

Apprenticeship

A partnership for industry training

Name _____

Date _____

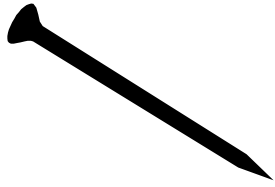
Community _____

Essential Skills Assessment



Self-Assessment Checklist Carpenter





Carpenter ESSENTIAL SKILLS Self-Assessment Checklist

Name: _____ Date _____

Location: _____

Start Time: _____ End Time: _____

Why do a Self-Assessment?

To get your Certificate of Qualification, you need to do well in both on-the-job practical training and in-school technical training.

In the beginning, some people have difficulty with the technical training because they have been out of the classroom for a long time, and their reading, writing and math skills (also called “Essential Skills”) are rusty. In addition, there is a lot of material to cover in a limited time, and instructors may not be able to offer individualised tutoring to learners who are having difficulty with the course.

Upgrading may be needed for you to refresh skills and get used to being in the classroom again. Upgrading can make the technical training easier, and can help you get higher grades.

To help you determine how ready you are for in-school practical training you can complete this Self-Assessment Checklist for your trade. It will help you identify skills for your trade.

How to Complete the Self-Assessment

Read the list and put a checkmark in the column that describes how accurate each statement is for you. For example,

Put a checkmark in the first column (called “false”) if you feel you don’t have that skill.

Put a checkmark in the second column (called “sometimes true”) if you feel alright about your skills in that area, but could use some refreshing or upgrading.

Put a checkmark in the third column (called “true”) if you feel confident about your skills in that area in most circumstances.

Then look at your list and see which areas could use some refreshing. Most adults find that at least one area could use some upgrading.

Upgrading may mean taking a course or getting some tutoring, or it may mean reading through some materials at home. There are many options. Your Apprenticeship Training Coordinator can give you some suggestions about upgrading in areas like Math, Language Arts, Physics, etc.

Remember: This is not a test. It is a way for you to identify which skills you want to strengthen before you start technical training.

Essential Skills Self-Assessment Checklist

Put a checkmark in the column that shows how true each statement is for you. Remember, this is not a test. It is a way for you to identify which skills you want to strengthen before you start technical training.

A. Reading Text			Reading text is an extremely important skill for in-school technical training and for the job. Without good reading comprehension skills you may have a hard time finding information in textbooks, getting specific facts in a reference book or even working through math problems.
False	Somewhat true	True	
			I like to read.
			I read paperbacks and other books for enjoyment.
			Reading newsletters or brochures is not a big problem for me.
			I find it easy to read short magazine articles.
			Reading longer articles in the newspaper is not a problem for me.
			I can read field instructions and log books without difficulty.
			I have no problem skimming and scanning specification information to find specific details.
			I can easily find information in manuals like installation guides or equipment manuals.
			I have no problem skimming and scanning documents like Material Safety Data Sheets (eg. for adhesives) to find a specific piece of information.
			Reading regulations and legislation (like health and safety regulations, etc) is not a big problem for me.
			Reading contracts is quite easy for me.
			I have no real problem reading national building codes and standards.

B. Use of Documents			Use of documents is slightly different from reading a text. You often have to skim a document, chart or diagram and find a specific piece of information. Many trades people have to work with a variety of different documents.
False	Somewhat true	True	
			I can read most signs and lists.
			I use a wide variety of documents at work.
			I find it easy to read product labels at work or at home.
			I have no problem understanding symbols on drawings or signs.

			I can interpret shop or manufacturer drawings without any real difficulty.
			I find it easy to read parts schedules.
			Reading tables and charts (like load charts and span tables) is easy for me.
			I find it easy to interpret blueprints and trade drawings (architectural, structural, landscaping and site, electrical, mechanical).

C. Writing

Workplace writing often takes the form of reports, memos and forms. Clear writing is an important part of workplace communication.

False	Somewhat true	True	
			I like to write.
			I don't have much difficulty with spelling.
			It's easy for me to write short notes or memos to someone.
			Writing a short letter to a friend would be easy for me.
			I can easily fill out basic forms like job applications.
			I can maintain log books.
			I find it easy to make sketches from trade drawings.
			I have no problem completing most types of forms at work.
			I can write incident and other reports without any problem.

