



# EmployAbility SUCCESS!

## Essential Skills At Work

### RELATIONSHIP MATRIX

with the  
Ontario Adult Literacy Curriculum Framework



## MODULE 1

Ready for **Reading** at Work

### OALC COMPETENCIES & TASK GROUPS

Competencies	Find and Use Information			Communicate Ideas and Information				Understand and Use Numbers				Use Digital Technology	Manage Learning	Engage with Others
	Read continuous text	Interpret documents	Extract info from films, broadcasts, and presentations	Interact with others	Write continuous text	Complete and create documents	Express oneself creatively	Manage money	Manage time	Use measures	Manage data			
Task Group	A1	A2	A3	B1	B2	B3	B4	C1	C2	C3	C4	D	E	F
<b>Ch. 1 – Jerry Reads</b>														
Job Task One	•													
Job Task Two	•	•												
Job Task Three	•	•												
Overtime	•													
<b>Ch. 2 – Keith Reads</b>														
Job Task One	•													
Job Task Two	•	•												
Overtime	•													
<b>Ch. 3 – Erica Reads</b>														
Job Task One		•												
Job Task Two	•	•				•							•	
Job Task Three	•													
Job Task Four	•													
Overtime	•												•	
<b>Ch. 4 – Maria Reads</b>														
Job Task One	•	•											•	
Job Task Two	•	•											•	
Job Task Three	•					•								
Overtime	•												•	

EmployAbility Success! — Module 1 — Reading

Please turn over for Modules 2 and 3 →

# Relationship Matrix with the Ontario Adult Literacy Curriculum Framework (continued)

## MODULE 2

Ready for **Document Use** at Work

## MODULE 3

Ready to Use **Math** at Work

### OALC COMPETENCIES & TASK GROUPS

Competencies	Find and Use Information			Communicate Ideas and Information				Understand and Use Numbers				Use Digital Technology	Manage Learning	Engage with Others
	Read continuous text	Interpret documents	Extract info from films, broadcasts, and presentations	Interact with others	Write continuous text	Complete and create documents	Express oneself creatively	Manage money	Manage time	Use measures	Manage data			
Task Group #	A1	A2	A3	B1	B2	B3	B4	C1	C2	C3	C4	D	E	F
<b>Ch. 1 – Erica Uses Documents</b>														
Job Task One: 1	●													
Job Task One: 2	●													
Job Task Two	●													
Job Task Three	●													
Overtime	●													
<b>Ch. 2 – Maria Uses Documents</b>														
Job Task One						●								
Job Task Two	●													
Overtime				●										
<b>Ch. 3 – Jerry Uses Documents</b>														
Job Task One	●													
Job Task Two	●													
Job Task Three	●							●						
Overtime	●													
<b>Ch. 4 – Keith Uses Documents</b>														
Job Task One	●													
Job Task Two	●				●									
Job Task Three	●							●						
Job Task Four	●								●					
Overtime	●													

EmployAbility Success! — Module 2 — Document Use

### OALC COMPETENCIES & TASK GROUPS

Competencies	Find and Use Information			Communicate Ideas and Information				Understand and Use Numbers				Use Digital Technology	Manage Learning	Engage with Others
	Read continuous text	Interpret documents	Extract info from films, broadcasts, and presentations	Interact with others	Write continuous text	Complete and create documents	Express oneself creatively	Manage money	Manage time	Use measures	Manage data			
Task Group #	A1	A2	A3	B1	B2	B3	B4	C1	C2	C3	C4	D	E	F
<b>Ch. 1 – Erica Uses Math</b>														
Job Task One										●				
Job Task Two								●						
Job Task Three								●						
Job Task Four		●						●						
Overtime									●					
<b>Ch. 2 – Jerry Uses Math</b>														
Job Task One								●						
Job Task Two		●						●						
Job Task Three								●						
Overtime							●	●						
<b>Ch. 3 – Maria Uses Math</b>														
Job Task One								●						
Job Task Two							●	●						
Job Task Three								●		●				
Job Task Four		●						●						
Job Task Five								●			●			
Overtime	●													
<b>Ch. 4 – Keith Uses Math</b>														
Job Task One								●			●			
Job Task Two								●			●			
Overtime										●				

EmployAbility Success! — Module 3 — Math