Activity 1.3	Questions refer to product descriptions found in a catalogue
Activity 1.4	Questions refer to a table comparing and contrasting different products
Activity 1.5	Questions refer to product descriptions found in a catalogue
Activity 1.6	Questions refer to catalogue description of different products
<b>Activity 2</b>	<b>Reading at Work</b>
Activity 2.1	Questions refer to an information a process document
Activity 2.2	Questions refer to night class advertisement
Activity 2.3	Questions refer to an informative article
<b>Planning Your Work</b>	<b>Learners practice planning &amp; organizing, scheduling, budgeting, accounting and problem solving using Reading Text, Document Use and Numeracy skills.</b>
<b>Activity 1</b>	<b>Identifying Work Tasks</b>
Activity 1.1	Questions refer to a work task table and a pick up calendar
Activity 1.2	Questions refer to a work order
Activity 1.3	Questions refer to two work orders
<b>Activity 2</b>	<b>Organizing, Scheduling &amp; Prioritizing Tasks</b>
Activity 2.1	Questions refer to a work task table, a pick up calendar and a work order
Activity 2.2	Questions refer to a work task table, a work order and a schedule
Activity 2.3	Questions require the learner to reference a variety of source documents as well as documents created by the learner
<b>Activity 3</b>	<b>Completing Work</b>
Activity 3.1	Learner completes a work task table using a variety of source documents
Activity 3.2	Learner completes a work order using a variety of source documents
Activity 3.3	Learner completes a work order using a variety of source documents
Activity 3.4	Learner completes a time sheets using a workers notebook entries
Activity 3.5	Learner completes a time sheets using a workers notebook entries
<b>Working Safely</b>	<b>Learners use Reading Text and Document Use skills while learning about safety hazards commonly found in the automotive industry.</b>
<b>Activity 1</b>	<b>Product Labels</b>
Activity 1.1	Learner locates specific pieces of information on a product label
Activity 1.2	Questions refer to a product label
Activity 1.3	Learners complete a table referring to two product labels
Activity 1.4	Questions refer to a product label
Activity 1.5	Questions refer to hazard symbols poster and two product labels
<b>Activity 2</b>	<b>Taking Precautions</b>
Activity 2.1	Questions refer to workplace safety signs
Activity 2.2	Questions refer to workplace safety signs and an incident report
Activity 2.3	Questions refer to workplace safety signs and a safety memo
Activity 2.4	Questions refer to workplace safety signs and a safety email
Activity 2.5	Learners make inferences based on the safety documents used in the previous activities

<b>Activity 3</b>	<b>Using MSDS (Material Safety Data Sheets)</b>
Activity 3.1	Questions refer to an MSDS
Activity 3.2	Questions refer to an MSDS
Activity 3.3	Questions refer to three MSDS

