



Task-based Activity Cover Sheet

Task Title: Create a sign to inform visitors that an elevator is out of order

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes___ No___	
Goal Path: Employment ✓ Apprenticeship___ Secondary School___ Post Secondary ___ Independence___	
Task Description: Creating a safety sign in the workplace.	
Competency: B: Communicate Ideas and Information.	Task Group(s): B3: Complete and create documents
Level Indicators: B3.1: Create very simple documents to display and organize a limited amount of information	
Performance Descriptors: see chart after the answer key or click here	
Links to skill building activities: see the last page or click here	
Materials Required: <ul style="list-style-type: none">• Necessary skill-building activity: Hard copy or Google 'Bridging the Employment Gap' and download Bridging the Employment Gap: Janitorial - Understanding Signs• Paper and pen - or use the computer if learner have the skills• Further Skill Building activities found on last page of the set	
ESKARGO: Creates Documents <ul style="list-style-type: none">• Includes titles where required• Creates signs, labels, simple forms Attitudes: Practitioner, We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following: <input type="checkbox"/> Attitude is not important <input type="checkbox"/> Attitude is somewhat important <input type="checkbox"/> Attitude is very important	



Prepared for: Cementing Integration Project – QUILL Learning Network 2015

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One of the elevators in an office building is out of order. A maintenance worker must make a sign warning people the elevator is out of order.

Learner Information and Tasks:

Task 1 : Create a sign for the elevator.



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Answer Key

Task 1: Create a sign for the elevator. **The sign should be in larger print and indicate the elevator is out of order.**



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
B3.1b	<ul style="list-style-type: none">follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible)			
	<ul style="list-style-type: none">includes titles where required			
	<ul style="list-style-type: none">uses labels and headings to organize content			

This task: was successfully completed____ needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature



Skill Building Activities

Task Title: Create a sign to inform visitors that an elevator is out of order

Skill Building Activity 1:

Signs that are red usually tell a person to stop doing something. There is danger ahead. Caution and warning signs are yellow. Choose red or yellow for your freight elevator sign. **Red**

Skill Building Activity 2: Here are two signs, taken from www.SafetySign.com, the official Occupational Safety and Health Administration (USA) signs website:

Which sign will your sign look like, for the elevator out of order? **First sign is most appropriate.**



Link to online resources:

- Bridging the Employment Gap: Janitorial manual

<http://en.copian.ca/library/learning/gap/janitorial/pdf/janitorial.pdf>

Understanding signs page 156 - 201, Identify colours in signs and communicate what these might mean. Use picture clues and location clues to determine the meaning of signs. Learn key warning signs and understand why colour and size matter when creating signs.

- BBC Skillswise -Filling in Forms

Filling in forms is an alternate OALCF ESKARGO B3.1 Document use task for Employment pathway.

<http://www.bbc.co.uk/skillswise/topic/filling-out-a-form> Video on Filling in Forms in the workplace.

Instructions on document use with fact sheet and worksheet activities.



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- GCF Learnfree.org - Practise completing a personal form (alternate ESKARGO B3.1 Document use task)

<http://www.gcflearnfree.org/everydaylife/edlall/time-sheet>

<http://www.gcflearnfree.org/everydaylife/edlall/job-application>

- Safety signs - <http://www.safetysign.com/>

This company sells safety signs. Learners can explore symbols, colours, shapes and contrast that make a good safety sign to get ideas for their sign creation task.

LearningHUB online courses available:

- **Essential Skills, Independent Study**
 - **Basic Skills for the Real World** - Access online learning platform to read texts to locate and connect ideas and information related to essential skills in the workplace such as appropriate job attitudes, non-verbal communication, workplace etiquette, speaking & phone skills, customer service and communication skills. Practise workplace forms, list making and use table of contents. (assigned by practitioner after assessment)
 - **Document Use Level 1, Assignment 1 (filling in forms)** (assigned by practitioner after assessment)
- **Independent Study, Short Courses – Managing Your Money** (writing a cheque – alternate ESKARGO task)
- **Live Classes (SABA) – Filling in Forms**

***To access LearningHUB courses**, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): https://www.learninghub.ca/get_registered.aspx

***To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF->

[files/HUBcoursecatalogue,%20December%202023,%202014%20revision.pdf](http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%202023,%202014%20revision.pdf)