

Changing Places: Transfer Your Skills!

Assessment and Evaluation Tools for Teachers/Trainers

ESSENTIAL SKILLS USED IN THIS EXERCISE

Essential Skill	Task Where the Skill is Used
Reading Text	<ul style="list-style-type: none">• Reading the skill headings and the sample tasks listed in Ontario Skills Passport Work Plans
Writing	<ul style="list-style-type: none">• Checking off Essential Skills listed in each OSP Work Plan• Writing sample tasks under each skill heading on the student worksheet• Writing responses to questions on the student reflection sheet
Document Use	<ul style="list-style-type: none">• Entering information into the student worksheet
Oral Communication	<ul style="list-style-type: none">• Interacting with other students to share information about the activity
Decision Making	<ul style="list-style-type: none">• Deciding which skills to check off on the student worksheet• Comparing the skills listed under each job and deciding which skills are transferable from job to job
Finding Information	<ul style="list-style-type: none">• Referring to the OSP Work Plan to find information on skills and sample tasks
Work Habit	Task Where the Work Habit is Used
Teamwork	<ul style="list-style-type: none">• Working willingly with peers at each table• Showing respect for the ideas and opinions of others• Taking responsibility for his or her share of the work

COURSES WHERE EVALUATION TOOLS MAY BE USED

- Gr. 10 Career Studies (GLC20)
- Gr. 10 Discovering the Workplace (GLD20)
- Gr. 12 Navigating the Workplace (GLN40)

ASSESSMENT OF STUDENT ACHIEVEMENT

Task	Tool/Type
Group Exercise/Worksheet	Checklist (formative)
Group Reflection	Checklist (formative)
Personal Reflection Sheet	Checklist (formative)

ASSESSMENT AND EVALUATION TOOLS

- The following Assessment tools may be used with the Changing Places lesson plan.
- This lesson is designed to be a formative exercise.

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Assessment Sheet

Assessment - Group Activity Component - Formative	Checklist	Comments
Student/learner actively participates as part of the group throughout the activity, without prompting from the teacher/trainer.	<input type="checkbox"/>	
Worksheet is completed with a checklist and a listing of one appropriate task per skill in each job.	<input type="checkbox"/>	
Reflection Sheet is completed with answers that match the group's discussion about Essential Skills and transferable skills.	<input type="checkbox"/>	
Answers on the Reflection Sheet demonstrate an understanding of concepts relating to Essential Skills and transferable skills.	<input type="checkbox"/>	

Assessment - Individual Activity Component - Formative	Checklist	Comments
Response on the Reflection Sheet clearly relates personal career goals with the development of Essential Skills.	<input type="checkbox"/>	
Response on the Reflection Sheet demonstrate an understanding of the importance of Essential Skills.	<input type="checkbox"/>	