

Task-based Activity Cover Sheet

Task Title: Employment Goal Tracker – Task Set 3

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes___ No___	
Goal Path: Employment ✓ Apprenticeship___ Secondary School___ Post Secondary ___ Independence___	
Task Description: Companion Task Set to the Employment Goal Tracker – Section 3	
Competency: A: Find and Use Information B: Communicate Ideas and Information D: Use Digital Technology	Task Group(s): A1: Read continuous text B3: Complete and create documents D: N/A
Level Indicators: 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	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none"> • Employment Goal Tracker as a companion piece to the task sets: • http://abea.on.ca/Files/EmploymentGoalTracker-Hardcopy.pdf • http://abea.on.ca/Files/EmploymentGoalTracker-Digital.pdf • Pencil and paper, if not completing on computer 	

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The Employment Goal Tracker helps learners to track their progress towards their employment goal. The third section is “Employment Goal Profile”. Look at Section 3 of the Employment Goal Tracker.

Learner Information and Tasks:

Task 1: Using your employment goal, complete the table below after you have reviewed Section 3 of the Employment Goal Tracker.

How many jobs are available in your area?	
What is the median (average) wage for this job?	
What are the employment outlook and prospects for this job?	
What are the employment requirements for this job in Canada?	

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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"> scans text to locate information 			
	<ul style="list-style-type: none"> locates multiple pieces of information in simple texts 			
	<ul style="list-style-type: none"> makes low-level inferences 			
	<ul style="list-style-type: none"> makes connections between sentences and between paragraphs in a single text 			
B3.1a	<ul style="list-style-type: none"> makes a direct match between what is requested and what is entered 			
	<ul style="list-style-type: none"> makes entries using familiar vocabulary 			
D.2	<ul style="list-style-type: none"> selects and follows appropriate steps to complete tasks 			
	<ul style="list-style-type: none"> locates and recognizes functions and commands 			
	<ul style="list-style-type: none"> makes low-level inferences to interpret icons and text 			
	<ul style="list-style-type: none"> 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