

Task Title: Plan a Weekly Work Schedule for Employees

# 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:** The learner will create a weekly work schedule for several employees.

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

* Communicate Ideas and Information/Complete and create documents/B3.3a
* Understand and Use Numbers/Manage time/C2.1
* Use Digital Technology/D.2

**Materials Required:**

* Pen/pencil and paper
* Computer with Word Processing program (e.g. Microsoft Word or Google Docs) or Spreadsheet program (e.g. Microsoft Excel or Google Sheets)

# Learner Information

# Employees and managers often work together to set up a weekly schedule. Employees may need specific days off for appointments, family obligations, other jobs, or vacations.

# Look at the “Information for the Schedule”.

# **Information for the Schedule**

# The company opens at 8:00am and closes at 6:00pm Monday to Friday.

# There must always be at least two employees working during each shift.

# The three shifts are 8:00 am-12:00 pm, 11:00 am-3:00pm, 2:00 pm-6:00 pm

# Marie works the 1st shift every day.

# Tehra works the 1st shift Monday and Wednesday.

# Amran works the 2nd shift every day except Fridays.

# Celestino works the second shift every day.

# Lorna is available Tuesday, Wednesday, Thursday and Friday anytime.

# Landell has childcare issues and can only work the last shift every day.

# Audley has another job in the mornings and can start work any time after 1:00pm every day.

# Janice goes to college and has no classes on Friday mornings so this is the only time she is available to work.

# Work Sheet

**Task 1: Using a Word Processing program (e.g. Microsoft Word or Google Docs) or a Spreadsheet program (e.g. Microsoft Excel or Google Sheets), create a weekly schedule using the “Information for a Schedule”. Use a table or spreadsheet to create your schedule.**

Answer: No written response required here.

Task completed: Yes: No:

# Answers

**Task 1: Using a Word Processing program (e.g. Microsoft Word or Google Docs) or a Spreadsheet program (e.g. Microsoft Excel or Google Sheets), create a weekly schedule using the “Information for a Schedule”. Use a table or spreadsheet to create your schedule.**

Answer: A sample schedule may look similar to this.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 8:00am-12:00pm | Marie  Tehra | Marie  Lorna | Marie  Tehra | Marie  Lorna | Marie  Janice |
| 11:00am-3:00pm | Amran  Celestino | Amran  Celestino | Amran  Celestino | Amran  Celestino | Lorna  Celestino |
| 2:00pm-6:00pm | Landell  Audley | Landell  Audley | Landell  Audley  or Lorna | Landell  Audley | Landell  Audley |

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| B3.3a | uses layout to determine where to make entries |  |  |  |
|  | makes inferences to decide what, where and how to enter information |  |  |  |
| C2.1 | understands chronological order |  |  |  |
|  | represents dates and times using standard conventions |  |  |  |
|  | chooses appropriate units of measurement (e.g. hours, minutes, seconds) |  |  |  |
| D.2 | selects and follows appropriate steps to complete tasks |  |  |  |
|  | locates functions and commands |  |  |  |
|  | makes low-level inferences to interpret icons and text |  |  |  |
|  | 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 (print):

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