

From Apprentice to Supervisor

A look at the progression of Workplace Essential Skills demands



As employees grow in their careers, they need higher skill levels. For example, supervisors need a more complex set of Essential Skills than a lead hand, journeyman or apprentice.

A WES practitioner understands Workplace Essential Skills complexity levels and can tailor training to meet your company's skill demands.

Complexity level	Career role	Thinking (Job Task Planning and Organization*)	Reading Text
Level 1	Apprentice	Carry out tasks as assigned by the journeyman.	Refer to WHMIS labels to identify safety precautions.
Level 2	Journeyman	Determine task sequence and establish their own work schedules. Assign routine tasks to apprentices.	Read memos about company-specific changes and bulletins about industry-wide news.
Level 3	Lead hand	Administer the day-to-day operations of machine shops such as tracking and reporting on work in progress, and planning and forecasting materials and equipment requirements. Plan tasks and schedules of teams. Provide input into budget development and long-term planning.	Read articles in trade magazines to learn about new machining equipment and technological advances.
Level 4	Supervisor	Re-prioritize work in light of interruptions, taking into account the extent to which many tasks must be integrated into the work plans of others, and the impact on organizational effectiveness and employee performance. Act instrumentally in communicating the strategic plan within the organization and play a key role in both the development and implementation of the plan.	Read a variety of manuals such as collective agreements, policies and procedures for personal leave, safety, training and accident reporting. Review process control procedures to meet quality standards.

*Job Task Planning and Organization is a subskill of Thinking

