

# Essential Skills for Ontario Tradespeople Client User Guide



**WELCOME**  
Essential Skills for Ontario's Tradespeople

**BIENVENUE**  
Compétences essentielles pour les gens de métiers de l'Ontario

[English](#) [Français](#)

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# About this website and user guide

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Research shows that people with good Essential Skills are eight times more likely to succeed at their apprenticeship training. This website helps you determine how strong your skills are and provides help to address any skill gaps you may have.

The website features:

1. Essential Skills profiles for 53 Red Seal trades.
2. Built-in assessments to determine the strength of your reading, document use and numeracy skills.
3. Individualized test result reports that highlight your skills and gaps. Test results are available immediately.
4. A built-in learning management system that generates customized learning plans that you can use to brush up on your skills.

This user guide describes how to use the website and access your reports.

## Minimum computer requirements

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This website works on a wide range of devices including personal computers, laptops, notebooks and tablets. Smartphones cannot be used... their screens are too small to display the questions properly.

Before taking an assessment, be sure that the device (i.e. laptop computer) has a strong connection to the Internet. People who try to take tests on a wireless networks sometimes have problems - their connections are too weak for everything to work properly.

Devices that have speakers or headphones are recommended. The website has features - such as built in dictionaries – that have audio clips. Speakers or headphones are needed to hear these audio clips.

## Learn about the Red Seal trades

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Learn about the Essential Skills needed by tradespeople by clicking on the **List of Trades** tab on the home page.

Click **View Profile** and an Essential Skills profile for the trade you selected will open. It is similar to a job description. It has categories like health and safety and use of tools – key elements of the job.

Click on **View Training Providers** for the list of Colleges that provide apprentice training for that occupation.



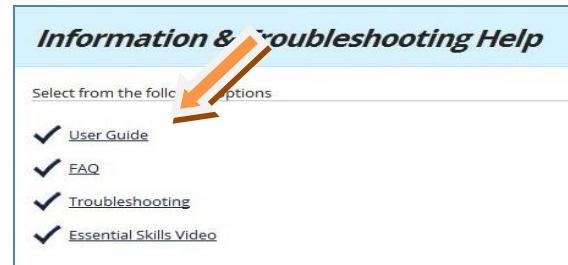
# Learn about the website

Learn about the website by clicking on the information icon located in upper right side of the website.

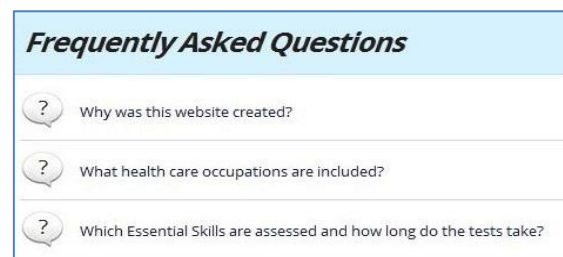


The information includes the User Guide, answers to frequently asked questions (FAQ), troubleshooting information and a video about Essential Skills.

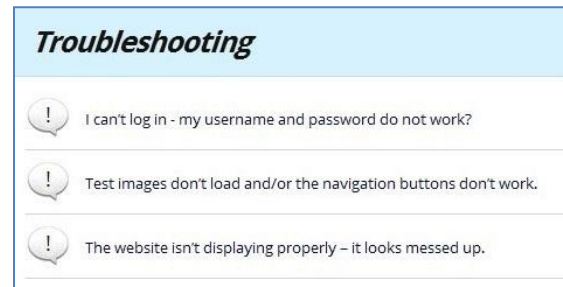
Click on the topic you're interested in to receive more information.



Click on **FAQ** and get answers to about ten common questions, such as ... What health care occupations are included?



Click on **Troubleshooting** for helpful solutions to the most common technical problems people have when using the website.



## Built-in dictionary

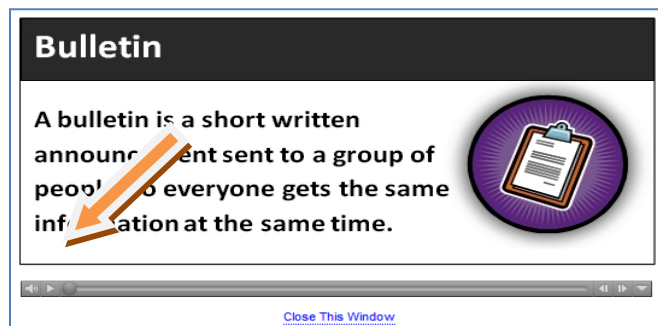


A built-in dictionary provides definitions for some words and phrases. The words and phrases which have definitions are blue in colour and underlined, such as this word... bulletin.

Click on a blue underlined word, and a window with a definition will open.

Click the **play** button to hear the definition.

Click on **Close This Window** to close the window.



# How to log in



Your organization will give you the **Username** and **Password** needed to log in.



signup

Login

Log in by clicking on the **login** button located in upper right side of the website. Enter the username and password provided by your organization and click **Send**.

**Login**

Please enter your username and password.

Username

Password

**Send**

You are asked to complete a short survey the first time you log in. The information you provide is confidential. It is used to identify trends, like how many people are using the website, where most people live, etc.

