Task-Based Activities for LBS

QUiLL Learning Network

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**.**

Competency:

    A: Find and Use Information
    B: Communicate Ideas and Information
    C: Understand and Use Numbers
    E: Manage Learning

Task Groups:

    A1: Read continuous text
    A2: Interpret documents
    B3: Complete and create documents
    C1: Manage money
    C2: Manage time
    C4: Manage Data
    E: n/a

Level Indicators:

- A1.1: Read brief texts to locate specific details
- A2.1: Interpret very simple documents to locate specific details

- B3.1a: Make straightforward entries to complete very simple documents
- C2.1: Measure time and make simple comparisons and calculations
- C4.1: Make simple comparisons and calculations
- E.1:   Set short-term goals, begin to use limited learning strategies, and begin to monitor own learning

Performance Descriptors: See chart on last page
Materials Required:
- Pen and paper
- A calendar for tracking literacy hours (not supplied, use what will work best for your situation)
- Calculator

Instructor preparation:

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.

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 2: At the end of the month, add the total number of hours you have spent on upgrading.

Answer:

Task 3: Review your chart and consider whether or not you are spending enough time on your upgrading.

Answer:

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

Answer:

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	Reads short texts to locate a single piece of information			
	Decodes words and makes meaning of sentences in a single text			
	Follows simple, straightforward instructional texts			
A2.1	Scans to locate specific details			
	Interprets brief text and common symbols			
	Identifies how lists are organized (e.g. sequential, chronological, alphabetical)			
B3.1a	Makes a direct match between what is requested and what is entered			
C2.1	Understands chronological order			
	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			
C4.1	Adds, subtracts, multiplies, and divides whole numbers and decimals			

Task Title: TrackingYourUpgradingHours_EASPI_A1.1_A2.1_B3.1a_C2.1_C4.1_E.1

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	Identifies and compares quantities of items			
	Makes simple estimates			
	Interprets and represents values using whole numbers, decimals, percentages, and simple, common fractions.			
E.1	Sets short-term goals			
	Identifies steps required to achieve goals			
	Begins to monitor progress towards achieving goals			
	Begins to identify barriers to achieving goals			
	Begins to monitor own learning			

This task:

Was successfully completed   Needs to be tried again

Learner Comments:

_____

Instructor (print):   Learner Signature:

_____   _____