



Task Title: Tracking your Upgrading Hours

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Successful Completion: Yes No

Goal Path: Employment ✓ Apprenticeship ✓

Secondary School ✓ Post Secondary ✓ Independence ✓

Task Description: The learner will calculate the number of hours they have dedicated to increasing their literacy skills.

Main Competency / Task Group / Level Indicator:

- Find and Use Information/Read continuous text/A1.1
- Communicate Ideas and Information/Complete and create documents/B3.1a
- Understand and Use Numbers/Manage time/C2.1
- Manage Learning/E.1

Performance Descriptors: See chart on the last page

Materials Required:

- A calendar or notebook for tracking literacy hours (not supplied, use what will work best for your situation)
- Calculator

Instructor Notes

Review the tasks with the learner to ensure they understand what to do. Ensure the learner has the skills to estimate and track the number of minutes/hours they have spent on upgrading. Teach goal-setting skills.

Learner Information and Tasks

When you are in an upgrading program, it is important to spend a lot of time on your learning. More time on learning can mean greater progress towards your goal.

Work Sheet

Task 1: Over the next month, record the total number of hours you spend each day on your upgrading. This can include time in class, time on e-learning, and time doing homework.

Answer:

Task completed: Yes: No:

Task 2: At the end of the month, how many hours in total did you spend on your upgrading?

Answer:

Task 3: Review your chart and consider whether you are spending enough time on your upgrading.

Answer:

Task completed: Yes: No:

Task 4: Set a goal for the next month for the number of hours you will spend on your upgrading. Record it below.

Answer:

Answers

Answers will vary.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	Follows simple, straightforward instructional texts			
B3.1a	Makes a direct match between what is requested and what is entered			
C2.1	Adds, subtracts, multiplies, and divides whole numbers and decimals			
	Measures time using common instruments, such as clocks, timers, and stopwatches			
	Chooses appropriate units of measurement (e.g. hours, minutes, seconds)			
	Interprets and represents time using whole numbers, decimals, and simple common fractions			
	Follows apparent steps to reach solutions			
E.1	Sets short-term goals			
	Begins to monitor own learning			

This task:

Was successfully completed

Needs to be tried again

Task Title: TrackingYourUpgradingHours_EASPI_A1.1_B3.1a_C2.1_E.1

Learner Comments:

Instructor (print):

Learner Signature
