

Workplace Resources for English Language Learners

An Annotated Guide



Alberta 
Government


AWES
ALBERTA WORKFORCE ESSENTIAL SKILLS

A resource designed to build community capacity by developing
language, workplace and intercultural skills

Workplace Resources for English Language Learners: An Annotated Guide

December 2016

The Alberta Workforce Essential Skills Society (AWES) is a non-profit organization that is dedicated to raising awareness of the importance of essential skills training for workers in Alberta among employers, government, and associations. AWES works with stakeholders to develop a strategic view of essential skills training within the larger business and industry framework through research, development, and training. Our mission is to provide integrated essential skills, language, and intercultural communication training solutions, generating returns at work, in the community, and society.

AWES was granted funding through the Government of Alberta to help build community capacity related to integrating workplace essential skills with language learning and workplace culture. The purpose of this project is to provide training and resources to community organizations that support newcomers and their workplaces. Community organizations are often the first point of entry for thousands of Alberta immigrants who may not have access to mainstream training programs. Better programming will allow more immigrants to learn the language, essential skills, and workplace culture needed to attain and retain employment.

The scope of the project includes the development of the following resources:

- Workforce Participation Workbook 1 – CLB 3 to 5 (introductory workplace skills)
- Workforce Participation Workbook 2 – CLB 6 to 8 (intermediate workplace skills)
- Workforce Participation Facilitator Guide
- Workplace Resources for English Language Learners: An Annotated Guide

The workbooks and facilitator guide develop language competence, intercultural communication skills, and workplace essential skills by incorporating authentic workplace documents and tasks.

The Annotated Guide is published separately from this document.

Acknowledgements

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- Government of Alberta for recognizing the need and providing funding for the project
- Community Learning Network
- Community Adult Learning Programs who responded to our request for information and guidance
- Alberta Roadbuilders and Heavy Construction Association for facilitating consultations with industry
- Employers and associations who guided our content through interviews and consultations to address the gaps they see in the workforce

Project team: Shelley Goulet, Sue Oguchi, Ed Marchek

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For more information contact:

Cindy Messaros
Executive Director
Alberta Workforce Essential Skills Society (AWES)
www.awes.ca



ALBERTA WORKFORCE ESSENTIAL SKILLS

The Alberta Workforce Essential Skills Society (AWES) is a training and research and development organization. Our mission is to provide integrated essential skills, language and intercultural communication training solutions, generating returns at work, in the community and society.

Workplace Resources for English Language Learners

An Annotated Guide

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Overview

Context

Alberta Workforce Essential Skills (AWES) is a non-profit organization that is dedicated to raising awareness of the importance of essential skills training for workers in Alberta among employers, government, and associations. AWES works with stakeholders to develop a strategic view of essential skills training within the larger business and industry framework through research, development, and training.

AWES was granted funding through the Government of Alberta to help build community capacity related to integrating workplace essential skills with language learning and workplace culture. The purpose of this project is to provide training and resources to community organizations that support newcomers and their workplaces. Community organizations are often the first point of entry for thousands of Alberta immigrants who may not have access to mainstream training programs. Better programming will allow more immigrants to learn the language, essential skills, and workplace culture needed to attain and retain employment.

The scope of the project includes the development of two different resources:

- Workforce Participation Workbook 1 – CLB 3 to 5 (introductory workplace skills)
- Workforce Participation Workbook 2 – CLB 6 to 8 (intermediate workplace skills)
- Workforce Participation Facilitator Guide
- Workplace Resources for English Language Learners: An Annotated Guide

Selection of materials for the annotated guide

The annotated guide is a collection of selected materials that address language, essential skills, and intercultural competence related to the workplace including information and instructions about how and when to use the resource. The purpose is to increase capacity amongst community organizations and practitioners.

Community Adult Learning Programs (CALPs) requested an annotated resource guide that contained websites and texts that are easily obtained, inexpensive, and that volunteer tutors can use with their students.

AWES reviewed and identified pre-existing resources that support language learning, culture, and essential skills development related to the workplace.

There are thousands of resources available. What criteria guided the selection of materials in this annotated guide?

1. The first step was to identify leading Canadian organizations such as:
 - Government of Canada – Office of Literacy and Essential Skills (OLES)
 - Centre for Canadian Language Benchmarks (CCLB)
 - Government of Alberta
 - Alberta post-secondary institutions
 - Alberta Teachers of English as a Second Language (ATESL)
 - Alberta Workforce Essential Skills Society (AWES)

2. The second step was to define content areas. We looked for resources that:
 - Target ESL speakers at a beginner to intermediate level (Canadian Language Benchmarks 1 to 8)
 - Focus on workplace contexts or related topics including occupational health and safety, and Canadian workplace culture
 - Include language, essential skills, and intercultural skills development
3. Finally, preference was given to resources that are:
 - Referenced to Canadian Language Benchmarks
 - Interactive and/or visual (for example online activities and videos)
 - Canadian, current, appropriate for adults, free, or affordable

Introduction to the guide

Workplace Resources for English Language Learners: An Annotated Guide was developed to introduce high quality resources to CALPs that can be used to support the growing immigrant workforce in Alberta. The focus of the materials is to improve workplace essential skills, language levels, and intercultural competencies of the clients (immigrants and employers) who are served by CALPs throughout Alberta.

The annotated guide can be accessed via the AWES website and is also available on a memory stick. The purpose of this is to make searching easier. The guide includes live links to all the resources. Organizations are also welcome to print the guide.

Resources are organized by category, as well as by publisher in a section at the end of the guide. The six categories are:

- Lessons and materials
- Employment/job search resources
- Culture/intercultural resources
- Employer resources
- Assessment
- Reference and program development

Each entry in this annotated guide is presented in a standard table format, for ease of reference, as shown below.

Title
Series (if applicable)
Author
Publisher/year
Description
How to access
Cost
Content

Each listed resource contains content markers to help you determine if the resource meets your needs.

- Assessment
- Authentic Materials
- Best Practice
- Canadian Language Benchmarked (CLB)
- Canadian Workplace Culture
- Community Integration
- Culture/Intercultural Skills
- Curriculum
- Employers – designed specifically for employers
- Employment – includes career exploration, job search, resumes, cover letters, interviews, work search tools and skills
- Employment Law
- Essential Skills
- ESL – designed specifically for ESL instruction
- ESL Literacy
- English in the Workplace
- Financial Literacy
- Health and Safety – focused on workplace health and safety
- Immigrants
- Literacy
- Lesson Plans
- Marketing Workplace Essential Skills
- Needs Assessment
- Numeracy
- Occupations
- Plain Language
- Pronunciation
- Trades
- Vocabulary
- Workplace – designed specifically for a workplace context

Important note

Websites will be provided for downloadable resources. Since URLs are constantly changing, it is highly recommended that you download the resources you are interested in as quickly as possible and save them.

If a resource is unavailable at the given URL address, go to Google and enter the name of the resource.

Resources organized by category

Lessons and materials

- 11 ABCs of Practical Literacy
- 11 Canadian Centre for Occupational Health and Safety
- 12 Common Ground: English in the Workplace
- 12 Connecting Literacy and Employment Through Essential Skills
- 13 Construction Safety Training System Study Guide: Strategies to help newcomers take the CSTS-09
- 13 English for Workplace Safety
- 14 ESL Literacy Network
- 14 ESL Literacy Readers
- 15 Essential Skills Activities for Trades
- 16 Essential Skills for the Gaming Industry
- 16 Essential Skills for Trades Learners
- 17 Essential Skills Workbook for the Trades
- 17 ESPORTfolio Authentic Materials
- 18 Financial ESL Literacy Toolkit
- 18 Gaining Access to the Workplace
- 19 Giving Safety Talks: A guide for the construction sector
- 20 In the Community: An intermediate integrated skills textbook
- 20 In the Workplace: An intermediate integrated skills textbook
- 21 Industry Specific Pre-employment Language Training: Food processing
- 22 Language for Work: CLB and essential skills lesson plans for ESL instructors
- 23 Language Study Tables
- 23 Learning English with CBC
- 24 Lesson Plans for Various Occupations
- 25 Making Choices: Teaching writing in the workplace
- 25 Making it Clear: A guide for teaching pronunciation
- 26 Navigating Workplace Documents: The thinking process
- 26 Numeracy: The basics
- 26 On the Job: ESL and essential skills for work
- 27 Online Workplace Integration Language Resources (OWLS):
Building Effective Multicultural Workplaces: For the office and industry
- 28 Problem Solved!
- 28 Roots and Connections
- 29 Sample One Week Module for Hotel Front Desk Agent
- 30 Step Up: Build on your talents:
Construction Supervisor First Level Essential Skills – Workbook

- 30 Sustainable Essential Skills: Instructor's guide and trades worksheets
- 31 Tip Sheets with Practice and Learning Exercises
- 32 Tips on Introducing Essential Skills into Construction Trades Training
- 32 Trade Entrance Exam Study Guide
- 32 Trades Math Workbook
- 33 Using Essential Skills: Preparing for your interprovincial Red Seal exam
- 33 Vocabulary Building Workbook

Employment/job search resources

- 34 Advanced Techniques for Work Search
- 34 Apprenticeship and Industry Training
- 35 Be Safe at Work
- 35 Before Training: Resources to improve your essential skills
- 35 Employment Law Protects Workers
- 36 Essential Skills for Your Apprenticeship Training
- 36 Find a Job
- 37 Find a Job in Canada: How to make it happen
- 37 How to Find a Job in Canada: Common problems and effective solutions
- 38 International Qualifications Assessment (IQAS)
- 38 Job Profiles
- 39 Keep your Job
- 40 OCCinfo: Occupations and Educational Programs
- 40 Sample Activities using Authentic Workplace Materials:
Integrating essential skills into tutor training
- 40 Trades in Alberta
- 41 Training for Work
- 41 Work and You
- 42 Work Search Basics
- 43 Working in Alberta: A guide for internationally trained and educated immigrants
- 43 Workplace Communications: Book 4

Culture/intercultural resources

- 44 No Canadian Experience, Eh? A career success guide for new immigrants
- 44 Something's Up! Cycle
- 45 Welcome to Alberta: Information for newcomers
- 45 Working in the Canadian Workplace: A guide for newcomers to Canada working in construction, manufacturing, service and related sectors
- 46 Working with Newcomers: Tips for culturally diverse Canadian organizations

- 46 Workplace Integration
- 47 You're Hired... Now What? An immigrant's guide to success in the Canadian workplace

Employer resources

- 48 A Manual for Setting up an Essential Skills Program within the Union or Workplace
- 48 Building Essential Skills in the Workplace
- 49 Essential Skills for Success as...
- 50 Essential Skills in the Workplace: What's in it for you?
- 50 Essential Skills Profiles
- 51 National Occupational Classification
- 51 Plain Language for Construction
- 52 The Business Case for Essential Skills in Construction
- 52 Training Activities
- 52 Using Essential Skills: On the job with a...
- 53 What are Essential Skills?
- 54 What are Essential Skills for the Trades?
- 54 Work Ready: CLB resources for counselling, hiring and working with internationally trained individuals
- 55 Workplace Check-Up: Guide for employers

Assessment

- 56 Alberta Workforce Essential Skills (AWES) Essential Skills Online Assessment
- 56 Can Do Statements
- 56 CLB-OSA
- 57 Essential Skills Primer: CLB Stage I
- 58 Essential Skills Self-Assessment for the Trades
- 58 How Do Your Skills Measure Up?
- 59 How Do Your Skills Measure Up? Self-assessment construction worker's workbook
- 59 Indicator
- 60 Introduction to Essential Skills Needs Assessment
- 61 Organizational Needs Assessment
- 61 Passport
- 61 Portfolio
- 62 Self-Assessments and Checklists
- 63 Step Up: Build on your talents: Construction Supervisor First Level Essential Skills Self-Assessment
- 63 Workplace Survey

Reference and program development

- 64 ATESL Adult ESL Curriculum Framework
- 64 Best Practices for Adult ESL and LINC programming in Alberta
- 65 Best Practices for the EWP Trainer: English for the workplace
- 66 Canadian Language Benchmarks: English as a Second Language for Adults
- 66 Canadian Language Benchmarks' Essential Skills Website
- 67 Compare Countries
- 67 ESL for Adult Literacy Learners (ALL)
- 67 Language for work
- 68 Making the Tools Work for You: A guide to using the essential skills tools and resources available through ESDC
- 69 Occupational Language Analysis Database
- 69 Red Seal Program
- 70 Relating Canadian Language Benchmarks to Essential Skills: A comparative framework
- 70 Taking Action: A guide
- 70 Workforce Development Framework for English Language Learning Instructors
- 71 WorkUp! A model for workplace essential skills training
- 71 Write for Your Reader: A plain language handbook

