

## OALCF Task Cover Sheet

**Task Title:** Managing a Time Schedule

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
<b>Task Description:</b> People who work in salons need to have a clear understanding of time for booking appointments and managing schedules. These tasks will require the learner to arrange bookings and manage appointment times to suit clients and staff.	
<b>Competency:</b> A. Find and Use Information B. Communicate Ideas and Information C. Understand and Use Numbers	<b>Task Group(s):</b> A2: Interpret documents B3: Complete and create documents C2: Manage time C4: Manage data
<b>Level Indicators:</b> A2.2: Interpret simple documents to locate and connect information B3.2a: Use layout to determine where to make entries in simple documents C2.2: Make low-level inferences to calculate using time C4.1: Make simple comparisons and calculations	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Spa Treatment Timings sheet</li><li>• Spa Appointment Book page</li><li>• Pencil</li><li>• Calculator (optional)</li></ul>	

**Task Title:** Managing a Time Schedule

**Instructor Preparation:** Make copies of the worksheets for the learner. Review the sheets if needed. Decide whether the learner will be allowed to use a calculator to complete tasks. Help the learner prepare with skill building activities that ensure the learner is comfortable with using analogue clocks and telling time. Resources to check out and use include:

- Clock and Calendar Skills Book –Jean Bunnell
- [www.ehow.com/how\\_6636107\\_teach-digital-analog-clocks.html](http://www.ehow.com/how_6636107_teach-digital-analog-clocks.html)
- <http://homeschooling.about.com/od/basicmath/qt/teachingtime.htm>
- [www.teachingtime.co.uk](http://www.teachingtime.co.uk)
- Everyday Math (REM 598F) (Life Skills)

**Learner Tasks:**

Spa receptionists are responsible for booking appointments and managing the staff's schedules. Use the Spa Appointment Book page and Treatment Timings sheet to complete the following tasks as if you were the Spa Receptionist.

**Task 1:** The Salon closes at 5 pm. When will Paul be finished?

**Task 2:** A new client named Mrs. Connor has requested a mini-manicure and makeup with Mena. Enter the client's name in the appointment time slot that will work.

**Task 3:** Mrs. Kowalski phones and asks what time she will be finished her appointment. What time is she told?

**Task 4:** Mrs. Patel needs to reschedule her 9 am eyebrow waxing. She would like to switch her appointment to the afternoon and would still like it to be with Jenny. Enter the new appointment time on the schedule.

**Task 5:** Paul would like to book an aromatherapy session with a new client. When can he tell her to come in?

**Spa Treatment Timings\***

Full Leg Wax	45 mins
Eyebrow Wax	15 mins
Bikini Wax	15 mins
Half Leg Wax	25 mins
Manicure	60 mins
Facial	1 hr 15 mins
Mini Manicure	45 mins
Aromatherapy	1 hr 15 mins
Make Up	45 mins
Pedicure	60 mins

**Spa Appointment Book\***

<b>Time</b>	<b>Jenny</b>	<b>Paul</b>	<b>Meena</b>
9am	Mrs. Patel: Eyebrow Wax		Mr. Green: Facial
10am	Mrs. Kowalski: Full leg wax & bikini wax	Mrs. Jones: Half leg wax	
11am			Mr. Smith: Mini manicure
12 noon	Lunch	Mrs. Zama Manicure	Lunch
1pm	Ms. Mitchell: aromatherapy	Lunch	
2pm			Mrs. McKenzie: Make up
3pm	Mr. Sebald: Pedicure		
4pm		Miss Ali: Facial	

\*Adapted from Skills Workshop:

<http://www.skillsworkshop.org/sites/skillsworkshop.org/files/resources/e2e3timingsinasalon.pdf>

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	<ul style="list-style-type: none"> <li>performs limited searches using one or two search criteria</li> </ul>			
	<ul style="list-style-type: none"> <li>extracts information from tables and forms</li> </ul>			
	<ul style="list-style-type: none"> <li>makes connections between parts of documents</li> </ul>			
	<ul style="list-style-type: none"> <li>makes low-level inferences</li> </ul>			
	<ul style="list-style-type: none"> <li>begins to identify sources and evaluate information</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>			
C2.2	<ul style="list-style-type: none"> <li>calculates using numbers expressed as whole numbers, fractions, decimals and percentages</li> </ul>			
	<ul style="list-style-type: none"> <li>chooses and performs required operation(s); may make inferences to identify required operation(s)</li> </ul>			
	<ul style="list-style-type: none"> <li>uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) (<i>possibly if allowed</i>)</li> </ul>			
C4.1	<ul style="list-style-type: none"> <li>adds, subtracts, multiplies and divides whole numbers and decimals</li> </ul>			
	<ul style="list-style-type: none"> <li>recognizes values in number and word format</li> </ul>			
	<ul style="list-style-type: none"> <li>identifies and performs required operation</li> </ul>			
	<ul style="list-style-type: none"> <li>follows apparent steps to reach solutions</li> </ul>			
	<ul style="list-style-type: none"> <li>uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)</li> </ul>			

**This task was:** successfully completed\_\_\_

needs to be tried again\_\_\_

Learner Comments

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Instructor (print)

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Learner Signature