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 journeyperson
- Taking courses to get a ticket
## Essential Skills Levels

### What are the Essential Skills levels?

<table>
<thead>
<tr>
<th>Level</th>
<th>Independent learners</th>
<th>Numeracy</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td><strong>Reading and Document Use</strong>&lt;br&gt; 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.</td>
<td><strong>You can use multiple steps of calculation using advanced mathematical techniques and complex math formulas.</strong></td>
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<tr>
<td>4</td>
<td><strong>Reading and Document Use</strong>&lt;br&gt; You can use specialized knowledge to put together information from many complex documents and evaluate and make inferences about you read.</td>
<td><strong>You can use multiple steps of calculation to change complex word problems and applications into mathematical operations.</strong></td>
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<tr>
<td>3</td>
<td><strong>Minimum level required to be successful in technical training</strong>&lt;br&gt; 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.</td>
<td><strong>You can use many math operations and make many steps of calculation to solve a problem. You can use many combinations of math formulas.</strong></td>
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<td>2</td>
<td><strong>Beginning to learn, still require support and tutoring</strong>&lt;br&gt; You can locate multiple pieces of information from more complex documents.</td>
<td><strong>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.</strong></td>
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<tr>
<td>1</td>
<td><strong>Many challenges to learning</strong>&lt;br&gt; You can locate one piece of information in a short and simple document.</td>
<td><strong>You can use one mathematical operation to solve a math task.</strong></td>
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