Lessons and materials

ABCs of Practical Literacy	
Author	Bow Valley College
Publisher/year	Bow Valley College, 2002
Description	<p>This resource book contains content-based literacy activities based on <i>Canadian Language Benchmarks 2000: ESL for Literacy Learners</i>. <i>The ABCs of Practical Literacy</i> is divided into three sections:</p> <ul style="list-style-type: none"> • Employment Literacy Activities • Economic Literacy Activities • Personal Management Literacy Activities <p>The <i>Employment Literacy Activities</i> section contains twelve ready-to-use activities related to finding a job, filling in forms, creating a resume and reading a work schedule.</p> <p>The <i>Economic Literacy Activities</i> section of this resource book contains sixteen ready-to-use activities related to financial literacy and numeracy.</p> <p>The <i>Personal Management Literacy Activities</i> section of this resource book contains twelve ready-to-use activities related to everyday activities, going to the library, reading classified ads and housing.</p>
How to access	ABCs of Practical Literacy
Cost	Free download
Content	ESL; ESL Literacy; Financial Literacy; Community Integration; Employment

Canadian Centre for Occupational Health and Safety	
Author	Government of Canada
Publisher/year	Government of Canada
Description	This website provides an extensive collection of authentic, plain language safety documents.
How to access	http://cchohs.ca
Cost	Free download
Content	Employment; Health and Safety; Authentic Materials

Common Ground: English in the Workplace

Author	Parsons, D. and Holmes, P.
Publisher/year	NorQuest College, 2010
Description	<p>This resource is designed to support English in the Workplace Programs (EWP).</p> <p>Common Ground: English in the Workplace – Facilitator's Manual This guide provides information on how to deliver the EWP curriculum and how to facilitate language and intercultural development for learners.</p> <p>Common Ground: English in the Workplace – A How-To Guide for Employers This resource walks the employer through the process of setting up an EWP program.</p> <p>Common Ground: English in the Workplace – Training Manual This training manual includes facilitator notes and learner resources for ten modules covering the topics of:</p> <ul style="list-style-type: none"> • Safety • Pronunciation clarity • Intercultural awareness • Idioms • Conversation management <p>It also includes work-specific vocabulary for the following industries:</p> <ul style="list-style-type: none"> • Food processing • Food service • Hospitality and tourism • Manufacturing
How to access	<p>Facilitator's Manual</p> <p>A How-To Guide for Employers</p> <p>Training Manual</p>
Cost	Free download
Content	Workplace; Culture/Intercultural Skills; Curriculum; Health and Safety, CLB; Pronunciation; ESL; Canadian Workplace Culture; Employers; Health and Safety; English in the Workplace

Connecting Literacy and Employment Through Essential Skills

Author	Literacy Link South Central
Publisher/year	Literacy Link South Central, 2011
Description	<p>These resources embed essential skill activities within employment-readiness tasks. There are seven workbooks related to finding employment. They are available to use interactively or to download.</p>
How to access:	Connecting Literacy and Employment

Cost	Free download
Content	Employment; Essential Skills

Construction Safety Training System Study Guide: Strategies to help newcomers take the CSTS-09

Author	Alberta Workforce Essential Skills Society and Alberta Construction Safety Association
Publisher/year	Alberta Workforce Essential Skills Society, 2013
Description	<p>This resource helps learners prepare for the online CSTS-09 course. It is designed for non-native speakers of English, as well as those with literacy and essential skills challenges in reading and computer use.</p> <p>It will help learners learn:</p> <ul style="list-style-type: none"> • How to use the CSTS-09 computer program • How to answer the questions in the quizzes (tests) • Important safety vocabulary • The main ideas in the 15 workplace safety modules
How to access	<p>CSTS Study Guide</p> <p>To order a print copy contact AWES: 1-403-865-0944</p>
Cost	<p>Free download</p> <p>Contact AWES for price of print copy: 1-403-865-0944</p>
Content	ESL; Literacy; Essential Skills; Workplace; Health and Safety; Trades

English for Workplace Safety

Author	Alberta Workforce Essential Skills Society
Publisher/year	Alberta Workforce Essential Skills Society, 2015
Description	<p>The English for Workplace Safety materials were designed to increase the understanding of Canadian standards for safety to newcomers to Canada. This course was designed as a blended learning course and has an accompanying online class that can be used with the materials.</p> <p>This course supports English language learners in building a strong foundation in workplace safety and to bridge them into conventional safety training for their current and future jobs. The course consists of the following four modules:</p> <p>Module 1: Occupational Health and Safety (OH&S) Law</p> <p>Module 2: Personal Protective Equipment and Back Care</p> <p>Module 3: Workplace Hazards</p> <p>Module 4: Workplace Hazardous Materials Information System (WHMIS)</p>

How to access	Module 1: Occupational Health and Safety Module 2: Personal Protective Equipment and Back Care Module 3: Workplace Hazards Module 4: Workplace Hazardous Materials Information System To order a print copy contact AWES: 1-403-865-0944
Cost	Free download Contact AWES for price of print copy: 1-403-865-0944
Content	ESL; English in the Workplace; Essential Skills; Workplace; Health and Safety

ESL Literacy Network

Author	Bow Valley College
Publisher/year	Bow Valley College
Description	<p>ESL Literacy Network</p> <p>The ESL Literacy Network was originally developed as a website that responded specifically to the needs of Learners with Interrupted Formal Education (LIFE) and addressed the professional development needs of ESL literacy practitioners in Alberta. The website provided an in-depth look at ESL literacy levels, learning needs, programming considerations, curriculum development and strategies.</p> <p>The ESL Literacy Network has moved to the Centre for Excellence in Immigrant and Intercultural Advancement (CEIIA) website and now includes resources for non-literacy ESL learners as well as ESL Literacy resources.</p> <p>ESL Literacy Network Resource Finder</p> <p>The resource finder is an online ESL literacy resource room that has a collection of Bow Valley College resources and tools for ESL and ESL literacy programs and classroom instruction.</p> <p>You'll find the ESL Literacy Network's most popular resources here, like the <i>Learning for LIFE: ESL Literacy Curriculum Framework</i>, <i>Learning for LIFE: An ESL Literacy Handbook</i> and the <i>ESL Literacy Readers</i>, as well as resources for non-literacy ESL learners.</p>
How to access	ESL Literacy Network ESL Literacy Network Resource Finder
Cost	Free download
Content	ESL; CLB; ESL Literacy

ESL Literacy Readers

Author	Bow Valley College
Publisher/year	Bow Valley College, 2011

Description	<p>ESL Literacy Readers</p> <p>These 40 ESL theme-based literacy stories have been written with adult ESL literacy learners needs in mind. Vocabulary, sentence structure and font size were important considerations. The themes were carefully chosen to be both of high interest to learners and, more importantly, of relevance to their lives. Every effort was made to ensure the stories would authentically represent learners themselves.</p> <p>Themes:</p> <ul style="list-style-type: none"> • Food/Shopping/Money • Housing • Transport • Employment • Leisure • Health • School • Clothing <p>ESL Literacy Readers Guide</p> <p>This guide accompanies the <i>ESL Literacy Readers</i>. Included in this guide are pre-reading and extension ideas to enable you to create comprehensive, theme-based lessons for adult ESL literacy learners. The guide also contains a list of best practices for creating ESL literacy stories.</p>
How to access	<p>ESL Literacy Readers</p> <p>Audio Books</p> <p>Phase 1 Readers</p> <p>Phase 2 Readers</p> <p>Phase 3 Readers</p> <p>ESL Literacy Readers Guide</p>
Cost	Free download
Content	ESL Literacy; ESL; CLB; Community Integration; Employment

Essential Skills Activities for Trades

Author	Construction Sector Council
Publisher/year	Construction Sector Council, 2006, reprinted 2010
Description	This collection of activities links essential skills with workplace applications. Students use the workbook to practice essential skills, including reading, document use and math, by doing exercises based on actual construction materials and situations.
How to access	<p>Essential Skills Activities for Trades</p> <p>To order print copy</p>
Cost	<p>Free download</p> <p>Print copy: \$3.50</p>
Content	Essential Skills; Trades

Essential Skills for the Gaming Industry

Author	Canadian Gaming Centre of Excellence, Judith Hayes and Dayna Hinkel
Publisher/year	Canadian Gaming Centre of Excellence, 2010
Description	<p>These workbooks were developed during a two-year project initiated by the Canadian Gaming Centre of Excellence (CGCE), a subsidiary of Manitoba Lotteries. While the focus of the project involved meeting the training needs of Aboriginal or new Canadians, the material is relevant to any potential or new employees in the gaming industry.</p> <p>They provide current gaming related activities and exercises to help increase skills in seven essential skill areas:</p> <ul style="list-style-type: none"> • Document use • Math • Oral communication • Reading skills • Thinking skills • Working with others • Writing skills
How to access	Casino Document Use Casino Math Casino Oral Communication Casino Reading Skills Casino Thinking Skills Casino Working with Others Casino Writing Skills
Cost	Free download Print copies of the seven workbooks: \$1095
Content	Essential Skills; Workplace; Employment

Essential Skills for Trades Learners

Author	Edson and District Community Learning Society
Publisher/year	Community Learning Network, 2015
Description	<p>Weak essential skills may discourage capable adults from considering apprenticeship programs, and may make it difficult for those who do, to pass the apprenticeship entrance exams. Furthermore, this lack of strong essential skills may interfere with employment opportunities and career advancement. In response to this challenge the Edson and District Community Learning Society developed a program and facilitator's guide.</p> <p>With this resource a facilitator can conduct needs analysis, design and implement a small trades-based learning project. Although this guide has been constructed with the overall purpose of assisting facilitators as they help trades workers in completing apprenticeship programs, the concepts within are directly transferable to most adult education scenarios.</p> <p>Resource includes facilitator's guide and handouts.</p>

How to access	Facilitator's Guide Handouts
Cost	Free download
Content	Essential Skills; Trades

Essential Skills Workbook for the Trades

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2011
Description	A workbook with practical exercises to help learners practice their reading, writing, numeracy and document use skills. A full answer guide is included to help learners understand the steps to reach the right answer.
How to access	Essential Skills Workbook for the Trades Print copy catalogue number: WP-167
Cost	Free download Free print copy
Content	Essential Skills; Trades

ESPORTfolio Authentic Materials

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Description	The purpose of the collection of authentic workplace materials is to provide materials such as forms, tables, graphs, and brochures that are actually used in many jobs across Canada. The collection has been assembled to encourage the use of a variety of materials in classroom learning activities. The collection focuses on reading text, document use, and writing skills. Some materials also illustrate the use of other essential skills such as oral communication and numeracy. The skills illustrated here are transferable. They can be used in many different jobs as well as in many situations other than work.
How to access	Esportfolio Authentic Materials
Cost	Free download
Content	Essential Skills; Workplace; Authentic Materials

Financial ESL Literacy Toolkit

Author	Bow Valley College
Publisher/year	Bow Valley College, 2010
Description	<p>The Financial ESL Literacy Toolkit supports ESL literacy practitioners in the delivery of financial literacy and numeracy instruction.</p> <p>The toolkit contains themed units, lesson plans, and resources to support both classroom instructors and curriculum developers. The financial literacy content of the toolbox involves real-life themes and applications. The example lesson plans at each Canadian Language Benchmark ESL literacy phase provides guidelines on appropriate content, vocabulary, and methodology.</p> <p>The financial content is divided into themed areas and further into materials and resources for Literacy Phases I, II and III.</p> <ul style="list-style-type: none"> • Money • Shopping • Goal setting • Fraud • Household expenditure • Budgeting • Credit, debt, and loans • Grocery shopping • Banking • Savings
How to access	Financial ESL Literacy Toolkit
Cost	Free download
Content	Financial Literacy; ESL Literacy; Lesson Plans; Curriculum; CLB

Gaining Access to the Workplace

Author	NorQuest College
Publisher/year	NorQuest College
Description	<p>This project was a response to a need identified in the Alberta trades sector to increase the percentage of newcomers passing basic site safety training as a requirement to gain access to employment.</p> <p>Gaining Access: New Employee Orientation for Newcomers in the Workplace</p> <p>This guide includes needs assessment results, a mapping of orientation module outcomes to Canadian Language Benchmarks and essential skills, lessons learned and project outcomes.</p> <p>Gaining Access: Curriculum Framework</p> <p>The document maps the topics for each module to speaking, listening, reading and writing skills for industrial workplace safety and the strategies used to address skill development for each topic. The curriculum framework also includes key cultural concepts for each topic, language features and key resources.</p> <p>Gaining Access: Module 1 Facilitator Guide</p> <p>A guide for facilitators that includes the instructional approach, facilitation strategies, and an overview of a training plan.</p>

Gaining Access: Module 1 Participant Handouts

Handouts using plain language principles and targeted to CLB Level 3.

