



Task Title: Plan a Weekly Work Schedule for Employees

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: The learner will create a weekly work schedule for several employees.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.3a
- Understand and Use Numbers/Manage time/C2.1
- Use Digital Technology/D.2

Materials Required:

- Pen/pencil and paper
- Computer with Word Processing program (e.g. Microsoft Word or Google Docs) or Spreadsheet program (e.g. Microsoft Excel or Google Sheets)

Learner Information

Employees and managers often work together to set up a weekly schedule. Employees may need specific days off for appointments, family obligations, other jobs, or vacations.

Look at the “Information for the Schedule”.

Information for the Schedule

- The company opens at 8:00am and closes at 6:00pm Monday to Friday.
- There must always be at least two employees working during each shift.
- The three shifts are 8:00 am-12:00 pm, 11:00 am-3:00pm, 2:00 pm-6:00 pm
- Marie works the 1st shift every day.
- Tehra works the 1st shift Monday and Wednesday.
- Amran works the 2nd shift every day except Fridays.
- Celestino works the second shift every day.
- Lorna is available Tuesday, Wednesday, Thursday and Friday anytime.
- Landell has childcare issues and can only work the last shift every day.
- Audley has another job in the mornings and can start work any time after 1:00pm every day.
- Janice goes to college and has no classes on Friday mornings so this is the only time she is available to work.

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Work Sheet

Task 1: Using a Word Processing program (e.g. Microsoft Word or Google Docs) or a Spreadsheet program (e.g. Microsoft Excel or Google Sheets), create a weekly schedule using the “Information for a Schedule”. Use a table or spreadsheet to create your schedule.

Answer: No written response required here.

Task completed: Yes: No:

Answers

Task 1: Using a Word Processing program (e.g. Microsoft Word or Google Docs) or a Spreadsheet program (e.g. Microsoft Excel or Google Sheets), create a weekly schedule using the “Information for a Schedule”. Use a table or spreadsheet to create your schedule.

Answer: A sample schedule may look similar to this.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am-12:00pm	Marie Tehra	Marie Lorna	Marie Tehra	Marie Lorna	Marie Janice
11:00am-3:00pm	Amran Celestino	Amran Celestino	Amran Celestino	Amran Celestino	Lorna Celestino
2:00pm-6:00pm	Landell Audley	Landell Audley	Landell Audley or Lorna	Landell Audley	Landell Audley

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B3.3a	uses layout to determine where to make entries			
	makes inferences to decide what, where and how to enter information			
C2.1	understands chronological order			
	represents dates and times using standard conventions			
	chooses appropriate units of measurement (e.g. hours, minutes, seconds)			
D.2	selects and follows appropriate steps to complete tasks			
	locates functions and commands			
	makes low-level inferences to interpret icons and text			
	performs simple searches using keywords (e.g. internet, software help menu)			

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This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
