

Task Title: Complete a Simple Personal Information Form

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** Complete the personal information sections of a Canada Post Mail Forwarding (Change of Address) form.

**Main Competency/Task Group/Level Indicator:**

* Communicate Ideas and Information/Complete and create documents/B3.1a

**Materials Required:**

* Pen/pencil and paper and/or digital device

# Learner Information

When preparing for a move, it is a good idea to purchase the mail forwarding service from the post office. Mail addressed to the old address will then be forwarded to the new address.

Scan the **Canada Post Mail Forwarding** form.



# Work Sheet

**Task 1: Complete the Canada Post Mail Forwarding form provided using the following information:**

* **You are moving to a new address**
* **The service is for you only**
* **Current address: Your mailing address**
* **New address: 123 Main Street, Ottawa, Ontario, L9L 3M3**
* **Effective Service Date: January 1 of next year**

Answer:

Task completed: Yes: No

# Answers

**Task 1: Complete the Canada Post Mail Forwarding form provided using the following information:**

* **You are moving to a new address**
* **The service is for you only**
* **Current address: Your mailing address**
* **New address: 123 Main Street, Ottawa, Ontario, L9L 3M3**
* **Effective Service Date: January 1 of next year**

Answer: Answers will vary for each learner. Ensure that information is filled out completely with personal information, current and new addresses, and effective service date correctly entered into the form.

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| B3.1a | make a direct match between what is requested and what is entered |  |  |  |
|  | makes entries using familiar vocabulary |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**