Gaining Access: Modules 1 to 6 Presentation Slides

The slides include key concepts and links to online resources for six topics:

- Rights and Responsibilities
- Workplace Hazards
- Pro-Active Strategies for Unsafe Working Conditions
- Personal Protective Equipment
- WHMIS
- Safety is an Attitude

How to access	New Employee Orientation for Newcomers Curriculum Framework Module 1 Facilitator Guide Module 1 Participant Handouts Modules 1-6 Presentation Slides
Cost	Free download
Content	Workplace; Culture/Intercultural Skills; CLB; ESL; Curriculum; Health and Safety; Essential Skills; Canadian Workplace Culture; Trades; Needs Assessment

Giving Safety Talks: A guide for the construction sector

Author	Alberta Workforce Essential Skills Society
Publisher/year	Alberta Workforce Essential Skills Society, 2014
Description	This resource was developed to be used in organizations with workers whose first language is not English. It helps supervisors and trainers give effective safety talks. The resources can be used in a workshop setting or for self-study. Tools (checklists) and tip sheets are provided. The safety posters have a large visual on the front to explain the safety point and some teaching tips on the back. Resource includes: <ul style="list-style-type: none"> • Facilitator guide • Participant workbook • Self-directed guide • 50 safety posters
How to access	Facilitator Guide Participant Workbook Self-Directed Guide 50 Safety Posters To order a print copy contact AWES: 1-403-865-0944
Cost	Free download Contact AWES for price of print copy: 1-403-865-0944
Content	ESL; Workplace; Health and Safety

In the Community: An intermediate integrated skills textbook

Author	NorQuest College
Publisher/year	NorQuest College, 2016
Description	<p>This textbook:</p> <ul style="list-style-type: none"> • Helps learners notice, learn, and practice English that will be helpful in the community • Gives learners practice in the four main language skills – listening, speaking, reading, and writing • Helps learners learn about intercultural skills • Helps learners develop some important essential skills • Can be used as an online textbook with interactive activities or downloaded, printed and used as a regular textbook <p>The textbook is aimed at Canadian Language Benchmarks levels 5-6 and has been designed to be facilitated by an instructor.</p> <p>This resource includes an instructor guide which provides detailed information on using the textbook with learners. There are video files, audio files, and fillable PDFs included.</p>
How to access	In the Community
Cost	Free download
Content	ESL; CLB; Culture/Intercultural Skills; Community Integration; Essential Skills

In the Workplace: An intermediate integrated skills textbook

Author	Bow Valley College
Publisher/year	Bow Valley College, 2016
Description	<p>This textbook is aimed at Canadian Language Benchmark levels 5-6 and has been designed to be facilitated by an instructor.</p> <p>The textbook:</p> <ul style="list-style-type: none"> • Has a focus on the workplace in Canada • Gives learners practice in the four main language skills – listening, speaking, reading, and writing • Helps learners learn about intercultural skills • Helps learners develop some important essential skills • Can be used as an online textbook with interactive activities or downloaded, printed and used as a regular textbook <p>Content has been managed in such a way that it is consistent whether the book is used online, or if it is printed and used as a regular textbook.</p> <p>This resource includes an instructor guide which provides detailed information on using the textbook with learners.</p>

Cost	Free download
Content	Workplace; ESL; CLB; Culture/Intercultural Skills; Essential Skills; Canadian Workplace Culture

Industry Specific Pre-employment Language Training: Food processing

Author	Bow Valley College
Publisher/year	Bow Valley College, 2007
Description	<p>Industry Specific Pre-employment Language Training: Food Processing Instructor's Guide</p> <p>This curriculum for a 60-hour, 12-week Food Processing Language Training Program is based on a needs assessment of the food processing industry, the CLB, and the Labourer Food Processing Facility Essential Skills Profile (NOC #9617). The instructor's guide includes 24 detailed 2½-hour lesson plans. Each lesson plan references the essential skills and CLB competencies which are focused on in a series of activities. Each activity is supported by detailed instructions and a list of materials.</p> <p>Industry Specific Pre-employment Language Training: Food Processing Participant's Guide</p> <p>The participant's guide includes worksheets, vocabulary lists, information, and a wide variety of authentic documents such as forms, charts, lists, maps, hazard alerts, pictures, and floor plans.</p> <p>Topics:</p> <ul style="list-style-type: none"> • Industry Profile • Canadian Workplace Expectations • Workplace Documents • On the Job Communication • Health and Safety • Personal Protective Equipment • WHMIS (Workplace Hazardous Materials Information System) • Frontline HACCP (Hazard Analysis Critical Control Point) • SOPs (Standard Operating Procedures) • Hierarchy of the Workplace • On the Job Training • Job Search • Application Forms/Resumes/Interviews
How to access	Instructor's Guide Participant's Guide
Cost	Free download
Content	Workplace; Health and Safety; ESL; Essential Skills; CLB; Employment; Canadian Workplace Culture

Language for Work: CLB and essential skills lesson plans for ESL instructors

Author	Centre for Canadian Language Benchmarks
Publisher/year	Centre for Canadian Language Benchmarks
Description	<p>Download 25 lesson plans for a variety of CLB levels. These lesson plans incorporate essential skills and focus on transferable skills rather than skills for specific occupations. All the plans include the necessary teaching materials and can be adapted to any group.</p> <ol style="list-style-type: none"> 1: Identifying Problems CLB Level 1-2 (Includes audio files) 2: Sharing Personal Information CLB Level 1-2 (Includes audio files) 3: Looking for Work CLB Level 2-3 (Includes audio files) 4: Placing Orders CLB Level 2-3 (Includes audio files) 5: Ending the Workday: A Duties Checklist CLB Level 2-3 6: Making Requests CLB Level 2-3 7: Having a Medical Examination: Filling in Forms and Answering Questions about Personal Health CLB Level 2-4 8: Writing Requests Email CLB Level 3-4 9: Organizing Information to Help with Memory CLB Level 3-4 10: Asking for Clarification: Understanding the Message CLB Level 3-4 11: Providing Directions and Instructions CLB Level 4 (Includes audio files) 12: Accident Reports CLB Level 4 13: Reading Memos CLB Level 4-5 14: Finding Information about Jobs in Canada Using Job Futures Website CLB Level 4-5 15: Measuring Metric and Imperial CLB Level 4-6 16: Clear Workplace Communication (A) CLB Level 5 17: Clear Workplace Communication (B) CLB Level 5-6 18: Reading your Paycheque CLB Level 5-6 19: Reading WHMIS Information on Product Labels CLB Level 5-6 20: Responding to Complaints CLB Level 5-6 (Includes audio files) 21: Responding to Repetitive Strain Injury A: Building Background Knowledge CLB Level 5-6 22: Responding to Repetitive Strain Injury B: Presentation on RSI CLB Level 5-6 23: Choosing a Job: Important Factors to Consider CLB Level 5-6 24: Refusing Dangerous Work A: Understanding Essential Workplace Documents CLB Level 6-7 25: Refusing Dangerous Work B: Reading Flowcharts CLB Level 6-7
How to access	Lesson Plans for ESL Instructors
Cost	Free download
Content	CLB; ESL; Essential Skills: Workplace; Culture/Intercultural Skills; Lesson Plans; Employment; Health and Safety

Language Study Tables

Author	NorQuest College
Publisher/year	NorQuest College, 2010
Description	<p>The language study tables were developed as a tool to help learners build their understanding of soft skills in the Canadian workplace. These are useful and practical resources for ESL teachers and learners. There are a total of ten tables divided into the following speech acts:</p> <ul style="list-style-type: none"> • Table 1: Idioms • Table 2: Requesting • Table 3: Responding to a Request • Table 4: Giving Feedback • Table 5: Disagreeing • Table 6: Relating to Others • Table 7: Expressing Urgency • Table 8: Asking for Support • Table 9: Complaining • Table 10: Giving an Opinion
How to access	Language Study Tables
Cost	Free download
Content	Employment; Culture/Intercultural Skills; ESL

Learning English with CBC

Author	Joint project with CBC and the Government of Alberta
Publisher/year	CBC and the Government of Alberta
Description	<p>This online resource is based on current events in the news. These free English lessons use stories and interviews to help participants learn about their city, community and workplace. They also give you a sense of the province's culture and economy.</p> <p>Learning English with CBC has two types of free English lessons:</p> <ul style="list-style-type: none"> • Weekly newscasts • Monthly stories
How to access	Learning English with CBC – Edmonton Edition Learning English with CBC – Calgary Edition
Cost	Free download
Content	ESL; Community Integration; Employment

Lesson Plans for Various Occupations

Author Centre for Canadian Language Benchmarks

Publisher/year Centre for Canadian Language Benchmarks

Description This website has 23 ready-to-use lesson plans for various occupations and activities that illustrate how essential skills can be used with a variety of ESL students. They are all downloadable as PDF documents. Most of these are especially useful with higher-level students at either Stage 2 or Stage 3.

1. Machine Operator (NOC 9514) – Identify and explain hazard symbols
2. Generic – Prepare a resume for Canadian employment
3. Aesthetician (NOC 6482) – Read and follow instructions for use of facial products
4. Aircraft Assembler (NOC 8481) – Read and follow directions on using a sealant
5. Nurse Aide (NOC 3413) – Read resident information leaflet and answer questions
6. Generic – Write a resume using the chronological format
7. Elementary Teacher Assistant (NOC 6472) – Plan a class field trip
8. Visiting Homemaker (NOC 6471) – Complete a client progress report following guidelines
9. Generic – Write a cover letter in response to an advertisement or posting
10. Nurse Aide (NOC 3413) – Give an oral report referencing written notes
11. Small Business Owner-Operators (NOC 0123, 0621, 0632, 0712) – Complete a GST return form
12. Shippers and Receivers (NOC 1471) – Find solutions for various shipping problems
13. Taxicab Driver (NOC 7413) – Reading a road map to find locations
14. Labourers in Processing, Manufacturing and Utilities (NOC 961) – Reading a bulletin on back safety
15. Customer Service Representatives – Financial Services (NOC 1433) – Provide information and instructions to clients for daily bank transactions
16. Customer Service Representatives – Financial Services (NOC 1433) – Give advice and respond about bank accounts and service fees
17. Customer Service Representatives – Financial Services (NOC 1433) – Fill in deposit slips, explain rate changes and calculate foreign exchange rates
18. Customer Service Representatives – Financial Services (NOC 1433) – Determine eligibility for a bank loan
19. Retail Sales Associate (NOC 6421) – Identify three customer types
20. Retail Sales Associate (NOC 6421) – Interact with the three customer types in a retail setting
21. Local Tour Guide (NOC 6441) – Give effective site tours
22. Local Tour Guide (NOC 6441) – Deliver a narrative about a local tourist site
23. Local Tour Guide (NOC 6441) – Develop a commentary to conduct a site tour

This website also has a template so that you can prepare additional sample lesson plans for your own use.

How to access [Lesson Plans for Various Occupations](#)
[Word Lesson Template](#)

Cost	Free download
Content	CLB; ESL; Essential Skills; Workplace; Lesson Plans; Employment; Occupations

Making Choices: Teaching writing in the workplace

Author	Millar, D.
Publisher/year	Grass Roots Press, 2002
Description	<p>This flexible resource contains dozens of activities for teaching employees how to write effective notes, memos, notices, business letters, accident reports, procedures, and email messages. In addition, hands-on activities are provided for teaching employees how to complete forms, create charts and flowcharts, plot graphs, and keep logs.</p> <p>The manual shows how authentic texts can be used for teaching in workplace literacy programs. Many of the writing activities include document use such as visual texts, simple and combined lists, filling out forms, charts and graphs, and reports and logs.</p>
How to access	Making Choices
Cost	\$69.95
Content	Essential Skills; Workplace

Making it Clear: A guide for teaching pronunciation

Author	Bow Valley College
Publisher/year	Bow Valley College, 2010
Description	<p>This guide provides descriptions of the different aspects of pronunciation instruction for instructors new to pronunciation. It includes sections on:</p> <ul style="list-style-type: none"> • Vowels and consonants • Stress and intonation • Integrating pronunciation into general instruction • Language specific pronunciation problems' • Pronunciation level guidelines • Materials list of useful resources and websites
How to access	Making it Clear
Cost	Free download
Content	Pronunciation; ESL

Navigating Workplace Documents: The thinking process

Author	Workplace Education Manitoba
Publisher/year	Workplace Education Manitoba, 2009
Description	This is a one-page handout which gives an overview of strategies for navigating workplace documents.
How to access	Navigating Workplace Documents
Cost	Free download
Content	Workplace; Essential Skills

Numeracy: The basics

Author	Workplace Education Manitoba
Publisher/year	Workplace Education Manitoba, 2012
Description	This tutorial includes an online numeracy self-assessment, a set of 50 videos explaining essential numeracy topics broken into concept and practice sets, and a downloadable workbook for each set.
How to access	Numeracy: The basics
Cost	Free download
Content	Workplace; Essential Skills; Numeracy

On the Job: ESL and essential skills for work

Author	Centre for Canadian Language Benchmarks
Publisher/year	Centre for Canadian Language Benchmarks, 2006
Description	These books contain teaching ideas and strategies for integrating essential skills into ESL instruction preparing learners for the Canadian workplace.
How to access	On the Job: Document Use On the Job: Numeracy On the Job: Oral Communication On the Job: Reading Text On the Job: Thinking On the Job: Working with Others On the Job: Writing

Cost	Free download
Content	CLB; ESL; Essential Skills; Workplace

Online Workplace Integration Language Resources (OWLS): Building Effective Multicultural Workplaces: For the office and industry

Author	NorQuest College
Publisher/year	NorQuest College, 2010
Description	<p>The purpose of this resource is to enhance communication in culturally-diverse Canadian workplace contexts. These online language and culture study materials provide access to intercultural interactions in the workplace. They provide language study notes, culture-specific Canadian workplace values, and general cultural awareness raising activities for users to build the knowledge, skills, awareness, and experience required to communicate effectively in a culturally diverse workplace.</p> <p>Facilitator Guide</p> <p>The facilitator guide helps instructors use the videos effectively in workplace training contexts or in the ESL classroom.</p> <p>Videos</p> <p>There are five videos for the office context. Topics highlighted are:</p> <ul style="list-style-type: none"> • Leading multicultural teams • Intercultural communication • Meeting work deadlines • Following agendas • Communicating with clients <p>There are also five videos for the industry context. Topics highlighted are:</p> <ul style="list-style-type: none"> • Safety • Showing initiative • Speaking up • Leading multicultural work teams • Getting the job done on time
How to access	Facilitator Guide Videos
Cost	Free download
Content	Employment; Culture/Intercultural Skills; ESL

Problem Solved!

