

SKILLS AND LANGUAGE UPGRADES

IF YOU HAVE BEEN UNSUCCESSFUL IN PREVIOUS EXAM ATTEMPTS, YOU MAY BE INTERESTED IN SEEKING ADDITIONAL SUPPORT RELEVANT TO YOUR SPECIFIC CIRCUMSTANCES. THESE MAY INCLUDE ESSENTIAL SKILLS UPGRADING, LANGUAGE TRAINING AND PREPARATION COURSES.

ESSENTIAL SKILLS: WHAT THEY ARE

Essential skills are the foundational skills needed to carry out work tasks as well as the building blocks required to learn new skills. Strong essential skills, such as reading, writing and thinking, can increase your chance of succeeding in these exams. There are 9 essential skills in the workplace:



READING The ability to read and understand written information. We use this skill to understand many different types of workplace documents.



WRITING The ability to use the written word to create a clear message. This includes non-paper-based writing such as typing on a computer. We use this skill when we organize, record, document, provide information to persuade, request information from others, and justify a request.



ORAL COMMUNICATION The ability to talk with others to give and exchange information and ideas. We use this skill when asking questions, giving directions, coordinating work tasks, explaining instruction and persuading colleagues.



THINKING The ability to engage in problem solving, job task planning and organizing, finding information, critical thinking, use of memory and decision-making. We use this skill to solve problems, organize and plan, find needed information, be logical, remember things and make decisions.

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ESSENTIAL SKILLS CONTINUED



DIGITAL TECHNOLOGY The ability to use information and communication technologies. We use this skill when we use a smartphone, operate cash registers, use word processing software, send emails and create and modify spreadsheets.



WORKING WITH OTHERS The ability to lead, coordinate or collaborate with others on work activities. We use this skill when we work as a member of a team or jointly with a partner (in person or at a distance), and when we engage in supervisory or leadership activities.



CONTINUOUS LEARNING The ability to apply strategies which support learning and the ability to adapt to change. We use this skill when we learn as part of regular work or from co-workers, and when we access training in the workplace or off-site.



NUMERACY The ability to use numbers and think mathematically. We use this skill to measure and make calculations, to estimate, to work with money, to analyze numerical trends and to create schedules and budgets.



DOCUMENT USE The ability to find and use the information you need, put in information where it is needed, and construct information displays. We use this skill when we read signs, labels, lists, technical drawings, as well as when we interpret graphs and charts.

ESSENTIAL SKILLS UPGRADING

Essential skills upgrading provides a way to improve your reading, writing or math skills. Some programs also include supports for improving employability and workplace skills. These programs are available across the province.

- Essential skills may be provided through adult learning programs under various local Boards of Education or through community colleges. For more information visit:
<http://www.collegesontario.org/>
<http://www.edu.gov.on.ca/eng/sbinfo/boardlist.html>
- The Ontario government funds literacy agencies to provide essential skills:
www.essentialskillsontario.ca/essential-skills/skills-delivery
- Employment Ontario service providers can refer you to literacy, numeracy and basic skills programs:
www.tcu.gov.on.ca/eng/search.asp

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LANGUAGE TRAINING

If you are interested in improving your English or French language skills before you take the exam, training is available in Ontario through federally and provincially funded organizations. All written exams are offered in both English and French.

ENGLISH LANGUAGE TRAINING

- Language Instruction for Newcomers to Canada (LINC)
- English as a Second Language (ESL)

FRENCH LANGUAGE TRAINING

- Cours de langue pour les immigrants au Canada (CLIC)
- French as a Second Language (FSL)

Program eligibility may vary depending on your status in Canada. Fees may be applicable for some programs. For more information or to obtain assessment and referral information, go to:

- Language Instruction for Newcomers to Canada Program (LINC):
www.cic.gc.ca/english/department/media/backgrounders/2013/2013-10-18.asp
www.servicecanada.gc.ca/eng/goc/linc.shtml
- General information for newcomers:
www.cic.gc.ca/english/resources/publications/welcome/index.asp
www.settlement.org/index.asp
<http://www.ontarioimmigration.ca/OI/index.htm>
- Learning English or French:
www.citizenship.gov.on.ca/english/keyinitiatives/language.shtml

HIGHER LEVEL LANGUAGE TRAINING

There are several occupation-specific training programs available that you might be interested in taking to prepare for your trade exam. These include enhanced language training, occupational specific language training and bridge training programs. For more information, go to:


- Training programs:
www.ontarioimmigration.ca/en/working/OI_BRIDGE.html
www.ontarioimmigration.ca/OI/en/working/OI_HOW_WORK_TRADES.html
- Language Training:
www.settlement.org/sys/faqs_detail.asp?faq_id=4001181co-oslt.org/en/

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SAMPLE QUESTIONS AND TESTS

The Red Seal website is an excellent resource for sample questions for Red Seal exams. In addition, other provinces may have practice exams available for reference. Also, there are fee-based services that provide sample exam questions for some trades. Services not based in Ontario can provide great supports, though it is important to remember that terminology, regulatory codes, skills and other requirements may vary between provinces.

 The Ontario College of Trades does not endorse any particular website or resource related to exam questions or exam banks.

RED SEAL

www.red-seal.ca

EXAM BANK - TRADE AND APPRENTICESHIP EXAM BANK (fee-based service)

<http://trades.exambank.com/>

ALBERTA MINISTRY OF ENTERPRISE AND ADVANCED EDUCATION

<http://www.mybookezzz.org/lookup.php?q=red+seal+exam>

BRITISH COLUMBIA'S INDUSTRY TRAINING AUTHORITY

<http://www.itabc.ca/exams/prepare-your-exams>