

Part 3- Understanding Essential Skills

Essential skills as defined by the government of Canada “ describe how workers in an occupation use each of the nine essential skills: reading, document use, writing, numeracy, oral communication, thinking, digital technology (originally, computer use), working with others and continuous learning.” Without these essential skills it makes it difficult for other more advanced skills to be learned and acquired.

Complete the following definition part of the chart below using the following link: http://www.es-dc.gc.ca/en/essential_skills/definitions.page

Now complete the example portion of the chart by using the following link: http://www.job-bank.gc.ca/es_all-eng.do then choose an occupation and click on each of the essential skills and write in an example they give. Please be sure to include the complexity rating.

Essential Skill	Definition	Example
<i>Reading</i>		
<i>Document Use</i>		
<i>Writing</i>		
<i>Numeracy</i>		
<i>Oral Communication</i>		
<i>Thinking</i>		
<i>Digital Technology</i>		
<i>Working with Others</i>		
<i>Continuous Learning</i>		

Part 3- Understanding Essential Skills Continued

Now that you have an understanding for what essential skills are and examples of how they are used in the work place you will need to determine where you think you essential skills are currently. Use the link to go to service Canada's website and take the employable skills quiz at the end record your results. Here is the link: <https://www.jobsetc.gc.ca/toolbox/checklists/employability.jsp?lang=e>

	Results
Skills you're confident using.	
Skills you're less confident using	
Skills you want to improve	