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2009
Description	<p>Problem Solved! A guide for employees and learners</p> <p>This guide includes various techniques, activities, and worksheets to help learners practice and improve their thinking skills.</p> <p>Problem Solved! A guide employers and practitioners</p> <p>The version for employers and practitioners is designed to support employers and practitioners who want to help employees and/or learners practice and improve their problem-solving skills. It includes various problem-solving techniques, activities, and worksheets that can help individuals develop their skills.</p>
How to access	<p>Problem Solved! A guide for employees and learners Print copy catalogue number: WP-064</p> <p>Problem Solved! A guide employers and practitioners Print copy catalogue number: WP-063</p>
Cost	Free download Free print copy
Content	Essential Skills; Workplace; Employers

Roots and Connections

Author	NorQuest College
Publisher/year	NorQuest College, 2010
Description	<p>This resource is a culturally-integrated English as a Second Language (ESL) resource that provides the foundation for English language learning using a community orientation and cultural integration approach.</p> <p>Roots and Connections: Planning guide</p> <p>This resource can be used in informal one-on-one settings such as tutoring or home visitation programs or for group lessons organized by a community service provider.</p> <p>Roots and Connections: Instructor guide</p> <p>This guide will help instructors develop the knowledge, skills, and awareness for the three roles they will play using this curriculum resource: ESL Instructor, Cultural Bridge and Community Connector.</p> <p>Roots and Connections: Tool kit</p> <p>This tool kit includes resources for program planning such as culturally-sensitive program registration forms. You will also find ESL resources, including language assessment tools, intercultural resources, and community connections resources, including community knowledge checklists, and a community facilitator guide.</p>

	<p>Roots and Connections: Curriculum</p> <p>This curriculum includes eight units covering the topics of:</p> <ul style="list-style-type: none"> • Getting to know you • Safety • Community • Health and wellness • Education • Personal finance <p>Each unit contains five modules with content, suggested activities, and instructional resources. The content is targeted to CLB 2 with suggestions to adjust the materials to a higher or lower benchmark. The content is tied together through recurring activity types such as Class Dictionaries, Community Maps and Personal Connections.</p> <p>Posters</p> <p>The posters are illustrations of each curriculum unit and provide a visual introduction of the vocabulary, content, and cultural context.</p>
How to access	<p>Planning guide</p> <p>Instructor guide</p> <p>Tool kit</p> <p>Curriculum</p> <p>Posters</p> <p>To order a print copy contact icinfo@norquest.ca or call 780-644-6770.</p>
Cost	<p>Free downloads</p> <p>Print copies:</p> <p>Planning guide: \$40</p> <p>Instructor guide: \$50</p> <p>Tool kit: \$50</p> <p>Curriculum: \$125</p> <p>For total package: \$250</p>
Content	<p>ESL; CLB; Curriculum; Health and Safety; Culture/Intercultural Skills; Community Integration; Financial Literacy; Lesson Plans</p>

Sample One Week Module for Hotel Front Desk Agent

Author	Centre for Canadian Language Benchmarks
Publisher/year	Centre for Canadian Language Benchmarks
Description	<p>A sample module with lesson plans for hotel front desk agents.</p> <p>You can also download the overview of how the module can be used. Activities include materials related to the duties of a hotel front desk agent. Topics include:</p> <ul style="list-style-type: none"> • Check-in process • Phone competencies • Give instructions/suggestions • Handle guest concerns

How to access	Sample One Week Module for Hotel Front Desk Agent
Cost	Free download
Content	CLB; ESL; Essential Skills; Workplace; Lesson Plans; Employment; Occupations

Step Up: Build on your talents: Construction Supervisor First Level Essential Skills – Workbook

Series	Step Up
Author	Construction Sector Council
Publisher/year	Construction Sector Council, 2008
Description	Designed to help supervisors and tradespeople who are interested in becoming supervisors to practice their essential skills, this tool was developed as a companion to the National Occupational Analysis (NOA) for the Construction Supervisor (First Level). The workbook is based on actual construction supervisor materials and situations.
How to access	Step Up: Build on your talents workbook
Cost	Free download Print copy: \$3.50
Content	Essential Skills; Trades

Sustainable Essential Skills: Instructor’s guide and trades worksheets

Author	BuildForce Canada/SkillPlan
Publisher/year	BuildForce Canada/SkillPlan, 2014
Description	<p>Instructor’s guide</p> <p>This how-to manual is intended to support instructors in improving performance and success rates in technical training by demonstrating and teaching how to integrate essential skills into training materials and worksheets.</p> <p>Trades worksheets</p> <p>The worksheets address competencies that are outlined in the National Occupational Analysis and are part of every trades training curriculum, regardless of region or level.</p> <p>Resources include:</p> <ul style="list-style-type: none"> • Book One: Boilermakers, Bricklayers, Carpenters, Floor Covering Installers, Glazier • Book Two: Heavy Equipment Operators, Insulators, Ironworkers, Painters, Decorators • Book Three: Refrigeration and Air Conditioning Mechanics, Sheet Metal Workers, Wall, Ceiling Installers
How to access	Instructor’s Guide and Trades Worksheets

Cost	Free download Print copies: Instructor's Guide: \$39.00 Trades Worksheets Book One: \$27.00 Trades Worksheets Book Two: \$27.00 Trades Worksheets Book Three: \$27.00
Content	Essential Skills; Trades

Tip Sheets with Practice and Learning Exercises

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Description	A booklet that provides learners with practical tips and activities to improve their essential skills. This tool is available for the following essential skills: <ul style="list-style-type: none"> • Computer use • Document use • Oral communication • Working with others • Reading • Writing • Thinking
How to access	<u>Computer use tip sheet</u> Print copy catalogue number: WP-070 <u>Document use tip sheet</u> Print copy catalogue number: WP-071 <u>Oral communication tip sheet</u> Print copy catalogue number: WP-072 <u>Working with others tip sheet</u> Print copy catalogue number: WP-093 <u>Reading tip sheet</u> Print copy catalogue number: WP-101 <u>Writing tip sheet</u> Print copy catalogue number: WP-109 <u>Thinking tip sheet</u> Print copy catalogue number: WP-172
Cost	Free download Free print copy
Content	Essential Skills

Tips on Introducing Essential Skills into Construction Trades Training

Author	Construction Sector Council
Publisher/year	Construction Sector Council, 2010
Description	Trades instructors looking for practical ways to teach essential skills to apprentices studying a trade will find useful information in this publication. It provides tips and strategies for teaching reading, document use and numeracy.
How to access	Tips on Introducing Essential Skills into Construction Trades Training
Cost	Free download
Content	Essential Skills; Trades

Trade Entrance Exam Study Guide

Author	Government of Alberta, Apprenticeship and Industry Training
Publisher/year	Government of Alberta, Apprenticeship and Industry Training, 2014
Description	<p>This guide can help learners refresh and improve their study and exam writing skills. It includes:</p> <ul style="list-style-type: none"> • Questions like those on any of the five trade entrance exams • An answer key for the questions included in the study guide • Study and exam writing tips • Copies of the formula and metric conversion charts used with the trade entrance exams • A sample diagram booklet that includes some typical diagrams used for the trade entrance exams • A list of the trades and occupations included in each cluster
How to access	Trade Entrance Exam Study Guide
Cost	Free download
Content	Trades; Employment

Trades Math Workbook

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2010
Description	A workbook with practical exercises to help learners practice their numeracy skills and increase their success in the apprenticeship program.

How to access	Trades Math Workbook Print copy catalogue number: WP-145
Cost	Free download Free print copy
Content	Essential Skills; Trades; Numeracy

Using Essential Skills: Preparing for your interprovincial Red Seal exam

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2009
Description	This guide provides learners with tips and tricks to study and prepare for the Interprovincial Red Seal Exam.
How to access	Using Essential Skills: Preparing for your interprovincial Red Seal Exam Print copy catalogue number: WP-137
Cost	Free download Free print copy
Content	Essential Skills; Trades

Vocabulary Building Workbook

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2012
Description	A workbook with 24 lessons with a variety of various exercises to help learners improve their vocabulary and learn words commonly used in the Canadian workplace.
How to access	Vocabulary Building Workbook (booklet and online) Print copy catalogue number: WP-102
Cost	Free download Free print copy
Content	Essential Skills; Vocabulary

Employment/job search resources

Advanced Techniques for Work Search

Author	Government of Alberta; Alberta Jobs, Skills, Training and Labour
Publisher/year	Government of Alberta; Alberta Jobs, Skills, Training and Labour, 2014
Description	<p>This workbook was developed to help self-directed adults with experience in the workforce or with post-secondary education improve their work search strategies. It offers detailed information and exercises to help:</p> <ul style="list-style-type: none"> • Identify employability skills • Update work search tools and skills (resume, cover letters, portfolio, information gathering, interview skills, proposals, etc.) • Focus work search • Find relevant labour information • Access other work search resources <p>Features information on networking, informational interviewing, using the Internet in work search, and formatting and tailoring a resume.</p>
How to access	Advanced Techniques for Work Search
Cost	Free download
Content	Employment

Apprenticeship and Industry Training

Author	Government of Alberta, Apprenticeship and Industry Training
Publisher/year	Government of Alberta, Apprenticeship and Industry Training, 2015
Description	<p>An online source of information about apprenticeship and industry training. Topics include:</p> <ul style="list-style-type: none"> • How to get started if you're interested in learning a trade or occupation • Do your skills meet Alberta standards? • Exploring trades and occupations • Financial assistance
How to access	Apprenticeship and Industry Training
Cost	Free download
Content	Trades; Employment

Be Safe at Work

Series	Easy Reading Career Planning Series
Author	Government of Alberta; Alberta Jobs, Skills, Training and Labour
Publisher/year	Government of Alberta; Alberta Jobs, Skills, Training and Labour, 2014
Description	<p>This newspaper-style guide provides easy-to-read information and has accompanying teaching notes that include exercises and activities you can download and photocopy for client use.</p> <p>The guide provides easy-to-read information about how to stay healthy and safe on the job. It illustrates how to spot danger, use safety equipment, report injuries, and share health and safety concerns with employers.</p>
How to access	<p>Be Safe at Work</p> <p>Be Safe at Work Teaching Notes</p>
Cost	Free download
Content	Workplace; Literacy; Health and Safety; ESL

Before Training: Resources to improve your essential skills

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2009
Description	This booklet includes tips and activities that help apprentices identify ways to improve their essential skills and be better prepared for training.
How to access	<p>Before Training</p> <p>Print copy catalogue number: WP-138</p>
Cost	<p>Free download</p> <p>Free print copy</p>
Content	Essential Skills; Workplace; Trades

Employment Law Protects Workers

Series	Easy Reading Career Planning Series
Author	Government of Alberta; Alberta Jobs, Skills, Training and Labour
Publisher/year	Government of Alberta; Alberta Jobs, Skills, Training and Labour, 2015

Description	<p>This newspaper-style guide provides easy-to-read information and has accompanying teaching notes that include exercises and activities you can download and photocopy for client use.</p> <p>The guide provides basic employment standards information about minimum wage, vacations, rest breaks, leaves, overtime, statutory holidays, and how to read a pay stub.</p>
How to access	<p>Employment Law Protects Workers Employment Law Protects Workers Teaching Notes</p>
Cost	Free download
Content	Workplace; Literacy; ESL; Employment Law

Essential Skills for Your Apprenticeship Training

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2011
Description	This booklet includes tips and tricks to help apprentices prepare for in-class training, take effective notes, and understand and remember lessons.
How to access	<p>Essential Skills for Your Apprenticeship Training Print copy catalogue number: WP-136</p>
Cost	Free download Free print copy
Content	Essential Skills; Trades

Find a Job

Series	Easy Reading Career Planning Series
Author	Government of Alberta; Alberta Jobs, Skills, Training and Labour
Publisher/year	Government of Alberta; Alberta Jobs, Skills, Training and Labour, 2014
Description	<p>Find a Job: A workbook to help you find the job you want</p> <p>This work-related guide uses stories and exercises to help Albertans with low-literacy skills find the job they want. This resource covers important topics such as how to write a resume and cover letter, where to look for a job, how to fill out application forms, and how to have a good interview. Readers are encouraged to contact their career advisor or tutor for help when using this book.</p> <p>Find a Job: Help for career advisors</p> <p>This guide will help advisors walk clients through the job search process. The guide includes objectives and strategies, supplemental activities, and other resources to help advisors support clients in finding the job they want.</p>

