



**Task Title: Adult Learning Centre Flyer**  
OALCF Cover Sheet – Practitioner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship

Secondary School  Post Secondary  Independence

**Task Description:** Read a flyer about upgrading courses at an Adult Learning Centre to find key information.

**Main Competency/Task Group/Level Indicator:**

- Find and Use Information/Read continuous text/A1.2

**Materials Required:**

- Pen/pencil and paper and/or digital device

Task Title: AdultLearningCentreFlyer\_EASPI\_A1.2

## Learner Information

Adult Learning Centres provide a variety of upgrading and training programs to learners throughout Ontario.

Scan the "Get Trained" flyer.

	<h1>GET TRAINED!</h1>	<p><i>IN-PERSON, ONLINE, AND VIRTUAL FORMATS</i></p>
	<h2>HIGH SCHOOL PREPARATION</h2>	<p>Adults 19+ can prepare for secondary school credit courses and PLAR. Also, the CAEC test allows people who have not finished secondary school the opportunity to earn an Ontario High School Equivalency Certificate.</p>
	<h2>SOFT SKILLS TRAINING</h2>	<p>Learn about the workplace skills that are in demand! Communications, Teamwork, Personal Management, Problem Solving, and Professional Skills Development!</p>
	<h2>APPRENTICESHIP &amp; APTITUDE TEST PREP.</h2>	<p>Many employers now ask people to write a math or aptitude test when they apply for a job. Math is also part of the CAEC exam and Red Seal tests.</p>
	<h2>AZTEC SOFTWARE - CAEC &amp; READY FOR WORK</h2>	<p>Prep online for your CAEC. Improve reading, writing, and math. Assistance in-person. Develop online pre-employment, communication, and self-management skills.</p>
	<h2>TRAINING THROUGH ABC LIFE LITERACY</h2>	<p>Internet Matters, Money Matters, Digital Skills, Work Skills, Civic Skills, and ABC Connect for Learning trainings are available.</p>
	<h2>CUSTOMER SERVICE EXCELLENCE &amp; POINT OF SALE</h2>	<p>The 10 golden rules; the value of attitude; open body language; problem-solving; clear communication; selling strategies, Point of Sale (POS).</p>
	<h2>FOCUS</h2>	<p>Finding, Organizing, Challenging, Understanding Self (FOCUS). Train on Teamwork, Healthy Relationships, Communication, Time Management, Problem Solving, Critical Thinking Skills, Self-Esteem, Stress Management, Relaxation Techniques, and more.</p>
	<h2>DIGITAL SKILLS</h2>	<p>Learn how to use your devices. Everything Google, Microsoft Office programs, Social Media.</p>
	<p><b>Contact us!</b>  <a href="http://www.alcentres.ca">www.alcentres.ca</a>  @SouthGB_ALC   @SoutGreyBruceALC</p>	
		

## Work Sheet

**Task 1: List three formats the ALC courses are available in.**

Answer:

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**Task 2: List five workplace skills that are covered in Soft Skills Training.**

Answer:

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**Task 3: Which course will cover training on Microsoft Office programs?**

Answer:

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**Task 4: How could you find out more information about these programs?**

Answer:

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## Answers

**Task 1: List three formats the ALC courses are available in.**

Answer: In person, online or virtual.

**Task 2: List five workplace skills that are covered in Soft Skills Training.**

Answer: Communication, teamwork, personal management, problem solving, professional skills development.

**Task 3: Which course will cover training on Microsoft Office programs?**

Answer: Digital Skills

**Task 4: How could you find out more information about these programs.**

Answer: Go to [www.alcentres.ca](http://www.alcentres.ca)

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple text			
	makes low-level inferences			
	reads more complex texts to locate a single piece of information			
	follows the main events of descriptive, narrative and informational texts			
	obtains information from detailed reading			
	begins to identify sources and evaluate information			

This task: Was successfully completed  Needs to be tried again

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Learner Comments:

Instructor (print):

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Learner (print):

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