**OALCF Task Cover Sheet**

**Task Title:** Information on an Adult Learning Centre Brochure

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| **Learner Name:** | |
| **Date Started: Date Completed:**  **Successful Completion:** Yes\_\_\_ No\_\_\_ | |
| **Goal Path:** Employment\_\_\_ Apprenticeship\_\_\_ Secondary School **✓** Post Secondary Independence\_\_\_ | |
| **Task Description:**  Read a brochure to get necessary information to apply for upgrading at an Adult Learning Centre | |
| **Competency:**  A: Find and Use Information  C: Understand and Use Numbers | **Task Group(s):**  A1.1: Read continuous text  A1.2: Read continuous text  A2.1: Interpret documents  A2.2 Interpret documents  C2.1: Manage time |
| **Level Indicators:**  A1.1: Read brief texts to locate specific details  A1.2: Read texts to locate and connect ideas and information  A2.1: Interpret very simple documents to locate specific details  A2.2: Interpret simple documents to locate and connect information  C2.1: Measure time and make simple calculations | |
| **Performance Descriptors:** see chart on last page | |
| **Materials Required:**   * Task set questions * Pen or pencil, highlighter | |

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**Learner Information and Tasks:**

You are presently going to a community-based adult learning centre. You are now ready to move on towards your goal of completing your Grade 12 education. First you must register in a program that will help you upgrade your literacy skills before enrolling in credit courses. To get more information, look at a brochure from a local Adult Learning and Continuing Education Centre.

**Task 1:** What is the name of the program?

**Task 2:** Circle all the skills this program will help you to upgrade.

**Task 3:** There are two campuses.What is the address for each one?

1. Kitchener Main Campus:
2. Cambridge Campus:

**Task 4:** When are the classes?

1. Days of the week:
2. Class time:

**Task 5:** When is registration available?

**Task 6:** How can you register?

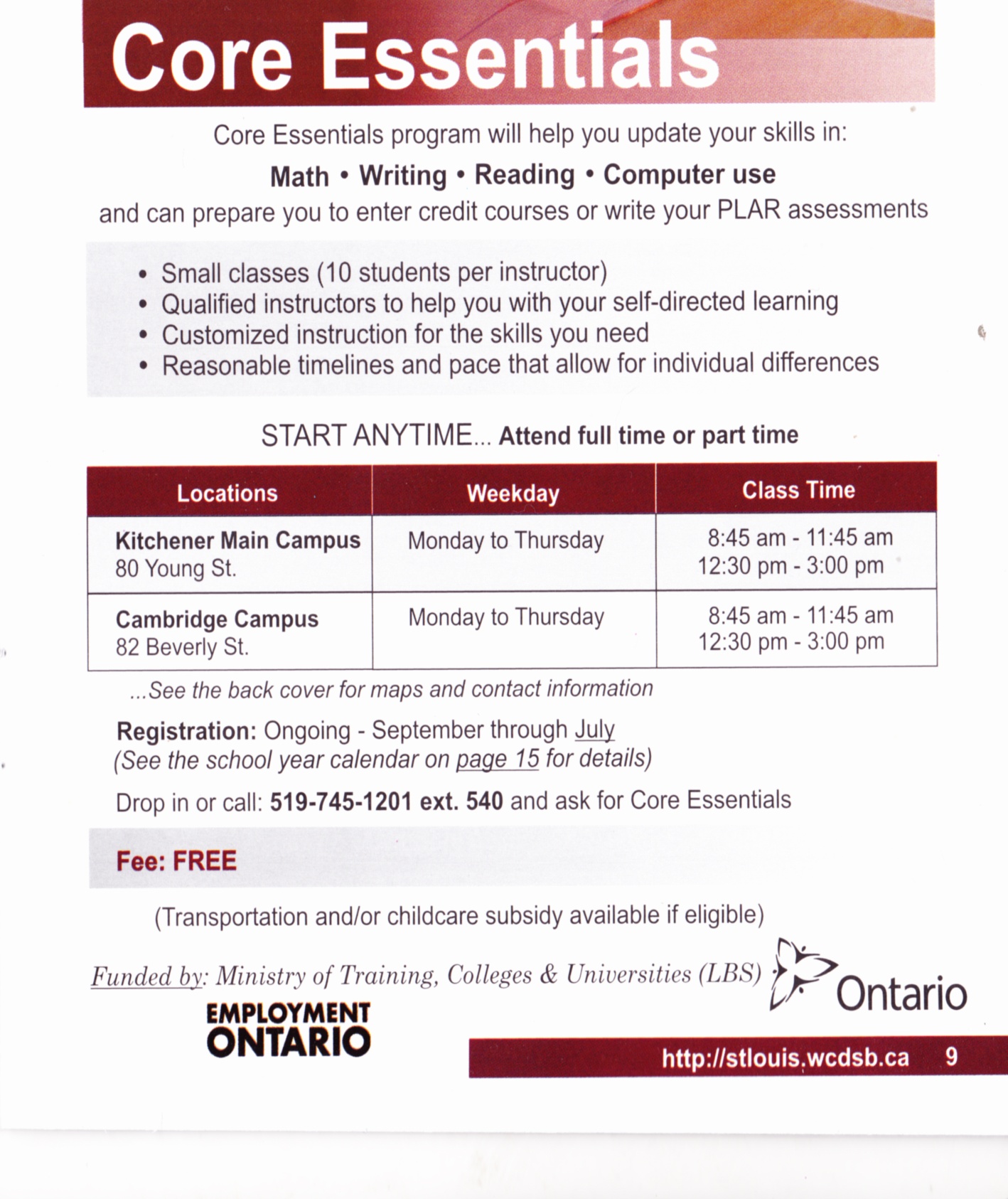


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**Answer Key**

**Task 1:** What is the name of the program? **Core Essentials**

**Task 2:** Circle all the skills this program will help you and others upgrade.



**Task 3:** There are two campuses.What is the address for each one?

a. Kitchener Main Campus: **80 Young St.**

b. Cambridge Campus: **82 Beverly St.**

**Task 4:** When are the classes held?

a. Days of the week: **Monday to Thursday**

b. Class time: **8:45 am – 11:45 am and 12:30 pm – 3:00 pm**

**Task 5:** When is registration available?

**Ongoing – September through July**

**Task 6:** How can you register? Give details.

**Drop in or call: 519-745-1201 ext. 540 and ask for Core Essentials**

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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 |  |  |  |
| A1.2 | * Scans text to locate information |  |  |  |
| A2.1 | * Scans to locate specific details |  |  |  |
| A2.2 | * Extracts information from tables and forms |  |  |  |
| C2.1 | * Represents dates and times using standard conventions |  |  |  |

**This task:** was successfully completed\_\_\_ needs to be tried again\_\_\_

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| Learner Comments |
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#### Instructor (print) Learner Signature