How to access	Find a Job: A workbook to help you find the job you want Find a Job: Help for career advisors
Cost	Free download
Content	Literacy; ESL; Employment

Find a Job in Canada: How to make it happen

Author	Laroche, Dr. L.
Publisher/year	2012
Description	Laroche explores Canada's work culture and shares how to find a job that makes use of your education in Canada. Participants will learn: <ul style="list-style-type: none"> • What soft skills look like in Canada • How soft skills differ from country to country • Strategies on how to network • How to succeed in the Canadian work environment • How to navigate the hidden job market <p>This video will help you understand the Canadian job market and provide concrete suggestions on how you can succeed in Canada.</p>
How to access	Watch video
Cost	Free download
Content	Workplace; Culture/Intercultural Skills; Employment; ESL; Canadian Workplace Culture

How to Find a Job in Canada: Common problems and effective solutions

Series	Canadian Newcomer Series
Author	Cheinis, E. and Sproule, D.
Publisher/year	Oxford University Press, 2008
Description	This comprehensive job guide addresses common issues from a newcomer's perspective. Topics include resume writing, composing cover letters, interviewing techniques, and Canadian workplace etiquette. The guide also features topics that are specific to immigrants' concerns, including pre-arrival preparation, survival jobs, and newcomer employment services.
How to access	How to Find a Job in Canada
Cost	\$36.13
Content	ESL; Workplace; Culture/Intercultural Skills; Employment; Immigrants; Canadian Workplace Culture

International Qualifications Assessment (IQAS)

Author	Government of Alberta
Publisher/year	Government of Alberta
Description	Information on getting foreign-earned credentials assessed for immigration or work and study, and IQAS resources for organizations.
How to access	IQAS
Cost	Assessment cost: \$200 plus courier costs
Content	Employment; Immigration

Job Profiles

Series	Easy Reading Career Planning Series
Author	Government of Alberta; Alberta Jobs, Skills, Training and Labour
Publisher/year	Government of Alberta; Alberta Jobs, Skills, Training and Labour
Description	<p>Job Profiles</p> <p>Tutors can use these profiles to help clients with low literacy pursue their employment goals. You can view the profiles individually or by occupational cluster.</p> <p>Each of these 24 job profiles includes a story of someone in the job and information on working conditions, personal characteristics, hourly wages, and related jobs. The profiles are available individually by job title or by occupational cluster so you can easily help clients find jobs of similar interest. The profiles were adapted from existing Alberta occupational profiles.</p> <p>Job Profiles: Dictionary</p> <p>This dictionary supplements both the job profiles and the <i>Work and You</i> books. It includes definitions of difficult words, including workplace and occupation-specific terms, and an explanation of the eight occupational clusters used throughout the <i>Easy Reading Career Planning Series</i>.</p> <p>Job Profiles: Help for career advisors</p> <p>This guide to the job profiles is for career advisors and tutors who work with adults with low-literacy skills. It provides advisors with practical tools and information to help them support their clients with career planning. It includes information on occupational clusters, tips on using the profiles with clients, and easy reference charts.</p>

How to access	Job Profiles Job Profiles: Dictionary Job Profiles: Help for career advisors Baker Carpenter Cook Counter Person Day Care Worker Dry Cleaning Person Floor Covering Installer Furniture Mover Health Care Aide Heavy Equipment Operator Housekeeping Attendant	Janitor Kitchen Helper Labourer Landscape Gardener Meat Cutter Pet Groomer Production Worker Roofer Salesperson Security Guard Server Shelf Stocker Truck Driver
Cost	Free download	
Content	Literacy; ESL; Employment; Trades; Occupations	

Keep your Job

Series	Easy Reading Career Planning Series
Author	Government of Alberta; Alberta Jobs, Skills, Training and Labour
Publisher/year	Government of Alberta; Alberta Jobs, Skills, Training and Labour, 2015
Description	<p>Keep your Job: A workbook to help you keep your job</p> <p>This resource encourages adults with low-literacy skills or English as a Second Language to seek the support of a career advisor or tutor to help them understand the information in this resource. This publication covers topics such as:</p> <ul style="list-style-type: none"> • What employers want • Building good work skills • Building good work attitudes • Making sure your job is a good fit <p>Keep your Job: Help for career advisors</p> <p>This complementary online resource can help advisors and tutors support their clients in maintaining employment. It includes related exercises, provides notes and topics for discussion, optional activities to do with clients and links to readily available resources.</p>
How to access	Keep your Job: A workbook to help you keep your job Keep your Job: Help for career advisors
Cost	Free download
Content	Workplace; Literacy; ESL; Culture/Intercultural Skills; Canadian Workplace Culture

OCCinfo: Occupations and Educational Programs

Author	Government of Alberta, Alberta Learning Information Service
Publisher/year	Government of Alberta, Alberta Learning Information Service
Description	ALIS's OCCinfo is an online source for up-to-date information on Alberta's occupations, educational programs, and schools. There are over 550 occupational profiles, information about wages and salary, educational programs, and certification requirements.
How to access	OCCinfo
Cost	Free download
Content	Workplace; Employment; Occupations

Sample Activities using Authentic Workplace Materials: Integrating essential skills into tutor training

Author	Laubach Literacy Ontario
Publisher/year	Laubach Literacy Ontario, 2010
Description	This document contains eight sample activities using authentic workplace materials. The activities focus on reading text, document use, numeracy and writing. Each activity has instruction notes.
How to access	Sample Activities using Authentic Workplace Materials
Cost	Free download
Content	Essential Skills; Workplace

Trades in Alberta

Series	Easy Reading Career Planning Series
Author	Government of Alberta, Alberta Innovation and Advanced Education
Publisher/year	Government of Alberta, Alberta Innovation and Advanced Education, 2014
Description	This easy-to-read publication helps readers explore diverse trade options such as welding, mechanics, hairstyling, carpentry and cooking. The resource helps readers understand what a trade is and how to get started. Exercises and more help can be found in the companion teaching notes.
How to access	Trades in Alberta Trades in Alberta Teaching Notes

Cost	Free download
Content	Literacy; ESL; Trades; Employment

Training for Work

Series	Easy Reading Career Planning Series
Author	Government of Alberta, Alberta Labour
Publisher/year	Government of Alberta, Alberta Labour, 2016
Description	<p>Training for Work: A workbook to help you find the training you need</p> <p>This workbook helps adults with low literacy and English as a Second Language succeed in the labour market. It helps determine what kind of training they need and where to find that training. Through a combination of exercises and stories of fictional characters, the workbook asks the reader to consider the following questions:</p> <ul style="list-style-type: none"> • Why is training a good idea? • What is my training goal? • What is my training plan? • What are the steps in my training plan? • What kind of training do I need? • Where can I get training? • What types of training are best for me? <p>Training for Work: Help for career advisors</p> <p>This complementary online resource helps advisors and tutors support their clients in maintaining employment. It includes related exercises, provides notes and topics for discussion, optional activities to do with clients, and links to readily available resources.</p>
How to access	Training for Work: A workbook to help you find the training you need Training for Work: Help for career advisors
Cost	Free download
Content	Workplace; Literacy; ESL; Employment

Work and You

Series	Easy Reading Career Planning Series
Author	Government of Alberta; Alberta Jobs, Skills, Training and Labour
Publisher/year	Government of Alberta; Alberta Jobs, Skills, Training and Labour, 2014

Description	<p>Work and You – Book 1: Make some job choices</p> <p>This book uses stories, checklists, and exercises to help adults with low literacy create a short list of one to three jobs to investigate. It takes readers through a brief self-assessment and introduces them to the online Easy Reading occupational profiles. Readers are encouraged to contact their career advisor or tutor for help when using this book.</p> <p>Work and You – Book 2: Decide on a job</p> <p>This book helps clients with low-literacy skills research and evaluate the short list of jobs they created in Book 1. In the end, they will choose an occupational goal to pursue. Like Book 1, this book uses stories, exercises, and checklists to help clients through each step.</p> <p>Work and You: Help for career advisors</p> <p>This online guide for career advisors and tutors can be used to help and support clients. Each chapter in the guide:</p> <ul style="list-style-type: none"> • Outlines the objectives of each step, as well as related exercises and corresponding page numbers from the <i>Work and You</i> books • Provides notes for advisors and topics for discussion with clients • Provides optional activities to do with clients • Has links to readily-available resources
How to access	<p>Work and You – Book 1: Make some job choices</p> <p>Work and You – Book 2: Decide on a job</p> <p>Work and You: Help for career advisors</p>
Cost	Free download
Content	Literacy; ESL; Employment; Occupations

Work Search Basics

Author	Government of Alberta; Alberta Jobs, Skills, Training and Labour
Publisher/year	Government of Alberta; Alberta Jobs, Skills, Training and Labour, 2013
Description	<p>This guide is for people who are looking for their first job or who have been in the workforce but have limited experience searching for work. It helps them:</p> <ul style="list-style-type: none"> • Identify their skills and accomplishments • Research occupations • Explore skills used to find work – networking, gathering information, and interviewing • Explore tools used to find work – resumes, cover letters, portfolios, and applications • Identify ways to stay positive and handle rejection • Connect with further information and resources
How to access	Work Search Basics
Cost	Free download
Content	Employment; Occupations

Working in Alberta: A guide for internationally trained and educated immigrants

Author	Government of Alberta, Alberta Labour
Publisher/year	Government of Alberta, Alberta Labour, 2013
Description	<p>This guide contains information to help internationally trained immigrants identify realistic work opportunities and make successful employment transitions in Alberta. It will help them:</p> <ul style="list-style-type: none"> • Find and use information to research the labour market • Learn about the requirements of occupations governed by laws in Alberta • Research new work opportunities • Use job search skills and techniques to find work • Become familiar with the Alberta workplace • Find further information and resources
How to access	Working in Alberta
Cost	Free download
Content	ESL; Employment; Immigrants

Workplace Communications: Book 4

Series	Workwrite
Author	Geraci, K.
Publisher/year	Preparatory Training Programs, 2008
Description	<p>This book explains and demonstrates various ways individuals within a workplace communicate with each other. The book contains a broad range of original workplace document types and styles and discusses the use of notices, postings, memoranda, agenda, meeting minutes, fax cover sheets, email work orders, job postings, and letters.</p>
How to access	Workplace Communications: Book 4
Cost	\$50.75
Content	Essential Skills; Workplace

Culture / intercultural resources

No Canadian Experience, Eh? A career success guide for new immigrants	
Author	Wright, Daisy
Publisher/year	WCS Publishers, 2nd ed. 2011
Description	<p>This resource is for every professional immigrant thinking of moving to Canada or those who have already arrived and need guidance. It is a toolkit of career coaching techniques for anyone trying to understand what it takes to succeed in today's competitive job market. This new edition not only re-introduces job search basics such as resume and cover letter design, and how to prepare and master the interview, but includes contributions from top career experts on personal branding, social media, onboarding, green careers, leadership, practice firms, stress management, career assessments, self-employment, consulting, and time management. It also contains advice from recruiters and human resources professionals who understand what employers look for in potential employees.</p>
How to access	No Canadian Experience, Eh?
Cost	\$25.56
Content	ESL; Workplace; Culture/Intercultural Skills; Employment; Canadian Workplace Culture

Something's Up! Cycle	
Author	NorQuest College
Publisher/year	NorQuest College, 2010
Description	<p>The Something's Up! Cycle is a reflective skill building practice used by individuals and facilitators to promote intercultural competence development. The site provides ten intercultural miscommunications between characters. Facilitators can use this resource to give participants the opportunity to practice using a tool for making sense of intercultural misunderstandings.</p> <ul style="list-style-type: none"> • Example 1: The Hockey Pool • Example 2: Meeting Deadlines • Example 3: Keeping the Client • Example 4: Following the Agenda • Example 5: Comparing Cultures • Example 6: Leaving Work Early • Example 7: Working Safely • Example 8: Driving Conditions • Example 9: Going to Site C • Example 10: Coming to the Meeting
How to access	Something's Up!
Cost	Free download
Content	Employment; Culture/Intercultural Skills; ESL

Welcome to Alberta: Information for newcomers

Author	Government of Alberta; Alberta Jobs, Skills, Training and Labour
Publisher/year	Government of Alberta; Alberta Jobs, Skills, Training and Labour, 2014
Description	<p>This resource is for all newcomers, including temporary foreign workers who have just moved to Alberta or are interested in settling here. It provides general information to help newcomers:</p> <ul style="list-style-type: none"> • Find a place to stay • Apply for a social insurance number • Register for health care • Improve English language skills • Enrol children in school • Find work • Get a driver's licence • Stay in Canada • Enjoy Alberta
How to access	Welcome to Alberta
Cost	Free download
Content	Community Integration; ESL

Working in the Canadian Workplace: A guide for newcomers to Canada working in construction, manufacturing, service and related sectors

