



Transition Task: Prepared for the Project, Teaching to Fish (Build Tasks) Integrating OALCF Task Development within Ontario's Literacy Programs (2014)

OALCF Task Cover Sheet

Task Title: Research Different Occupations

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship <input checked="" type="checkbox"/> Secondary School ___ Post Secondary <input checked="" type="checkbox"/> Independence ___	
Task Description: Learn how to find information on occupations and understand the skills necessary to perform the duties.	
Competency: A: Find and Use Information B: Communicate Ideas and Information D: Use Digital Technology	Task Group(s): A1: Read continuous text A2: Interpret documents B2: Write continuous text B3: Complete and create documents D2: Use digital technology
Level Indicators: A1.2: Read texts to locate and connect ideas and information A2.2: Interpret simple documents to locate and connect information B2.1: Write brief texts to convey simple ideas and factual information B2.2: Write texts to explain and describe information and ideas B3.2a: Use layout to determine where to make entries in simple documents D.2: Perform well-defined, multi-step digital tasks D.3: Experiment and problem-solve to perform multi-step digital tasks	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Pen and paper• Computer with Internet access	



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Learner Information and Tasks

How to Research Different Occupations

Is there an occupation that interests you? If so, it is very important to find out more about that occupation. In the world of work today it is important to understand the skills and duties required in an occupation. Occupations are not limited to just one skill or duty and many make use of the same skills across occupations.

When you go to an employment agency they will ask you what type of occupation you are looking for and will require you to research occupations to see if they are a good fit for you. If you are applying for training the same is true. Research is the key to understanding your choices. It is your responsibility to do the research.

The Government of Canada has a national database of job classifications for the whole country. This is where you will find an outline of the duties and education and lists of job titles related to an occupation. This information will help you decide if you need to have further education for the occupation you are interested in.

To find the occupation that interests you, you will do a keyword search on the National Occupation Classification and it will display various options.

The Government of Canada also has a website for the skills needed to perform an occupation. This website is the Essential Skills Profiles. The Essential Skills Profiles give examples of duties performed using a specific skill. For example: *Write reminders and short notes, e.g. write short notes to remind workers of unfinished job tasks.* This is an example of the writing skill.

In this task you will research the occupation of Landscaping using the Government of Canada's website, the National Occupational Classification. Learn how to find the information and how it relates to your skills. You will be using the internet to do most of your research.

Go the National Occupational Classification website and follow these steps:

- Select **Search the NOC**
- Select the search type **Index of Titles** for your search - click Next
- Select the search method **Keyword** - click Next
- Under Keyword - type **Landscaping** - click Search



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Task 1: How many Job Titles are there for landscaper?

Task 2: Use the 8255 NOC. What are 3 main duties of a landscaper?

Task 3: What are the educational requirements for this job?

Task 4: In your opinion, which of the duties listed may require math skills?

Task 5: Examine two of the duties for landscaping from the NOC code and locate similar examples on the Essential Skills website to locate and decide what skills would be needed to perform those duties. Follow the link to the Essential Skills Profiles.

www.edsc.gc.ca/eng/jobs/les/profiles/index.shtml

Select the link: Explore Careers by Skills and Knowledge and use the NOC Code 8255 to find the Essential Skills Profile for Landscaping Manager.

Sample

Landscaping Duties

NOC

- Plan and estimate the materials and labour requirements for individual contracts

Essential Skill Profile

- Estimate the amount of material required to carry out projects by considering factors, such as specifications and wastage

This is a numeracy skill or math skill



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Task 6: Below is a list of the skills required for the Landscaping occupation and the Essential Skill used. Complete the column "Do you need to develop this skill?"

Landscaping Skills	Essential Skill	Do you need to develop this skill?
Talk to suppliers to learn about delivery times and the cost of products	Oral Communication	Yes/No
Encounter dissatisfied customers. They speak with the customers about their concerns and attempt to negotiate resolutions by redoing work and offering discounts and refunds, as warranted.	Thinking Skill - Problem Solving	
Write email and letters to suppliers, clients, co-workers and subcontractors, e.g. write email to ask suppliers about products and delivery schedules.	Writing	
Locate data in forms, e.g. scan log sheets to locate information about hours worked, tasks performed and problems encountered.	Document Use	
May use electronic office equipment, such as printers, scanners, fax machines, copiers and postage meters.	Digital Technology	



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Answer Sheet

Task 1: How many Job Titles are there for landscaper?