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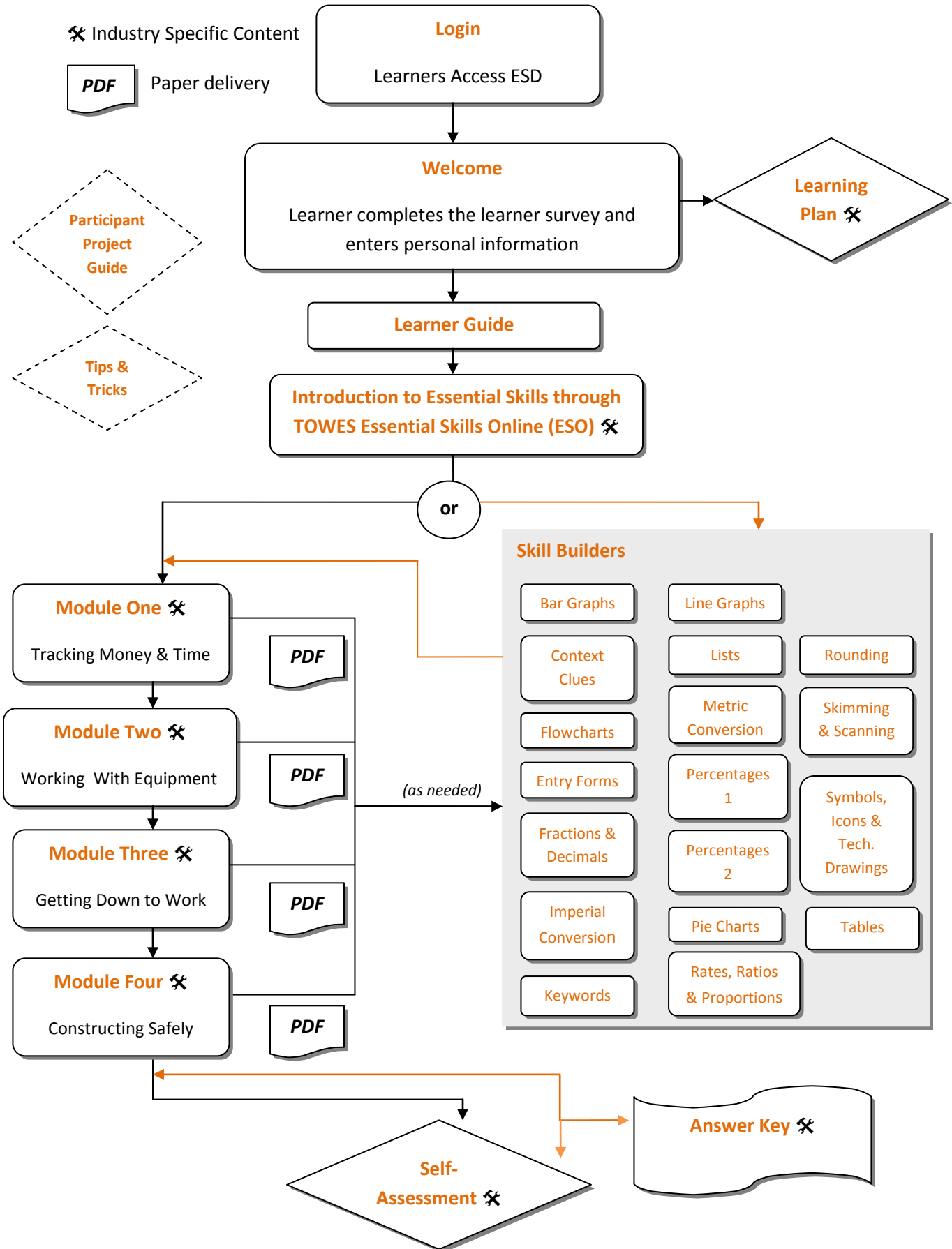
# ESD Navigation Overview: Automotive



Module	Brief Description
<b>Tracking Money &amp; Time</b>	<b>Learners are taught how Numeracy and Document Use skills are often used in combination in the construction industry.</b>
<b>Activity 1</b>	<b>Calculating with Time</b>
Activity 1.1	Questions refer to a weekly work schedule
Activity 1.2	Questions refer to a memo regarding a scheduling system
Activity 1.3	Questions refer to a crew schedule
Activity 1.4	Questions refer to an installation schedule
Activity 1.5	Questions refer to a work schedule, a crew schedule and an installation schedule
Activity 1.6	Questions refer to a variety of schedules to complete a timesheet
Activity 1.7	Questions refer to a schedule to complete a timesheet
Activity 1.8	Questions refer to a payroll memo
Activity 1.9	Questions refer to a pay stub, a payroll memo and a crew schedule
<b>Activity 2</b>	<b>Reviewing &amp; Completing Invoices</b>
Activity 2.1	Questions refer to a lumber invoice
Activity 2.2	Questions refer to a window invoice
Activity 2.3	Questions refer to two invoices
Activity 2.4	Questions refer to a service invoice
Activity 2.1	Questions refer to a lumber invoice
<b>Activity 3</b>	<b>Claiming Expenses</b>
Activity 3.1	Questions refer to an expense memo
Activity 3.2	Questions refer to a expense receipts
Activity 3.3	Questions refer to a expense receipts
<b>Working With Equipment</b>	<b>Learners complete Reading Text and Document Use tasks to help them be safe and productive at work.</b>
<b>Activity 1</b>	<b>Inspecting Equipment</b>
Activity 1.1	Questions refer to an equipment inspection checklist
Activity 1.2	Questions refer to a pre-use inspection checklist
Activity 1.3	Questions refer to an inspection memo
Activity 1.4	Questions refer to two checklists and a memo
Activity 1.5	Questions refer to a heavy equipment inspection checklist
Activity 1.6	Questions refer to a variety of inspection checklists
<b>Activity 2</b>	<b>Reading Manuals</b>
Activity 2.1	Questions refer to a memo
Activity 2.2	Questions refer to a table of contents
Activity 2.3	Questions refer to a safety precautions document
Activity 2.4	Questions refer to a dimension and specification sheet
Activity 2.5	Questions refer to a maintenance interval schedule
<b>Getting Down to Work</b>	<b>Learners complete Reading Text, Document Use, Numeracy and Writing tasks to help them keep track of their workflow and calculate supply needs.</b>
<b>Activity 1</b>	<b>Reading Memos &amp; Notices</b>
Activity 1.1	Questions refer to a construction memo
Activity 1.2	Questions refer to a group notice
Activity 1.3	Questions refer to a city memo
<b>Activity 2</b>	<b>Logging Work</b>

