OALCF Task Cover Sheet

Task Title: Use a Database for Researching Employment Information

Learner Name:	
Date Started:	**Date Completed:**

Successful Completion: Yes___   No___

Goal Path: Employment✓   Apprenticeship✓   Secondary School✓   Post Secondary✓   Independence___

Task Description:

Learn to use a database for searching for information related to looking for work.

Competency:	**Task Group(s):**
A: Find and Use Information	A1: Read continuous text
B: Communicate Ideas and Information	A2: Interpret documents
D: Use Digital Technology	B2: Write continuous text
	D2: Use Digital Technology

Level Indicators:

A1.1:   Read brief texts to locate specific details

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

D.2:   Perform well-defined, multi-step digital tasks

Performance Descriptors: see chart on last page

Materials Required:

- Computer with internet access
- Pen and paper

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Learner Information and Tasks

In this task you will search the database "National Occupational Classification". This website is a Government of Canada website used to organize occupations in the country. Read the attached document, **How to Use a Database for Researching Employment Information**. Go to National Occupational Classification website and locate "Search the NOC" and select it. This will be used for most of the tasks below.

Task 1: What type of search is required?

Task 2: What are the different search criteria in the drop down list?

Task 3: Use the Index of Titles to search, click next. What type of search occurs next?

Task 4: What are the four search methods available?

Task 5: Select the keyword search method and use the keywords production manager. How many job titles for production manager are displayed in the search results?

Task 6: Conduct a keyword search in a search engine such as Google using "What is a NOC code". Write out the meaning of the NOC code.

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How to Use a Database for Researching Employment Information

What is a database? It is a collection of pieces of information presented in an organized manner, usually on a computer.

Databases are used for searching for information important to the user. For example, the search engine used to locate websites is an organized database. Websites may be organized by name, content or location. Different search engines have different search criteria.

When you type in a word or several words for searching these are called keyword searches and the database will display information related to those words.

When searching for a job or doing research related to an occupation you may use the job title and location. When using an occupational database the criteria for searching may be specific to the organization of the database. If there is a search word in the selection that you do not understand use the websites help feature to locate the meaning. Most websites will have a help feature located on each page.

For example, "Supervisor, Oshawa", these are the two words that the search engine will look for and display. The sample below shows a number of results for these two words.

When searching for something on a website there may be different types of ways to search, such as drop down lists, check boxes or a list with radio buttons to be selected.

Samples

Drop down List	Radio Button	Checkbox

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Answer Key

Task 1: What type of search is required?

Drop down list search

Task 2: What are the different search criteria in the drop down list?

Index of titles, Structure, Descriptions, Complex Search

Task 3: Use the Index of Titles to search, click next. What type of search occurs next?

Drop down list search

Task 4: What are the four search methods available?

Alphabetical, Keyword, NOC Code, Skill Type and Skill Level

Task 5: Select the keyword search method and use the keywords production manager. How many job titles for production manager are displayed in the search results?

39 job titles are listed

Task 6: Conduct a keyword search in a search engine such as Google using "What is a NOC code". Write out the meaning of the NOC code.

The answer should contain at least the information in the first sentence.

The NOC system is based on categorizing occupations by their evaluated skill level and skill type. Each NOC code consists of four digits. The first digit denotes the occupation's skill type; the second denotes the occupation's skill level. Combined, these two digits define the NOC "Major Group" for all occupations with the same skill level and skill type. The final two digits are employed to narrow, or "drill down", to a specific occupational group. The third digit, combined with the "Major Group", defines the "Minor Group". The fourth digit identifies even further the specific occupation within the "Minor Group", referred to as the NOC "Unit Group".

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	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 the sequence of events in straightforward chronological texts			
	• follow simple, straightforward instructional texts			
A1.2	• scans text to locate information			
	• locates multiple pieces of information in simple texts			
	• reads more complex texts to locate a single piece of information			
	• follows the main events of descriptive, narrative and informational texts			
	• obtains information from detailed reading			
A2.2	• performs limited searches using one or two search criteria			
	• extracts information from tables and forms			
	• uses layout to locate information			
	• makes connections between parts of documents			
	• makes low-level inferences			
B2.1	• writes simple texts to request, remind or inform			
	• conveys simple ideas and factual information			
D.2	• selects and follows appropriate steps to complete tasks			

	• locates and recognizes functions and commands			
	• makes low-level inferences to interpret icons and text			
	• begins to identify sources and evaluate information			
	• performs simple searches using keywords (e.g. internet, software help menu)			

This task: was successfully completed____   needs to be tried again____

Learner Comments

_____   _____
Instructor (print)   **Learner Signature**