Author	Holmes, P.
Publisher/year	Alberta Workforce Essential Skills Society, 2012
Description	<p>This resource is for recent immigrants to Canada who are working in the Canadian workplace. This handbook gives immigrants a better understanding of an employer's expectations for them. It also gives practical ways to achieve those expectations. This learning will support language, intercultural, and other integration-related needs. Resource includes a handbook and workbook.</p>
How to access	<p>Handbook Workbook To order a print copy contact AWES: 1-403-865-0944</p>
Cost	<p>Free download Contact AWES for price of print copy: 1-403-865-0944</p>
Content	ESL; CLB; Essential Skills; Workplace; Canadian Workplace Culture; Culture/Intercultural Skills; Trades

Working with Newcomers: Tips for culturally diverse Canadian organizations

Author	Holmes, P.
Publisher/year	Alberta Workforce Essential Skills Society, 2012
Description	<p>This set of resources gives Canadian-born employees practical tips on how to work more effectively with recent newcomers to Canada. They can be used in a workshop setting or for self-directed study.</p> <p>The set of three resources is designed to help culturally and linguistically diverse organizations function better. The resource aims to increase an organization's capacity in assisting newcomers with integration. It provides solutions to the most common challenges and gives understanding to harness opportunities.</p> <p>This resource will contribute to an increase in quality, productivity, and employee satisfaction through:</p> <ul style="list-style-type: none"> • Fewer misunderstandings • Less workplace friction • More efficient use of time <p>Resource includes:</p> <ul style="list-style-type: none"> • Working with Newcomers: Facilitator Guide • Working with Newcomers: Participant Workbook • Working with Newcomers: Companion Resource Guide
How to access	<p>Facilitator Guide</p> <p>Participant Workbook</p> <p>Companion Resource Guide</p> <p>To order a print copy contact AWES: 1-403-865-0944</p>
Cost	<p>Free download</p> <p>Contact AWES for price of print copy: 1-403-865-0944</p>
Content	ESL; CLB; Essential Skills; Workplace; Canadian Workplace Culture; Culture/Intercultural Skills

Workplace Integration

Author	Holmes, P.
Publisher/year	Alberta Workforce Essential Skills Society, 2013
Description	<p>This set of resources is for newcomer professionals and their managers and mentors. The resources explain common challenges newcomers experience as they integrate into Canadian workplaces. They provide practical advice, learning exercises, and activities to support and accelerate workplace integration.</p> <p>Resources include:</p> <ul style="list-style-type: none"> • Workplace Integration: Desk Reference for Newcomers to Canada • Workplace Integration: Desk Reference for Newcomers to Canada Workbook • Workplace Integration: A Guide for Managers and Mentors

How to access	Desk Reference Desk Reference Workbook A Guide for Managers and Mentors To order a print copy contact AWES: 1-403-865-0944
Cost	Free download Contact AWES for price of print copy: 1-403-865-0944
Content	ESL; CLB; Essential Skills; Workplace; Canadian Workplace Culture; Culture/Intercultural Skills

You're Hired... Now What? An immigrant's guide to success in the Canadian workplace

Author	Payne, B.
Publisher/year	Oxford University Press, 2010
Description	<p>You're Hired... Now What? <i>You're Hired... Now What?</i> will give people from different countries and backgrounds an understanding of Canadian workplace culture and norms. The material is presented as a general guide to adapting to a professional environment and explains common best-practice procedures at work. Examples are given to help explain and illustrate the positive results of working within these general guidelines.</p> <p>You're Hired... Now What? Workbook The workbook corresponds chapter-for-chapter to the book and provides students with opportunities to apply the concepts from the book to the real world. Each chapter includes workplace vocabulary development, a sample dialogue, practical writing exercises geared toward CLBs 5-8, and activities for group and independent learning.</p>
How to access	You're Hired... Now What? You're Hired... Now What? Workbook
Cost	Book: \$18.75 Workbook: \$21.69
Content	ESL; Workplace; Culture/Intercultural Skills; Employment; Canadian Workplace Culture

Employer resources

A Manual for Setting up an Essential Skills Program within the Union or Workplace

Author	Steel, N. and Maruca, G.
Publisher/year	Alberta Union of Provincial Employees, 2006
Description	This resource demonstrates a nine-step process to set up an essential skills program with a union or in a workplace.
How to access	A Manual for Setting up an Essential Skills Program within the Union or Workplace
Cost	Free download
Content	Essential Skills; Workplace

Building Essential Skills in the Workplace

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2007
Description	A set of case studies that offers examples of how to develop essential skills in the workplace. The case studies provide an overview of the benefits, outcomes and impacts of essential skills training.
How to access	Building Essential Skills in the Workplace Print copy catalogue number: WP-044
Cost	Free download Free print copy
Content	Essential Skills; Workplace; Employers; Marketing Workplace Essential Skills

Essential Skills for Success as...

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Description	This resource provides sample tasks that demonstrate how each of the nine essential skills is used in specific trades. It is currently available for 15 trades.
How to access	<p>Essential Skills for Success as a Carpenter Print copy catalogue number: WP-126</p> <p>Essential Skills for Success as a Construction Electrician Print copy catalogue number: WP-127</p> <p>Essential Skills for Success as a Cook Print copy catalogue number: WP-128</p> <p>Essential Skills for Success as a Hairstylist Print copy catalogue number: WP-129</p> <p>Essential Skills for Success as a Machinist Print copy catalogue number: WP-131</p> <p>Essential Skills for Success as a Plumber Print copy catalogue number: WP-132</p> <p>Essential Skills for Success as a Refrigeration and Air Conditioning Mechanic Print copy catalogue number: WP-165</p> <p>Essential Skills for Success as a Sheet Metal Worker Print copy catalogue number: WP-133</p> <p>Essential Skills for Success as a Steamfitter-Pipefitter Print copy catalogue number: WP-164</p> <p>Essential Skills for Success as a Truck and Transport Mechanic Print copy catalogue number: WP-163</p> <p>Essential Skills for Success as a Welder Print copy catalogue number: WP-134</p> <p>Essential Skills for Success as an Automotive Service Technician Print copy catalogue number: WP-125</p> <p>Essential Skills for Success as an Industrial Electrician Print copy catalogue number: WP-162</p> <p>Essential Skills for Success as an Industrial Mechanic (Millwright) Print copy catalogue number: WP-130</p> <p>Essential Skills for Success as an Ironworker Print copy catalogue number: WP-161</p>
Cost	Free download Free print copy
Content	Essential Skills; Workplace; Trades

Essential Skills in the Workplace: What's in it for you?

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Description	A fact sheet for employers that describes the many benefits of investing in essential skills.
How to access	Essential Skills in the Workplace Print copy catalogue number: WP-160
Cost	Free download Free print copy
Content	Essential Skills; Employers; Marketing Essential Skills

Essential Skills Profiles

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Description	<p>Essential Skills Profiles describe how each of the nine essential skills is used by workers in a particular occupation. The profiles have been developed for various occupations of the National Occupational Classification (NOC).</p> <p>For more information on the NOC go to: www.esdc.gc.ca/eng/jobs/lmi/noc//index.shtml</p> <p>The Essential Skills Profiles can be searched by occupation name, keyword, NOC code, or essential skill.</p> <p>Profile sections:</p> <ul style="list-style-type: none"> • Occupational title • National Occupational Classification (NOC) • Brief description of occupation • Most important essential skills for the occupation <p>This is followed by task examples organized within each essential skill. Each task example illustrates the typical ways workers in the occupation use the skills.</p> <p>To better understand the Essential Skills Profiles read the <i>Guide to Essential Skills Profiles</i> and the <i>Reader's Guide to Essential Skills Profiles</i>.</p>
How to access	Essential Skills Profiles Guide to Essential Skills Profiles Reader's Guide to Essential Skills Profiles
Cost	Free download
Content	Essential Skills; Workplace

National Occupational Classification

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2016
Description	<p>The National Occupational Classification (NOC) is Canada's national system of organizing and defining occupations. The NOC is used to help people compile, analyze, and communicate information about occupations. It can help you understand the jobs found throughout Canada's labour market.</p> <p>Every occupation is identified by a four-number code, called the NOC code. Each number represents a different trait, which describes the type of industry, and the education and skills required.</p> <p>The NOC is a useful tool for career counsellors, job seekers, and employers. You can use it to research:</p> <ul style="list-style-type: none"> • Job descriptions • Educational requirements • Required skills • Related occupations <p>The tutorial helps explain the how the NOC is organized and includes a quiz to test understanding of the tutorial.</p>
How to access	National Occupational Classification National Occupational Classification Training Tutorial
Cost	Free download
Content	Essential Skills; Employment; Occupations; Workplace

Plain Language for Construction

Series	Build on Your Talents
Author	Construction Sector Council
Publisher/year	Construction Sector Council, 2006 reprinted 2010
Description	Owners, managers, tradespeople, apprentices, and people interested in construction careers – or anyone who has a message to communicate – will find helpful tips on how to write and communicate using plain language in this guide. The document is designed to help employers and others write clear, understandable instructions in order to improve communication and safety in the workplace.
How to access	Plain Language for Construction
Cost	Free download Print copy: \$3.50
Content	Essential Skills; Plain Language; Trades

The Business Case for Essential Skills in Construction

Author	Construction Sector Council
Publisher/year	Construction Sector Council, 2010
Description	The results of this study established the value of essential skills upgrading. Participants who achieved higher final grades in technical training were more likely to pass their apprenticeship exams and were more positive about their experience.
How to access	The Business Case for Essential Skills in Construction
Cost	Free download Free print copy
Content	Essential Skills; Trades; Marketing Workplace Essential Skills; Employers

Training Activities

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2009
Description	A reference sheet that outlines a series of suggested activities to help employers incorporate essential skills upgrading into workplace training.
How to access	Training Activities Print copy catalogue number: WP-030
Cost	Free download Free print copy
Content	Essential Skills; Employers; Workplace

Using Essential Skills: On the job with a...

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Description	A resource that describes a typical workday for a tradesperson and provides practical activities that use essential skills. This tool is currently available for 10 trades.

How to access	Construction Electrician (2010) Print copy catalogue number: WP-153 Cook (2010) Print copy catalogue number: WP-148 Hairstylist (2010) Print copy catalogue number: WP-150 Plumber (2009) Print copy catalogue number: WP-124 Sheet Metal Worker (2010) Print copy catalogue number: WP-152 Welder (2010) Print copy catalogue number: WP-154 Automotive Service Technician (2010) Print copy catalogue number: WP-146 Industrial Mechanic (Millwright) (2010) Print copy catalogue number: WP-149 Carpenter (2010) Print copy catalogue number: WP-147
Cost	Free download Free print copy
Content	Essential Skills, Trades; Workplace

What are Essential Skills?

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2009
Description	A fact sheet that explains the nine essential skills that people need for work, learning, and life. It includes examples of how essential skills are used in the community and workplace.
How to access	What are Essential Skills? Print copy catalogue number: WP-077
Cost	Free download Free print copy
Content	Essential Skills

What are Essential Skills for the Trades?

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2009
Description	A fact sheet that outlines how the nine essential skills are used in the trades. It includes definitions, common tasks, and examples of how each skill is used in various trades.
How to access	What are Essential Skills for the Trades? Print copy catalogue number: WP-123
Cost	Free download Free print copy
Content	Essential Skills; Trades

Work Ready: CLB resources for counselling, hiring and working with internationally trained individuals

Author	Centre for Canadian Language Benchmarks
Publisher/year	Centre for Canadian Language Benchmarks
Description	<p>This resource is a collection of language-based tips and resources for employment counsellors and human resource (HR) professionals, to facilitate the successful employment of internationally trained individuals (ITIs).</p> <p>The resource is divided into five sections:</p> <ul style="list-style-type: none"> • Section I: general information about <i>Work Ready</i>, the Canadian Language Benchmarks, language assessment, and essential skills • Section II: information relevant to counsellors as they work with ITIs in the pre-employment stage • Section III: information for HR professionals and employers on hiring and retaining ITIs • Section IV: case studies of employment-based projects where ITIs have received training to help them work successfully in Canada • Section V: additional resources
How to access	Work Ready
Cost	Free download Print copy: \$25 plus shipping and handling
Content	CLB; ESL; Essential Skills; Workplace; Employment; Assessment

Workplace Check-Up: Guide for employers

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Description	A guide and checklist to help employers gather information from their workers about essential skills needs within an organization.
How to access	Workplace Check-Up Print copy catalogue number: WP-029
Cost	Free download Free print copy
Content	Essential Skills; Workplace; Employers

Assessment

Alberta Workforce Essential Skills (AWES) Essential Skills Online Assessment

Author	Alberta Workforce Essential Skills Society
Publisher/year	Alberta Workforce Essential Skills Society, 2015
Description	<p>AWES offers an online essential skills assessment tool. This assessment looks at reading, document use, and numeracy skills.</p> <p>This website allows you to:</p> <ul style="list-style-type: none"> • Determine learner initial skill level • Track progress with additional assessment • Offer online activities for learner skill development
How to access	<p>AWES Online Assessment</p> <p>For more information contact AWES: 1-403-865-0944</p>
Cost	Contact AWES for price: 1-403-865-0944
Content	Assessment; Essential Skills

Can Do Statements

Author	Centre for Canadian Language Benchmarks
Publisher/year	Centre for Canadian Language Benchmarks, 2013
Description	The Can Do Statements are based on the Canadian Language Benchmarks (CLB). They describe what learners can do at benchmarks 1 to 12 in the skills of listening, speaking, reading, and writing.
How to access	Can Do Statements
Cost	Free
Content	CLB; ESL; Assessment

CLB-OSA

Author	Centre for Canadian Language Benchmarks
Publisher/year	Centre for Canadian Language Benchmarks
Description	The CLB-OSA is an online self-assessment tool for people who are interested in assessing their English as a Second Language (ESL). These tests are based on the Canadian Language Benchmarks (CLB) and will assess language proficiency in reading and listening.

