

Essential Skills and the Trades



What are the 9 Essential Skills?

Reading

Reading information in sentences or paragraphs.

- Equipment manuals
- Staff memos
- Safety regulations

Document Use

Reading signs, drawings, graphs or tables.

- Engineered drawings
- Work orders
- Specifications tables on bolt sizes

Numeracy

Using numbers and thinking in quantitative terms to solve tasks.

- Measuring the length of a wall
- Calculating the volume of excavated material
- Estimating the cost of labour

Oral Communication

Using speech to exchange thoughts and information.

- Safety meeting
- Instruction from supervisor
- Communicating on two-way radio

Writing

Writing in documents or typing on the computer.

- Email to supervisor
- Incident report
- Instructions in logbook

Working With Others

Working with co-workers, a team, or in a supervisory position.

- Working with a crew to complete a job
- Sending hand signals to equipment operators about where to place materials

Thinking

Evaluating ideas or information to make a rational decision.

- Deciding if a piece of worn equipment needs to be replaced
- Evaluating if a work area has potential safety hazards

Digital Technology

Using computer applications or technical tools.

- Using a spreadsheet to calculate the project budget
- Sending email to suppliers and customers
- Using computerized layout tools

Continuous Learning

Learning as a part of work or on/ off site training.

- Mentoring from a journeyman
- Taking courses to get a ticket



What are the Essential Skills levels?

Learning & Independent Learning	Level 5	Independent learners
	Reading and Document Use	You use specialized knowledge to interpret complex or dense and specialized documents. You evaluate what you read and you may need to make an analysis.
	Numeracy	You can use multiple steps of calculation using advanced mathematical techniques and complex math formulas.
	Level 4	Independent learners
	Reading and Document Use	You can use specialized knowledge to put together information from many complex documents and evaluate and make inferences about you read.
Learning to Learn	Numeracy	You can use multiple steps of calculation to change complex word problems and applications into mathematical operations.
	Level 3	Minimum level required to be successful in technical training
	Reading and Document Use	You can put together information from many documents or sections of a document. You can decide what information is important and make conclusions about what you read.
	Numeracy	You can use many math operations and make many steps of calculation to solve a problem. You can use many combinations of math formulas.
	Level 2	Beginning to learn, still require support and tutoring
Literacy Challenges	Reading and Document Use	You can locate multiple pieces of information from more complex documents.
	Numeracy	You can use one or two steps of calculation and one or two types of operation and simple math formulas to solve a math task.
	Level 1	Many challenges to learning
	Reading and Document Use	You can locate one piece of information in a short and simple document.
	Numeracy	You can use one mathematical operation to solve a math task.