Activity 2.1	Questions refer to a work log
Activity 2.2	Questions refer to a work record
Activity 2.3	Questions refer to a vehicle log and a vehicle maintenance schedule
Activity 2.4	Questions refer to a work order
<b>Activity 3</b>	<b>Calculating Product Needs</b>
Activity 3.1	Questions refer to a backyard project sketch
Activity 3.2	Questions refer to a backyard project sketch
Activity 3.3	Questions refer to a renovation project sketch
Activity 3.4	Questions refer to a project diagram
<b>Constructing Safely</b>	<b>Learner focuses on Reading Text and Document Use tasks that keep workers safe at the work site.</b>
<b>Activity 1</b>	<b>Reading Signs and Labels</b>
Activity 1.1	Questions refer to a construction safety notice
Activity 1.2	Questions refer to a safety signs and symbols
Activity 1.3	Questions refer to a safety labels
<b>Activity 2</b>	<b>Reporting Accidents</b>
Activity 2.1	Questions refer to an injury summary and an injury table
Activity 2.2	Questions refer to an accident investigation report
Activity 2.3	Questions refer to an accident and incident policy
Activity 2.4	Questions refer to an accidents report memo
Activity 2.5	Questions refer to an incident report and policy
Activity 2.6	Questions refer to an investigation report and an incident report

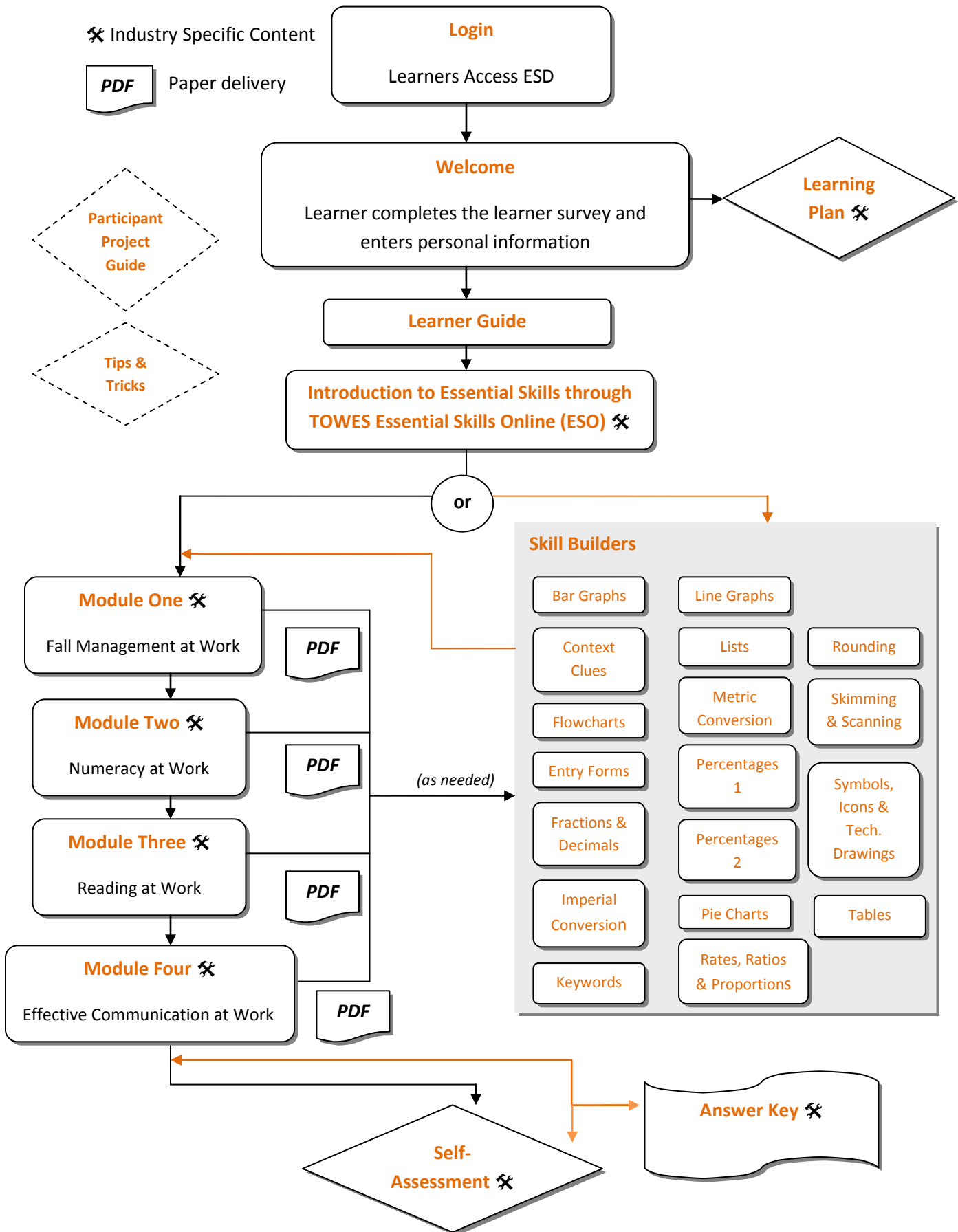
# ESD Navigation Overview: Entrance into Apprenticeship/Trades