Intended users of the self-assessment tool include:

- Prospective immigrants
- Adult learners of English in training, educational, and workplace centres in Canada and abroad
- Instructors and trainers of adult learners of English in Canada and abroad
- Counsellors of prospective immigrants and of newcomers to Canada

Uses for the self-assessment tool include:

1. Providing adult learners of English with:
 - A general indication of English language proficiency in terms of the CLB to assist them in setting personal, academic, and employment goals
 - Information about the CLB and how they are used in Canada
 - Information about how to find language training in Canada
 - Information about what language proficiency levels are required in Canada for immigration, post-secondary studies, and professional programs
2. Assisting counsellors and helping professionals in identifying a client’s general level of English language proficiency to:
 - Serve as a component in needs assessment
 - Facilitate referral to appropriate language assessments
3. Assisting instructors and trainers of adult learners of English in identifying general levels of language proficiency to:
 - Facilitate referrals of learners to appropriate language assessments
 - Support learners in setting realistic goals for further language training, and for meeting academic and professional goals

How to access	CLB – OSA
Cost	Free assessment
Content	CLB; ESL; Assessment

Essential Skills Primer: CLB Stage I

Author	Centre for Canadian Language Benchmarks
Publisher/year	Centre for Canadian Language Benchmarks
Description	<p>This tool supports the use of essential skills and Canadian Language Benchmarks (CLB) for English as a Second Language (ESL) learners. It has two important characteristics: a focus on lower CLB levels and an emphasis on workplace-related tasks.</p> <p>The tool has two main components – the Diagnostic and the Skills Tables. These components help instructors to make choices that are compatible with their learners’ abilities, confidence levels, and interests. The diagnostic assists in determining learner needs while the tables assist in choosing tasks and objectives for lesson planning. Together, the two provide instructors with an indication of what learners would like to practise and suggestions for skill-building tasks that can further support the development of transferable essential skills.</p>

How to access	Essential Skills Primer: CLB Stage 1 Essential Skills Primer: CLB Stage I – Notes
Cost	Free download
Content	CLB; ESL; Essential Skills; Assessment

Essential Skills Self-Assessment for the Trades

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2009
Description	A checklist to help you identify essential skills strengths and areas for improvement. It includes statements that describe common trades-related tasks for the nine essential skills.
How to access	Essential Skills Self-Assessment for the Trades Print copy catalogue number: WP-035
Cost	Free download Free print copy
Content	Essential Skills; Trades; Assessment

How Do Your Skills Measure Up?

Author	SkillPlan
Publisher/year	SkillPlan
Description	This online resource connects essential skills to real Canadian workplaces. It is designed for instructors and learners, provides ways to test and practice the essential skills of reading text, document use, and numeracy.
How to access	How Do Your Skills Measure Up?
Cost	Free download
Content	Essential Skills; Trades; Assessment; Workplace; Occupations; Employment

How Do Your Skills Measure Up? Self-assessment construction worker’s workbook

Author	Construction Sector Council
Publisher/year	Construction Sector Council, 2008 reprinted 2010
Description	<p>This essential skills tool is for tradespeople, apprentices, and people interested in construction careers who want to assess their current essential skills and their readiness for technical training. Based on typical construction workplace tasks, the exercises allow users to practice reading text, document use, and numeracy. The score sheet allows them to assess their skills and identify their strengths and weaknesses.</p> <p>The questions are grouped with a document that trades people might encounter in a work situation. The documents include a Red Seal information page, a questionnaire form, a data table for pipe solvents, an article on eye protection, a hand signals reference sheet, and a reference chart on load weights.</p>
How to access	How Do Your Skills Measure Up?
Cost	Free download Print copy: \$3.50
Content	Essential Skills; Trades; Assessment

Indicator

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Description	<p>This online assessment contains a series of short quizzes that provides an indication of skill strengths and areas that may require improvement. This information can help guide future training decisions and career planning.</p> <p>This site includes:</p> <ul style="list-style-type: none"> • Numeracy assessments • Document use assessment • Reading assessments <p>This tool can be used by employers to learn more about the numeracy skills of their employees. It gives an indication of skill levels by providing examples of level 1 and level 2 assessment questions. Using this tool allows employers to:</p> <ul style="list-style-type: none"> • Obtain useful information about the skills employees bring to the workplace • Identify current employees’ training needs • Improve workplace training to target specific skill areas for improvement <p>The questions duplicate actual workplace tasks performed in a variety of occupations but they do not require specialized knowledge to be correctly answered.</p>

How to access	Essential Skills Indicator Numeracy Indicator: A Guide for Employers Print copy catalogue number: WP-038 Reading Indicator: A Guide for Employers Print copy catalogue number: WP-039 Document Use Indicator: A Guide for Employers Print copy catalogue number: WP-040
Cost	Free download Free print copy
Content	Essential Skills; Assessment; Workplace; Employers

Introduction to Essential Skills Needs Assessment

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2012
Description	<p>This resource helps career practitioners conduct an informal assessment of their clients' essential skills in the areas of reading, writing, and numeracy to ensure their clients receive appropriate skills training and support. It contains a guide as well as a series of assessment modules to take clients through a step-by-step assessment process.</p> <p>This resource includes:</p> <ul style="list-style-type: none"> • Assessor Booklet: Reading Level 1 • Client Booklet: Reading Level 1 • Assessor Booklet: Reading Level 2 • Client Booklet: Reading Level 2 • Assessor Booklet: Writing Level 1 • Client Booklet: Writing Level 1 • Assessor Booklet: Writing Level 2 • Client Booklet: Writing Level 2 • Assessor Booklet: Numeracy Level 1 • Client Booklet: Numeracy Level 1 • Assessor Booklet: Numeracy Level 2 • Client Booklet: Numeracy Level 2
How to access	Introduction to Essential Skills Needs Assessment
Cost	Free download
Content	Essential Skills; Assessment

Organizational Needs Assessment

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2012
Description	The Organizational Needs Assessment provides a framework for conducting a basic essential skills needs assessment in your organization. Includes a guide and checklist that helps employers determine whether essential skills gaps are affecting their organization's performance.
How to access	Organizational Needs Assessment Print copy catalogue number: WP-060
Cost	Free download Free print copy
Content	Essential Skills; Needs Assessment; Employers

Passport

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2009
Description	A tracking resource that lets learners record their skill strengths and identify areas that may need improvement. It is intended to be updated regularly.
How to access	Passport Print copy catalogue number: WP-037
Cost	Free download Free print copy
Content	Essential Skills

Portfolio

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2013

Description	This resource helps learners keep a record of knowledge gained and skills developed through training and learning activities. It can be used to build a collection of learning materials (tips sheets, practice exercises) and samples from on-the job experiences (email, time sheet, safety information sheet).
How to access	Portfolio Print copy catalogue number: WP-036
Cost	Free download Free print copy
Content	Essential Skills; Workplace

Self-Assessments and Checklists

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2013
Description	<p>These informal assessments guide learners through a series of statements to help them identify their essential skills strengths and areas for improvements. Self-assessments are available for each of the nine essential skills.</p> <p>Online versions (checklists) that are similar to the self-assessments are available for the following essential skills:</p> <ul style="list-style-type: none"> • Continuous learning • Working with others
How to access	Tools, Assessments and Training Support Oral communication self-assessment Computer use self-assessment Writing self-assessment Reading self-assessment Document use self-assessment Numeracy self-assessment Continuous learning self-assessment Working with others self-assessment Thinking self-assessment
Cost	Free download Free print copy
Content	Essential Skills; Assessment

Step Up: Build on your talents: Construction Supervisor First Level Essential Skills Self-Assessment

Author	Construction Sector Council
Publisher/year	Construction Sector Council, 2008
Description	Designed to help supervisors and tradespeople who are interested in becoming supervisors to assess their essential skills, this tool was developed as a companion to the National Occupational Analysis (NOA) for the Construction Supervisor (First Level). The self-assessment tool is based on actual construction supervisor materials and situations.
How to access	Step Up: Build on your talents self-assessment
Cost	Free download Print copy: \$3.50
Content	Essential Skills; Trades; Assessment

Workplace Survey

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Description	A questionnaire to help employers identify potential essential skills issues and/or areas of strength in the workplace.
How to access	Workplace Survey Print copy catalogue number: WP-028
Cost	Free download Free print copy
Content	Essential Skills; Workplace; Employers

Reference and program development

ATESL Adult ESL Curriculum Framework

Author	Chambers, W., Gnida, S., Ilott, W., Messaros, C. and Dawson, K.
Publisher/year	Alberta Teachers of English as a Second Language, 2011
Description	<p>This resource is a supportive reference guide for effective curriculum development in a variety of adult ESL programs, both existing and new, throughout Alberta. It offers a process and key considerations for designing and developing curriculum in diverse contexts.</p> <p>The first part of the document, “Curriculum Development”, discusses the necessary steps in the curriculum development process:</p> <ul style="list-style-type: none"> • Determining needs • Setting and assessing outcomes • Sequencing tasks • Selecting methods and materials • Demonstrating accountability <p>The second part of the document, “Curriculum Foundation”, looks at three core aspects of relevant curriculum development:</p> <ul style="list-style-type: none"> • Mindful learning • Intercultural communicative competence • E-learning
How to access	ATESL Adult ESL Curriculum Framework
Cost	Free download
Content	Curriculum; ESL; CLB; Essential Skills; Culture/Intercultural Skills

Best Practices for Adult ESL and LINC programming in Alberta

Author	Gnida, S.
Publisher/year	Alberta Teachers of English as a Second Language, 2009
Description	The document is a comprehensive statement of beliefs about what effective ESL programming looks like. At the core of the document are 67 statements of best practice, organized into nine themes encompassing the issues surrounding the provision of ESL and LINC programming in Alberta.

Each statement of best practice is illustrated by a list of indicators which demonstrate and clarify that best practice.

- The Program
- Learner Support
- The Staff
- Canadian Language Benchmarks
- Curriculum
- Instruction
- Learner Assessment
- Resources

ESL Literacy The resource also includes an implementation guide, giving suggestions for using the document to encourage reflective practice, for program self-evaluation and for identifying effective programs.

How to access	Best Practices for Adult ESL and LINC Programming in Alberta
Cost	Free download
Content	Best Practice; CLB; ESL; ESL Literacy; Curriculum; Assessment

Best Practices for the EWP Trainer: English for the workplace

Author	Holmes, P.
Publisher/year	Alberta Workforce Essential Skills Society, 2012
Description	This resource supports providers of English for the Workplace (EWP) training. It lists 72 best practices specific to trainers and an additional 17 best practices for centres providing workplace language, intercultural, and related integration training. The resource provides guidelines for designing, delivering, and evaluating EWP programs.
How to access	Best Practices for the EWP Trainer To order a print copy contact AWES: 1-403-865-0944
Cost	Free download Contact AWES for price of print copy: 1-403-865-0944
Content	English in the Workplace; Essential Skills; Workplace; Best Practice

Canadian Language Benchmarks: English as a Second Language for Adults

Author	Centre for Canadian Language Benchmarks
Publisher/year	Centre for Canadian Language Benchmarks, 2012
Description	This document provides a guide to the background, nature, and use of the Canadian Language Benchmarks (CLB) standard, a descriptive scale of language ability in English as a Second Language. The CLB standard is set out as 12 benchmarks or reference points progressing from basic to advanced, reflecting the growth of knowledge and skills that underlie basic, intermediate, and advanced ability among adult ESL learners.
How to access	English as a Second Language for Adults To order print copy
Cost	Free download Print copy: \$35
Content	CLB; ESL

Canadian Language Benchmarks' Essential Skills Website

Author	Centre for Canadian Language Benchmarks
Publisher/year	Centre for Canadian Language Benchmarks
Description	<p>This website provides learners, instructors, practitioners, and employers with a wealth of information. Links are provided to information about essential skills, relating Canadian Language Benchmarks and essential skills, resources, lesson plans, occupational language analysis, and other topics.</p> <p>This website:</p> <ul style="list-style-type: none"> • Helps internationally-educated adult newcomers and immigrants understand language requirements for particular jobs to inform their learning plans and goals • Assists job analysts, employers, trainers, and government in understanding the second-language requirements underlying specific job competencies described in essential skills profiles • Supports Canadian Language Benchmarks specialists to develop occupation-specific language training curriculum, course materials and/or assessment tools. • Helps sector councils, industry organizations, and workplaces to define occupational language requirements and to provide appropriate language training or development opportunities. • Provides ESL/FLS and Essential Skills teaching aids for those working with adult immigrants and newcomers. The bridging materials support the use of the Canadian Language Benchmarks and essential skills
How to access	Canadian Language Benchmarks' Essential Skills
Cost	Free
Content	CLB; ESL; Essential Skills; Immigrants; Workplace; Occupations

Compare Countries

Author	Hofstede, G.
Publisher/year	Hofstede, G.
Description	This online tool compares the cultures of 100 countries and is based on Hofstede's 6D Model.
How to access	Country comparison
Cost	Free download
Content	Workplace; Culture/Intercultural Skills

ESL for Adult Literacy Learners (ALL)

Author	Centre for Canadian Language Benchmarks
Publisher/year	Centre for Canadian Language Benchmarks, 2015
Description	Adult ESL literacy learners are learners with limited or no literacy skills, as well as ESL learners who are literate in a non-Roman alphabet. These learners require unique supports as they gain the ability to communicate in an additional language. The purpose of this document is to describe the needs and abilities of adult ESL literacy learners and to support instructors in meeting their learning needs.
How to access	ESL for Adult Literacy Learners (ALL) To order print copy
Cost	Free download Print copy: \$25
Content	CLB; ESL Literacy

Language for work

Series	Language for Work
Author	Centre for Canadian Language Benchmarks
Publisher/year	Centre for Canadian Language Benchmarks, 2015
Description	Language for Work: CLB and Essential Skills for ESL Instructors This guide is intended for ESL instructors who wish to use essential skills in the ESL classroom to enrich and support language acquisition, as well as communicative competence. It also provides ESL instructors with ideas that highlight the transferability of the Canadian Language Benchmarks (CLB) and essential skills.

