



**Task Title: Employment Goal Setting**

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:** Fill out information about short-term and long-term goals, personal strengths, and potential areas of improvement.

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

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Complete and create documents/B3.1a

**Materials Required:**

- Pen/pencil and paper and/or digital device

Task Title: EmploymentGoalSetting\_E\_A1.2\_B3.1a

## Learner Information

Planning your future involves setting short and long-term goals. Learning about different goal paths and assessing your strengths can be an important first step towards achieving your goals.

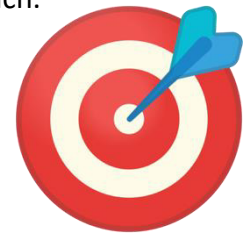
Read "Goal Paths" and "About You".

*Note: The information in this task has been sourced from Adult Basic Education Association (ABEA) in Hamilton, Ontario.*

# Goal Paths

A **Goal Path** is the pathway that best describes the goal you would like to reach.

Some goal paths lead directly to your goal, others are a step before your goal. Of the 5 goal paths, try to select the one that best describes the goal you would like to reach.



**Employment** The employment goal path means that you want to get a new job or keep a current one. You may have an employment goal in mind. Maybe it requires you to

- complete a training program
- upgrade of your skills
- learn how to find and applying for this job.

**Credit** With this path, you want to get your secondary school credits. You may want to complete your high school diploma. Or, you are upgrading your marks in certain credits for another program or training.

**Post-Secondary** This pathway means that you want to get into a college or university programs.

**Apprenticeship** This is for you if you want to go into a skilled trade and complete an apprenticeship. You may need to upgrade your skills to meet the requirements.

**Independence** This is for personal goals. You may want to review your skills or learn a new skill. For example, you may want to learn more about computers, or learn how to build a budget.

# About You

<b>Name</b>	
<b>Date</b>	
<b>Education and/or Training Goals (credit, post-secondary, apprenticeship)</b>	
<b>Employment Goal(s)</b>	
<b>Other Goals / Independence</b>	

# About You

What are your strengths? What about your challenge areas? Are there areas you find difficult that you would like to improve on?

Use the 'Other' spaces to add strengths or areas of improvement that are not listed. For example, maybe you are very creative, or you need to improve time management skills.

<b>Strengths</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Reading</li><li><input type="checkbox"/> Writing</li><li><input type="checkbox"/> Math</li><li><input type="checkbox"/> Working as a part of a team</li><li><input type="checkbox"/> Working independently</li><li><input type="checkbox"/> Communicating with others</li><li><input type="checkbox"/> Using technology</li></ul> <p><b>Other strengths</b></p>
<b>Areas of Improvement</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Reading</li><li><input type="checkbox"/> Writing</li><li><input type="checkbox"/> Math</li><li><input type="checkbox"/> Working as a part of a team</li><li><input type="checkbox"/> Working independently</li><li><input type="checkbox"/> Communicating with others</li><li><input type="checkbox"/> Using technology</li></ul> <p><b>Other areas of improvement</b></p>

## Work Sheet

**Task 1: Complete the “About You” table on page 4 by filling in each section.**

Answer: No written response required here.

Task completed: Yes:

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**Task 2: Complete the “About You” checklist on page 5. Add other strengths and other areas of improvement.**

Answer: No written response required here.

Task completed: Yes:

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## Answers

**Task 1: Complete the “About You” table on page 4 by filling in each section.**

Answers will vary and can be used to inform the Learner Plan.

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**Task 2: Complete the “About You” checklist on page 5. Add other strengths and other areas of improvement.**

Answers will vary and can be used to inform the Learner Plan.

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### 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 texts			
	Makes low-level inferences			
	Makes connections between sentences and between paragraphs in a single text			
B3.1a	Makes a direct match between what is requested and what is entered			
	Makes entries using familiar vocabulary			

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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