Module	Brief Description
<b>Fall Management at Work</b>	<b>Learners are taught Essential Skill concepts using fall risk factors and fall management strategies.</b>
<i>Activity 1</i>	<b>Vocabulary Strategies</b>
<i>Activity 2</i>	<b>Categorizing Fall Risk Factors</b>
<i>Activity 3</i>	<b>Categorizing Interventions</b>
<i>Activity 4</i>	<b>Matching Interventions to Risk Factors</b>
<i>Activity 5</i>	<b>Using Closed and Open-Ended Questions</b>
<i>Activity 6</i>	<b>Assessing Fall Risks</b>
<i>Activity 7</i>	<b>Completing A Resident Fall Reporting Form</b>
<i>Activity 8</i>	<b>Reading Bar Graphs</b>
<i>Activity 9</i>	<b>Reading Line Graphs</b>
<b>Numeracy at Work</b>	<b>Learners work with numbers and measuring tools while applying Numeracy skills in the role of a Health Care Aide.</b>
<i>Activity 1</i>	<b>Self- Assessment</b>
<i>Activity 2</i>	<b>Time Management</b>
Activity 2.1	The 24-Hour Clock System
Activity 2.2	Organizing Work Tasks
<i>Activity 3</i>	<b>Measuring &amp; Reporting Vital Signs</b>
Activity 3.1	Temperature
Activity 3.2	Fluid Balance
Activity 3.3	Height & Weight
<b>Reading at Work</b>	<b>Learners work with documents such as labels, notices, memos, letters, and brochures while applying Reading Text and Document Use skills in the role of a Health Care Aide.</b>
<i>Activity 1</i>	<b>Self- Assessment</b>
<i>Activity 2</i>	<b>Reading Strategies</b>
Activity 2.1	Skimming and Scanning
Activity 2.2	Work- Specific Vocabulary
Activity 2.3	Work- Specific Vocabulary Crossword
<i>Activity 3</i>	<b>Public Health Flyer H1N1</b>
Activity 3.1	Tips for Effective Skimming
<i>Activity 4</i>	<b>Understanding Labels</b>
Activity 4.1	Food and Nutrition Labels
Activity 4.2	Medication Labels
Activity 4.3	Medication Labels
Activity 4.4	Medication Labels
<i>Activity 5</i>	<b>Recording and Charting</b>
Activity 5.1	Hospital Admission Forms
<i>Activity 6</i>	<b>Reading to Relax and Entertain Clients</b>
Activity 6.1	Tips for Reading Aloud
<b>Effective Communication at Work</b>	<b>Learners interact with clients and their family, supervisors, co-workers and other members of the health care team while demonstrating effective communication skills in the role of a Health Care Aide.</b>
<i>Activity 1</i>	<b>Self- Assessment</b>
<i>Activity 2</i>	<b>Vocabulary Strategies</b>