This guide includes:

- Information on the CLB and essential skills
- Resources to support instructors in planning lessons using essential skills
- Ideas and tips for using and creating lesson plans with essential skills
- A list of key terms that relate to essential skills

Language for Work: CLB and Essential Skills for Job Analysts

This guide outlines how to examine and record the language skills in workplace tasks so that trainers, human resource professionals, and test developers can, in turn, identify the critical communication skills workers use on the job.

Language for Work: CLB and Essential Skills for Trainers

This guide was developed to help immigrants meet employment goals in the Canadian workplace by enhancing the understanding of essential skills for facilitators who work with immigrants. Includes learner profile form.

This guide provides:

- Explanations and information about the CLB and essential skills
- An understanding of the importance of developing these workplace skills based on the learner's level of language proficiency
- An understanding of the Canadian workplace and society

How to access	Language for Work: ESL Instructors Language for Work: Job Analysts Language for Work: Trainers
Cost	Free download
Content	CLB; ESL; Essential Skills

Making the Tools Work for You: A guide to using the essential skills tools and resources available through ESDC

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2012
Description	This user guide will help you understand and use the essential skills tools and resources available through Employment and Skills Development Canada (ESDC). The guide is designed mainly for those who support skills development in and/or for the workplace such as career counsellors, adult educators, trainers, and facilitators. It can also be used by anyone interested in learning more about literacy and essential skills and how to use the tools.
How to access	Making the Tools Work for You Print copy catalogue number: WP-178
Cost	Free download Free print copy
Content	Essential Skills

Occupational Language Analysis Database

Author	Centre for Canadian Language Benchmarks
Publisher/year	Centre for Canadian Language Benchmarks
Description	<p>This site can be used to search for an Occupational Language Analysis. These analyses provide information about the language skills needed for a certain job, highlighting skills for speaking, listening, reading, and writing noted in terms of the Canadian Language Benchmarks. Each analysis also gives concrete examples of tasks to be performed in that job and where you would use that skill.</p> <p>You can search the OLAs three ways:</p> <ul style="list-style-type: none"> • NOC (National Occupation Classification) code • Sector council • Occupation or OLA name
How to access	Occupational Language Analysis Database
Cost	Free
Content	CLB; ESL; Essential Skills; Workplace; Occupations

Red Seal Program

Author	Red Seal Program
Publisher/year	Red Seal Program
Description	<p>Information for Teachers, Career Counsellors and Parents</p> <p>This website provides key information about careers in Red Seal trades and links to sites with useful information on how to begin an apprenticeship.</p> <p>National Occupational Analyses</p> <p>Information about 56 Red Seal Trades. The NOA outlines everything that a tradesperson needs to know about their trade. This includes:</p> <ul style="list-style-type: none"> • Trade activities (tasks and sub-tasks) • Skills and knowledge requirements • Essential skills • Safety information • Trends affecting the trade • Technical terms • Names of tools and equipment • Acronyms
How to access	Information for Teachers, Counsellors and Parents National Occupational Analyses
Cost	Free
Content	Trades; Essential Skills

Relating Canadian Language Benchmarks to Essential Skills: A comparative framework

Author	Centre for Canadian Language Benchmarks
Publisher/year	Centre for Canadian Language Benchmarks, 2005
Description	<p>This document contains a complete list of global descriptors and tasks for corresponding CLB and ES levels and skills.</p> <p>There are three resources available to download:</p> <ul style="list-style-type: none"> • Introduction to the Comparative Framework • Relating CLB to ES: A Comparative Framework • CLB/ES Skills Checklists
How to access	Relating Canadian Language Benchmarks to Essential Skills
Cost	Free download
Content	CLB; ESL; Essential Skills

Taking Action: A guide

Author	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES)
Publisher/year	Government of Canada, Employment and Social Development Canada (ESDC), Office of Literacy and Essential Skills (OLES), 2011
Description	A guide that introduces a 7-step process for developing and integrating essential skills training in the workplace.
How to access	Taking Action Print copy catalogue number: WP-059
Cost	Free download Free print copy
Content	Essential Skills; Workplace

Workforce Development Framework for English Language Learning Instructors

Author	Bow Valley College
Publisher/year	Bow Valley College, 2013
Description	The content of this guide includes needs assessment, course development, and teaching intercultural communicative competence in the workplace. It provides an overview of useful resources, example lesson plans, and cultural maps for communicating effectively.
How to access	Workforce Development Framework for ELL Instructors

Cost	Free download
Content	Workplace; Culture/Intercultural Skills; Canadian Workplace Culture; Needs Assessment

WorkUp! A model for workplace essential skills training

Author	Alberta Workforce Essential Skills Society and Literacy Alberta
Publisher/year	Alberta Workforce Essential Skills Society, 2012
Description	<p>WorkUp! was a project designed to increase capacity for workplace essential skills in Alberta by training facilitators. The series of materials was developed to educate and inform. They include:</p> <ul style="list-style-type: none"> • Report • Practitioner guide • Fact sheet • Audit • Case studies summaries • Full case studies • Brochures • Apprentice to supervisor
How to access	<p>WorkUp! To order a print copy contact AWES: 1-403-865-0944</p>
Cost	<p>Free download Contact AWES for price of print copy: 1-403-865-0944</p>
Content	ESL; Essential Skills; Marketing Workplace Essential Skills; Workplace; Employers

Write for Your Reader: A plain language handbook

Author	N.W.T. Literacy Council
Publisher/year	N.W.T. Literacy Council, 2002
Description	<p>This handbook gives you the tools to write or edit your documents in plain language. A second resource called <i>Plain Language Audit Tool</i> was also produced. It provides a checklist to review documents for plain language and readability.</p>
How to access	<p>Write for Your Reader Plain Language Audit Tool</p>
Cost	Free download
Content	Workplace; Plain Language

Resources organized by author/publisher

The following list organizes the resources by author and/or publisher. Live links to the individual resources are available in the tables above.

Alberta Teachers of English as a Second Language (ATESL)

ATESL Adult ESL Curriculum Framework

Best Practices for Adult ESL and LINC programming in Alberta

Alberta Workforce Essential Skills Society (AWES)

Alberta Workforce Essential Skills (AWES) Essential Skills Online Assessment

Best Practices for the EWP Trainer: English for the workplace

Construction Safety Training System Study Guide: Strategies to help newcomers take the CSTS-09

English for Workplace Safety

Giving Safety Talks: A guide for the construction sector

Working in the Canadian Workplace: A guide for newcomers to Canada working in construction, manufacturing, service and related sectors

Working with Newcomers: Tips for culturally diverse Canadian organizations

Workplace Integration

WorkUp! A model for workplace essential skills training

Alberta Union of Provincial Employees

A Manual for Setting up an Essential Skills Program within the Union or Workplace

Bow Valley College

ABCs of Practical Literacy

ESL Literacy Network

ESL Literacy Readers

Financial ESL Literacy Toolkit

In the Workplace: An intermediate integrated skills textbook

In the Workplace: An intermediate integrated skills textbook

Making it Clear: A guide for teaching pronunciation

Workforce Development Framework for English Language Learning Instructors

Canadian Gaming Centre of Excellence

Essential Skills for the Gaming Industry

Centre for Canadian Language Benchmarks

Can Do Statements

Canadian Language Benchmarks: English as a Second Language for Adults

Canadian Language Benchmarks' Essential Skills Website

CLB-OSA

Essential Skills Primer: CLB Stage I

ESL for Adult Literacy Learners (ALL)

In the Workplace: An intermediate integrated skills textbook

Language for work

Lesson Plans for Various Occupations

Occupational Language Analysis Database

On the Job: ESL and essential skills for work

Relating Canadian Language Benchmarks to Essential Skills: A comparative framework

Sample One Week Module for Hotel Front Desk Agent

Work Ready: CLB resources for counselling, hiring and working with internationally trained individuals

Cheinis, E. and Sproule, D.

How to Find a Job in Canada: Common problems and effective solutions

Construction Sector Council (now called BuildForce Canada)

Essential Skills Activities for Trades

How Do Your Skills Measure Up? Self-assessment construction worker's workbook

Plain Language for Construction

Step Up: Build on your talents:

Construction Supervisor First Level Essential Skills Self-Assessment

Step Up: Build on your talents:

Construction Supervisor First Level Essential Skills – Workbook

Sustainable Essential Skills: Instructor's guide and trades worksheets

The Business Case for Essential Skills in Construction

Tips on Introducing Essential Skills into Construction Trades Training

Edson and District Community Learning Society

Essential Skills for Trades Learners

Grass Roots Press

Making Choices: Teaching writing in the workplace

Government of Alberta

Advanced Techniques for Work Search
Apprenticeship and Industry Training
Be Safe at Work
Employment Law Protects Workers
International Qualifications Assessment (IQAS)
Job Profiles
Keep your Job
OCCinfo: Occupations and Educational Programs
Trade Entrance Exam Study Guide
Trades in Alberta
Training for Work
Welcome to Alberta: Information for newcomers
Work and You
Work Search Basics
Working in Alberta: A guide for internationally trained and educated immigrants

Government of Canada: Employment and Social Development Canada (ESDC) Includes Office of Literacy and Essential Skills (OLES)

Before Training: Resources to improve your essential skills
Building Essential Skills in the Workplace Canadian Centre for Occupational Health and Safety
Esportfolio Authentic Materials
Essential Skills for Success as...
Essential Skills for Your Apprenticeship Training
Essential Skills in the Workplace: What's in it for you?
Essential Skills Profiles
Essential Skills Self-Assessment for the Trades
Essential Skills Workbook for the Trades
Find a Job
Indicator
Introduction to Essential Skills Needs Assessment
Making the Tools Work for You: A guide to using the essential skills tools and resources available through ESDC
National Occupational Classification
Organizational Needs Assessment
Passport

Portfolio
Problem Solved!
Self-Assessments and Checklists
Taking Action: A guide
Tip Sheets with Practice and Learning Exercises
Training Activities
Using Essential Skills: On the job with a...
Using Essential Skills: Preparing for your interprovincial Red Seal exam
Vocabulary Building Workbook
What are Essential Skills?
What are Essential Skills for the Trades?
Workplace Check-Up: Guide for employers
Workplace Survey

Hofstede, G.

Compare Countries

Joint project with CBC and the Government of Alberta

Learning English with CBC

Laroche, Dr. L.

Find a Job in Canada: How to make it happen

Laubach Literacy Ontario

Sample Activities using Authentic Workplace Materials: Integrating essential skills into tutor training

Literacy Link South Central

Connecting Literacy and Employment Through Essential Skills

NorQuest College

Common Ground: English in the Workplace
Gaining Access to the Workplace
In the Community: An intermediate integrated skills textbook
In the Workplace: An intermediate integrated skills textbook
Online Workplace Integration Language Resources (OWLS):
Building Effective Multicultural Workplaces: For the office and industry
Roots and Connections
Something's Up! Cycle

N.W.T. Literacy Council

Write for Your Reader: A plain language handbook

Payne, B.

You're Hired... Now What? An immigrant's guide to success in the Canadian workplace

Preparatory Training Programs (PTP)

Workplace Communications: Book 4

Red Seal Program

Red Seal Program

SkillPlan

How Do Your Skills Measure Up?

Wright, Daisy

No Canadian Experience, Eh? A career success guide for new immigrants

Workplace Education Manitoba

Navigating Workplace Documents: The thinking process

Numeracy: The basics



www.awes.ca