# How to see your program



Once logged in, you will automatically go a page that starts with “Welcome” and your name.

Go to **My Program**. This is where all your program activity is found. It contains the assessments you have to take, your test results and your learning plans.

Skill	Status	Date	Results Report	Learning Plan
Reading	<input type="button" value="Do Test"/>	<input type="button" value="▼"/>	<input type="button" value="View"/>	<input type="button" value="View"/>
Document Use	<input type="button" value="Do Test"/>	<input type="button" value="▼"/>	<input type="button" value="View"/>	<input type="button" value="View"/>
Numeracy (Math)	<input type="button" value="Do Test"/>	<input type="button" value="▼"/>	<input type="button" value="View"/>	<input type="button" value="View"/>

# How to take tests



In **My Program**, select an assessment and click the **Do Test** button.

A set of instructions appear. Take a minute to read them as they provide useful information. For example, one of the instructions recommends that you read the question before reading the workplace document.

Skill	Status	Date	Results Report	Learning Plan
Reading	<input type="button" value="Do Test"/>	<input type="button" value="▼"/>	<input type="button" value="View"/>	<input type="button" value="View"/>
Document Use	<input type="button" value="Do Test"/>	<input type="button" value="▼"/>	<input type="button" value="View"/>	<input type="button" value="View"/>
Numeracy (Math)	<input type="button" value="Do Test"/>	<input type="button" value="▼"/>	<input type="button" value="View"/>	<input type="button" value="View"/>

When ready, click the **Start** button at the bottom of the instruction page. A series of questions will load, one at a time.

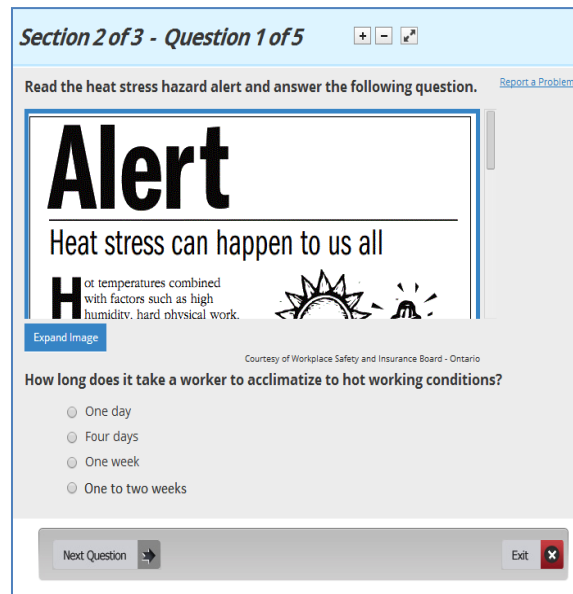
The questions are multiple-choice. To select an answer, click the circle next to it.

Each assessment has four or more sections. The number of questions you have completed in each section is listed at the top of the page.

Click **Next Question** after you have answered a question. Click **Prev Question** (“prev” means previous) to go back and change an answer in the section you are working on.

Note: Once you finish a section and press the **Next Section** button, you can’t go back to previously answered questions.

If the question has a large image, you may only be able to see part of it on your screen. To see the entire image, pull down the scroll bar on the right-hand side of the page or click the **Expand Image** button near the bottom left-hand side of the image.

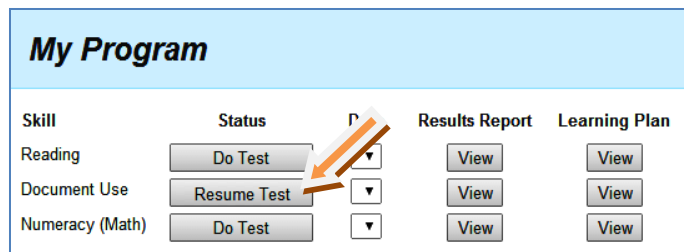


Click the **Report a Problem** link located in the upper right hand corner of the question if something goes wrong while taking the assessment, such as Next Question buttons not working,

Click **Exit** when all the sections are completed.

You can do the assessments all at once or in sections. Make sure to complete all of the questions in a section before you log out or you will lose your work in that section.

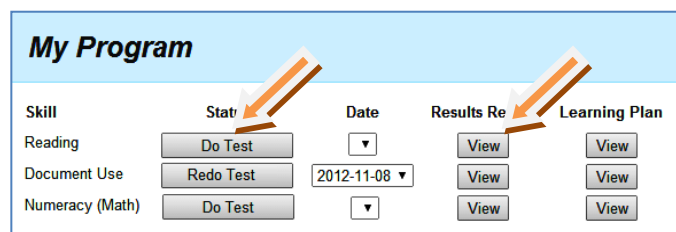
You can exit and resume the test where you left off. To resume a test, log back in and click on the **Resume Test** button to restart your assessment. The assessment will start where you left off.



## Where to find your test results

You get a **Results Report** for each assessment you take. It is available as soon as you complete the assessment.

Go to **My Program**. In the **Date** column, choose the assessment result to view by clicking on the date.