<b>Activity 3</b>	<b>Why is Communication So Important?</b>
Activity 3.1	How Does Communication Work?
Activity 3.2	Who Communicates With Whom?
Activity 3.3	Tips for Effective Communication
<b>Activity 4</b>	<b>Communicating With the Health Care Team</b>
Activity 4.1	Reporting to Your Supervisor
Activity 4.2	Coordinating Work Activities With Others
<b>Activity 5</b>	<b>Communicating With Clients</b>
Activity 5.1	Working With the Client's Family
Activity 5.2	Respecting Client Culture and Beliefs
Activity 5.3	Respecting the Limits of the HCA Role
<b>Activity 6</b>	<b>Communication and Technology</b>
Activity 6.1	Protecting Privacy When Using Computers
Activity 6.2	Telephone Communication
Activity 6.3	Telephone Messages

# ESD Navigation Overview: Health



Module	Brief Description
<b>Keeping the Flow</b>	<b>Learners are taught how Numeracy and Document Use skills are often used in combination in the petroleum industry.</b>
<b>Activity 1</b>	<b>Reading Maps</b>
Activity 1.1	Questions refer to a map legend
Activity 1.2	Questions refer to a map index
Activity 1.3	Questions refer to a map of a town
<b>Activity 2</b>	<b>Taking Measurements</b>
Activity 2.1	Questions refer to mud mixture thermometers
Activity 2.2	Questions refer to a pH measurements table
Activity 2.3	Questions refer to a Density Guide and Density Measurement table
Activity 2.4	Questions refer to stopwatch readings
Activity 2.5	Questions refer to problem solving multiple mud mixture scenarios
<b>Keeping Track</b>	<b>Learners complete Reading Text, Document Use and Numeracy tasks to help them keep track of unfinished tasks and supplies that they have on hand, allowing them to become more productive at work.</b>
<b>Activity 1</b>	<b>Using To-Do Lists</b>
Activity 1.1	Questions refer to using a To-Do list
Activity 1.2	Questions refer to revising a To-Do list
Activity 1.3	Questions refer to using a set of crew request notes
Activity 1.4	Questions refer to re-writing a To-Do list
<b>Activity 2</b>	<b>Monitoring Inventory</b>
Activity 2.1	Questions refer to Storage Area Supply and Motorhand Inventory lists
Activity 2.2	Questions refer to a Motorhand Inventory list
Activity 2.3	Questions refer to ordering supplies
<b>Activity 3</b>	<b>Reading and Completing</b>
Activity 3.1	Questions refer to a Service & Repair log
Activity 3.2	Questions refer to a Motorhand Service & Repair log
Activity 3.3	Questions refer to completing a Service & Repair log by referencing multiple lists and logs
<b>Keeping Safe</b>	<b>Learners complete Reading Text and Document Use tasks focused on accessing safety information found in the workplace.</b>
<b>Activity 1</b>	<b>Attending Safety Training</b>
Activity 1.1	Questions refer to a set of training notices
Activity 1.2	Questions refer to locating specific information within a set of training notices
Activity 1.3	Questions refer to a Training Centre Course Offerings schedule
Activity 1.4	Questions refer a set of training notices and a Training Centre Course Offerings schedule
Activity 1.5	Questions refer to an H <sub>2</sub> S Training Session handout
Activity 1.6	Questions refer to Monitoring H <sub>2</sub> S Presentation slides and transcripts
Activity 1.7	Questions refer to using notes made on the Monitoring H <sub>2</sub> S Presentation slides and transcripts
Activity 1.8	Questions refer to comparing the Monitoring H <sub>2</sub> S Presentation slides and transcripts
Activity 1.9	Questions refer to using notes made on the Monitoring H <sub>2</sub> S Presentation slides and transcripts
<b>Activity 2</b>	<b>Going to Safety Meetings</b>
Activity 2.1	Questions refer to a Health & Safety Committee Announcement
Activity 2.2	Questions refer to a Notice Board sheet
Activity 2.3	Questions refer to Committee Meeting Minutes

<b>Activity 3</b>	<b>Adhering to Safety Procedures</b>
Activity 3.1	Questions refer to an Emergency Response Plan
Activity 3.2	Questions refer to a Cold Stress Information sheet
Activity 3.3	Questions refer to an Oil Rig Breakdown and Setup handout
Activity 3.4	Questions refer to a Cold Stress Information sheet and Oil Rig Breakdown and Setup handout
Activity 3.5	Questions refer to an Installation Procedure
Activity 3.6	Questions refer to an Inspection Procedure
Activity 3.7	Questions refer to an Installation Procedure

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# ESD Navigation Overview: Petroleum (Oil & Gas)

