Task Title: Completing Application Forms

OALCF Cover Sheet – Practitioner Copy

Learner Name:_____

Date Started (m/d/yyyy):_____

Date Completed (m/d/yyyy):_____

Successful Completion: Yes ☐   No ☐

Goal Path: Employment ☐   Apprenticeship ☐

Secondary School ☐   Post Secondary ☐   Independence ☐

Task Description: Complete applications for different purposes. Including college applications or employment applications.

Competency: A: Find and Use Information B: Communicate Ideas and Information D: Use Digital Technology

Task Groups: A1: Read continuous text A2: Interpret documents B2: Write continuous text B3: Complete and create documents D2: Use digital technology

Level Indicators:
- A1.2:   Read texts to locate and connect ideas and information
- A2.3:   Interpret somewhat complex documents to connect, evaluate and integrate information
- B2.2:   Write texts to explain and describe information and ideas
- B3.3a: Decide what, where and how to enter information in somewhat complex documents
- D.2:   Perform well-defined, multi-step digital tasks

Performance Descriptors: See chart on last page

Materials Required:

- Ontario's Human Rights Code card

- Application for Admission to Ontario Colleges

- Alternative - Any application for Employment

- Computer with internet access

- Pen and Paper

Learner Information

Applications are completed for many reasons in our daily lives. This task will help you understand the information needed and how to answer appropriately.

Work Sheet

Task 1: According to the Ontario Human Rights Commission, "it is not appropriate to include on application forms any questions that relate directly or indirectly to [certain] prohibited grounds of discrimination." Look at the "Ontario's Human Rights Code Card". List five of these grounds.

_____

_____

_____

_____

_____

Task 2: Open an internet browser and enter the following website:
www.ontariocolleges.ca

Task 3: Scan the page and decide what to navigate to find out more about programs available at your local college.

Task 4: Decide on the program that you want to apply to after you have completed a college career preparation program.

Task 5: Using this same website, create a new account for a college application.

Alternative

Task 6: Complete an application for employment online

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	• scans text to locate information			
A1.2	• locates multiple pieces of information in simple texts			
A1.2	• makes low-level inferences			
A1.2	• makes connections between sentences and between paragraphs in a single text			
A1.2	• follows the main events of descriptive, narrative and informational texts			
A1.2	• obtains information from detailed reading			
A2.3	• performs complex searches using multiple search criteria			

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.3	• manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks			
A2.3	• integrates several pieces of information from documents			
A2.3	• uses layout to locate information			
A2.3	• identifies the purpose and relevance of documents			
A2.3	• makes inferences and draws conclusions from information displays			
B2.2	• writes texts to explain and describe			
B2.2	• conveys intended meaning on familiar topics for a limited range of purposes and audiences			

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B2.2	• begins to sequence writing with some attention to organizing principles (e.g. time, importance)			
B2.2	• begins to select words and tone appropriate to the task			
B2.2	• begins to organize writing to communicate effectively			
B3.3a	• uses layout to determine where to make entries			
B3.3a	• makes inferences to decide what, where and how to enter information			
D.2	• selects and follows appropriate steps to complete tasks			
D.2	• locates and recognizes functions and commands			

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
D.2	• makes low-level inferences to interpret icons and text			
D.2	• begins to identify sources and evaluate information			
D.2	• performs simple searches using keywords (e.g. internet, software help menu)			

This task: Was successfully completed ☐   Needs to be tried again ☐

Learner Comments:

Instructor (print): _____   Learner Signature: _____

Practitioner Copy

URLs

www.ontariocolleges.ca
The website for applying to colleges in Ontario.