

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**.**

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

* Find and Use Information/Read continuous text/A1.1
* Communicate Ideas and Information/Complete and create documents/B3.1a
* Understand and Use Numbers/Manage time/C2.1
* Manage Learning/E.1

**Performance Descriptors:** See chart on the last page

 **Materials Required:**

* A calendar or notebook for tracking literacy hours (not supplied, use what will work best for your situation)
* Calculator

Instructor Notes

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.

Work Sheet

**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 completed: Yes:            No:

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

**Task 2: At the end of the month, how many hours in total did you spend on your upgrading?**

Answer:

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

**Task 3: Review your chart and consider whether you are spending enough time on your upgrading.**

Answer:

Task completed: Yes:            No:

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

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

Answer:

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

# Answers

# Answers will vary.

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A1.1 | Follows simple, straightforward instructional texts |  |  |  |
| B3.1a | Makes a direct match between what is requested and what is entered |  |  |  |
| C2.1 | Adds, subtracts, multiplies, and divides whole numbers and decimals |  |  |  |
|  | Measures time using common instruments, such as clocks, timers, and stopwatches |  |  |  |
|  | 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 |  |  |  |
| E.1 | Sets short-term goals |  |  |  |
|  | Begins to monitor own learning |  |  |  |

This task:

Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner Signature

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