Click **View** under **Results Report**. Your customized **Results Report** appears. To print it, click the **Print Report** buttons at the top or bottom of the report.

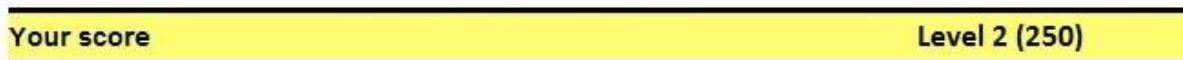
# Understanding your test results



The **Results Report** provides the results of the assessment you completed.

On the front page of the Results Report, there is a section called **Overall Score** and an image like this:

## Overall Score



There are two scores:

1. A score in the form of a level, such as **Level 1**. These scores start at Level 1 and can go as high as Level 4.
2. A number score found in brackets, such as (250). Number scores normally range between 200 and 300. It varies, but most jobs require skills at 250 or higher.

The chart below shows how raw scores translate into levels. For example, a score of 255 on the 0-500 scale falls within level 2.



The numeracy (math) result is different from the others. In addition to the overall results presented above, it also includes a breakdown of how you performed in each math skill area.

Each numeracy area (i.e. fractions) has five questions. If you get four or more questions correct (≥80%), you will receive a check mark ✓. If not, you will receive an orange X.

Note: It is possible for you to get an X and still get a high overall score. The score is calculated using the results of all the questions. For example, someone who scores 70 percent in all numeracy skill areas will see a series of orange Xs but their overall numeracy score will still be relatively high.

Results by math skill area	Your Result
Whole Numbers	✓
Fractions	X
Decimals	✓
Percent and mixed operations	✓
Geometry basic skills	X
Geometry plane figures	X
Geometry solids	✓
Geometry advanced tasks	N/A
Measurement	N/A
Trigonometry	✓
Algebra	N/A

The second page of the **Results Report** takes a closer look at your test results. You will see a check mark ✓ or an X. That tells you whether or not you can probably complete that part of the program successfully, based on the skills you have today.


General Requirements	
Read short sections of text in course modules to gain knowledge. (Complexity: 1)	✓
Read short sections of text to learn about courses. (Complexity: 1)	✓

# How to see and use your learning plan



You get a **Learning Plan** for each assessment you take, except for listening skills. It is available as soon as you complete an assessment.

Go to **My Program** and click **View** under **Learning Plan**. Your customized **Learning Plan** will appear in a separate screen.



My Program				
Skill	Status	Date	Results Report	Learning Plan
Reading	<input type="button" value="Do Test"/>	▼	<input type="button" value="View"/>	<input type="button" value="View"/>
Document Use	<input type="button" value="Redo Test"/>	2012-11-08 ▼	<input type="button" value="View"/>	<input type="button" value="View"/>
Numeracy (Math)	<input type="button" value="Do Test"/>	▼	<input type="button" value="View"/>	<input type="button" value="View"/>

Learning plans list free online learning resources that you can use to quickly and efficiently build the skills you need. Your Learning Plan focuses only on the skills you need to build, not the ones you already have.

These lessons take you from your current skill level to the level you need for your program. For example, if you have Level 1 reading skills and you need Level 3, your Learning Plan includes resources for Levels 1, 2 and 3. It's a good idea to start at your current level and work your way up.

To open a link, click on the **website address**. It is the long address highlighted in blue and underlined. It takes you directly to the lesson, which you complete at your own pace. The website program does not monitor your progress.

You do not need to do all of the lessons, but it's a good idea to do several before you take the assessment again. You can do the assessment as often as you like. Your most recent results are the only ones that appear under **My Program**. The website does not keep old reports.

## Learning Plan

**Name:** Jane Doe  
**Occupation:** HC - Dental Assistants  
**Essential Skill:** Reading  
**Date:** Mar 07, 2014

Your Essential Skills Learning Plan is based on the results of the assessment you took. It focuses on the skills you likely need to build, not the ones you already have.

It lists resources that can help you build your Essential Skills. You don't have to do all of the activities, but it's a good idea to do a few before you take the Essential Skills assessment again.

It doesn't take long to build Essential Skills, especially if you know which ones to target. This learning plan can help you do that.

Should you require support with your Learning Plan, contact the Academic Upgrading Program at your local community college. Registration is free.

### ONLINE READING RESOURCES

#### Level 1 - Low Complexity

Source: [BBC - Skillswise](#)

Learning Activity: Fact or opinion  
Direct Link: <http://www.bbc.co.uk/skillswise/topic/fact-or-opinion>

Learning Activity: Reading and understanding  
Direct Link: <http://www.bbc.co.uk/skillswise/topic/reading-and-understanding>

Learning Activity: Recognizing letters and words  
Direct Link: <http://www.bbc.co.uk/skillswise/topic/recognising-letters-and-words>

Learning Activity: Dictionaries and indexes  
Direct Link: <http://www.bbc.co.uk/skillswise/topic/dictionaries-and-indexes>

Learning Activity: Text types  
Direct Link: <http://www.bbc.co.uk/skillswise/topic/types-of-text>

To print your learning plan, click the **Print Report** buttons at the top or bottom of the report.