D. Calculating

In the world of work, calculating can take the form of counting, estimating, measuring, verifying figures, converting, etc. It is an extremely important skill for virtually every trade.

False	Somewhat true	True	
			I like math.
			I find it easy to perform basic mathematical operations like adding, subtracting, multiplying and dividing.
			I can keep track of a simple budget.
			I find it easy to estimate how long it will take to do something.
			I can calculate percentages, decimals and fractions without difficulty.
			I can easily convert from imperial to metric and from metric to imperial.
			It's easy to measure length or distance precisely.
			I can measure the dimensions of different shapes without too much trouble.
			I do not find it difficult to calculate the area and/or volume of different shapes.

			I can easily estimate distance, quantity or volume.
			I find it easy to calculate ratio and proportions, for example in scale drawings and quantity take-offs.
			It is easy for me to calculate weights and loads.
			I have no problem calculating slope and elevation (using formulas like $a^2 + b^2 = c^2$)
			I can easily do calculations using geometry (eg. calculate stringers, rafter line length)

E. Thinking

Problem-solving, decision-making and critical-thinking are important skills for any trade. They also affect your ability to learn something and to apply that learning to a new situation.

False	Somewhat true	True	
			I am good at planning and organizing.
			I like solving puzzles.
			I am good at making decisions.
			It's easy for me to identify something according to specific criteria or characteristics.
			I have no difficulty choosing the appropriate tool, equipment or process for a given situation.
			Relating drawn images to concrete objects is easy for me.
			It is easy for me to memorize details and procedures.
			I can organize and retrieve information with very little difficulty.
			I can easily decide on an appropriate product, tool or course of action for a given situation.
			It is no problem for me to organize materials, time and people to complete a task.
			Identifying small but essential differences between two or three things (eg. drawings) is easy for me.
			I can integrate information from multiple drawings to troubleshoot a problem.
			I can establish priorities and precedence without difficulty.
			It is easy for me to make decisions for problem-solving and troubleshooting, even in a high-risk situation.

F. Computer

Use

Technological skills can be very important in the trades. Information is found on the internet, communications are sent via email and more and more equipment is computerized. In addition, many industries utilize computers for scheduling and maintaining equipment servicing and preventive maintenance.

False	Somewhat true	True	

			I know how to use browsers and search engines to find information on the internet.
			I can create documents using word processing applications without great difficulty.
			I can easily work with spreadsheets and databases.
			I have no problem sending and receiving e-mail, including e-mail with attachments.

G. Study and Test-Taking

Besides the essential skills that you need for the trade, you will also need some general learning skills. These skills make it easier for you to get the most out of the in-school technical training. They also make it easier for you to learn the practical skills while you are working.

False	Somewhat true	True	
			I communicate well with other people and don't mind asking questions when I don't understand something
			I can give and understand verbal instructions easily
			I can easily make decisions using information from a variety of different sources
			I am good at dividing a complex task into smaller tasks so that it is easier to get it completed
			I have good problem-solving skills
			I like learning new things
			I am good at remembering facts and details
			I'm not worried about going back to school
			I feel like I have good study skills
			I feel comfortable taking multiple-choice tests
			I'm good at managing my time
			I'm good at taking notes
			I'm organized.

Now take a look at your responses.

Which sections (A-G) do you feel most comfortable with?

Which sections do you think you might want to get upgrading or support in? _____

On a scale of 1 to 5, how helpful did you find this exercise? (Circle the answer that best represents your experience).

- 1 The assessment was not helpful at all.
- 2 Very little of the assessment was helpful to me.
- 3 Half of the sections of the assessment were helpful to me, but others were of no use.
- 4 Most of the sections of the assessment were helpful.
- 5 All of the assessment was very helpful.

Additional Comments:

For Information contact these Apprenticeship offices or call Toll-free from Rural Manitoba
1-877-978-7233

Winnipeg
1010-401 York Avenue, R3C 0P8
204-945-3337 - Fax 204-948-2346

The Pas
305 - 4th Street West , R9A 1M4
Box 2550, 204-627-8290 - Fax 204-627-8137

Brandon
102, 340-9th Street, R7A 6C2
204-726-6365 - Fax 204-726-6912

Thompson
118 – 3 Station Road R8N 0N3
204-677-6346 - Fax 204-677-6689