

**Task Title:** Employment Goal Tracker – Task Set 1

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment ✓ Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
<b>Task Description:</b> Companion Task Set to the Employment Goal Tracker – Section 1	
<b>Competency:</b> A: Find and Use Information B: Communicate Ideas and Information D: Use Digital Technology	<b>Task Group(s):</b> A1: Read continuous text B3: Complete and create documents D: N/A
<b>Level Indicators:</b> A1.2: Read texts to locate and connect ideas and information B3.1a: Make straightforward entries to complete very simple documents D.2: Perform well-defined, multi-step digital tasks	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"> <li>• Employment Goal Tracker as a companion piece to the task sets:</li> <li>• <a href="http://abea.on.ca/Files/EmploymentGoalTracker-Hardcopy.pdf">http://abea.on.ca/Files/EmploymentGoalTracker-Hardcopy.pdf</a></li> <li>• <a href="http://abea.on.ca/Files/EmploymentGoalTracker-Digital.pdf">http://abea.on.ca/Files/EmploymentGoalTracker-Digital.pdf</a></li> <li>• Pencil and paper, if not completing on computer</li> </ul>	

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The Employment Goal Tracker helps learners to track their progress towards your employment goal. The first section is “About You”. Look at Section 1 of the Employment Goal Tracker.

**Learner Information and Tasks:**

**Task 1:** Complete the table below after you have reviewed Section 1 in the Employment Goal Tracker.

Name	
Task Start Date	
Current Goal Path	
Education Goals	
Short Term Employment Goal	
Long Term Employment Goal	

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	<ul style="list-style-type: none"> <li>scans text to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>locates multiple pieces of information in simple texts</li> </ul>			
	<ul style="list-style-type: none"> <li>makes low-level inferences</li> </ul>			
	<ul style="list-style-type: none"> <li>makes connections between sentences and between paragraphs in a single text</li> </ul>			
B3.1a	<ul style="list-style-type: none"> <li>makes a direct match between what is requested and what is entered</li> </ul>			
	<ul style="list-style-type: none"> <li>makes entries using familiar vocabulary</li> </ul>			
D.2	<ul style="list-style-type: none"> <li>selects and follows appropriate steps to complete tasks</li> </ul>			
	<ul style="list-style-type: none"> <li>locates and recognizes functions and commands</li> </ul>			
	<ul style="list-style-type: none"> <li>makes low-level inferences to interpret icons and text</li> </ul>			
	<ul style="list-style-type: none"> <li>performs simple searches using keywords (e.g. internet, software help menu)</li> </ul>			

**This task:** was successfully completed\_\_\_\_ needs to be tried again\_\_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
Instructor (print)

\_\_\_\_\_  
Learner Signature