Total Job Titles = 11

Task 2: Use the 8255 NOC. What are 3 main duties of a landscaper?

Any three of the following is acceptable

- **Supervise and co-ordinate the activities of workers who maintain lawns, gardens, athletic fields, golf courses, cemeteries, parks, interior plantscapes and other landscaped areas**
- **Tender bids on contracts for landscaping and grounds maintenance work**
- **Plan and estimate the materials and labour requirements for individual contracts**
- **Organize the planting and maintenance of trees, gardens, lawns, shrubs and hedges and the construction and installation of fences, decks, patios, walkways and retaining walls**
- **Establish work schedules and procedures and co-ordinate activities with other work units**
- **Resolve work-related problems and prepare and submit progress and other reports**
- **Requisition supplies and materials**
- **Maintain financial and personnel records**
- **Hire staff and train workers in job duties and company policies**
- **May manage operations of own company**
- **May provide snow removal services during winter months**
- **May perform the same duties as workers supervised.**

Task 3: What are the educational requirements for this job?

- **Completion of secondary school is usually required.**
- **A college diploma, specialized courses or industry-related training and certification in landscaping and horticulture are usually required.**

Task 4: In your opinion, which of the duties listed may require math skills? Finding 4 out of the 5 would be correct. Practitioner explain why the 5th one is also included.

- **Tender bids on contracts for landscaping and grounds maintenance work**
- **Plan and estimate the materials and labour requirements for individual contracts**
- **Establish work schedules and procedures and co-ordinate activities with other work units**
- **Requisition supplies and materials**
- **Maintain financial and personnel records**



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Task 5: Answers may vary

Task 6: Answers may vary



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	<ul style="list-style-type: none"> scans text to locate information 			
	<ul style="list-style-type: none"> locates multiple pieces of information in simple texts 			
	<ul style="list-style-type: none"> makes low-level inferences 			
	<ul style="list-style-type: none"> makes connections between sentences and between paragraphs in a single text 			
	<ul style="list-style-type: none"> reads more complex texts to locate a single piece of information 			
	<ul style="list-style-type: none"> follows the main events of descriptive, narrative and informational texts 			
	<ul style="list-style-type: none"> begins to identify sources and evaluate information 			
A2.2	<ul style="list-style-type: none"> performs limited searches using one or two search criteria 			
	<ul style="list-style-type: none"> extracts information from tables and forms 			
	<ul style="list-style-type: none"> uses layout to locate information 			
	<ul style="list-style-type: none"> makes connections between parts of documents 			
	<ul style="list-style-type: none"> makes low-level inferences 			
	<ul style="list-style-type: none"> begins to identify sources and evaluate information 			
B2.1	<ul style="list-style-type: none"> writes simple texts to request, remind or inform 			
	<ul style="list-style-type: none"> conveys simple ideas and factual information 			
B2.2	<ul style="list-style-type: none"> writes texts to explain and describe 			
	<ul style="list-style-type: none"> conveys intended meaning on familiar topics for a limited range of purposes and audiences 			
	<ul style="list-style-type: none"> begins to sequence writing with some attention to organizing principles (e.g. time, importance) 			



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	<ul style="list-style-type: none"> connects ideas using paragraph structure 			
	<ul style="list-style-type: none"> uses limited range of vocabulary and punctuation appropriate to the task 			
	<ul style="list-style-type: none"> begins to select words and tone appropriate to the task 			
	<ul style="list-style-type: none"> begins to organize writing to communicate effectively 			
B3.2a	<ul style="list-style-type: none"> uses layout to determine where to make entries 			
	<ul style="list-style-type: none"> begins to make some inferences to decide what information is needed, where and how to enter the information 			
	<ul style="list-style-type: none"> follows instructions on documents 			
D.2	<ul style="list-style-type: none"> selects and follows appropriate steps to complete tasks 			
	<ul style="list-style-type: none"> locates and recognizes functions and commands 			
	<ul style="list-style-type: none"> makes low-level inferences to interpret icons and text 			
	<ul style="list-style-type: none"> performs simple searches using keywords (e.g. internet, software help menu) 			
D.3	<ul style="list-style-type: none"> performs advanced searches (e.g. refines search terms, uses advanced search features, cross-refers between websites) 			

This task: was successfully completed ___ needs to be tried again ___

Learner Comments

Instructor (print)

Learner Signature