

JANE DOE'S NOTABLE STRENGTHS

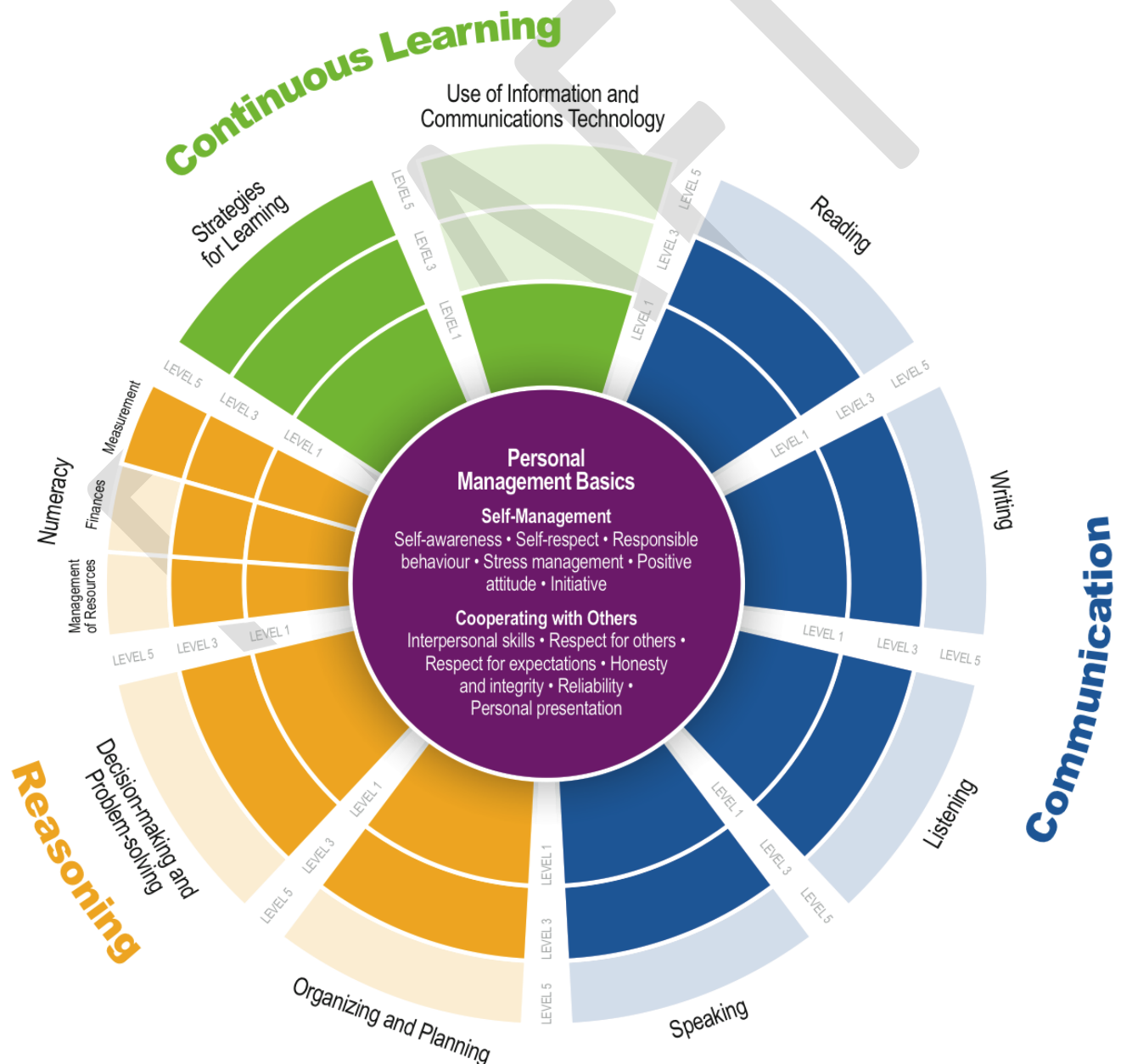
Reasoning Skills: **Numeracy (Measurement)**

Continuous Learning Skills: **Strategies for Learning**

Additional Comments: **Jane sets and works towards reasonable goals.**

Certificates of Completion: **WHMIS, Standard First Aid/CPR, Mental Health First Aid**

Wheel of Achievement



PERSONAL MANAGEMENT BASICS

The centre circle of the Wheel of Achievement lists the **PERSONAL MANAGEMENT BASICS** successfully demonstrated by this individual. Personal Management Basics are foundational knowledge, skills, and attitudes that employers have found to be essential to success in the workplace. Also known as life skills, soft skills, and self-management skills, Personal Management Basics comprise learned behaviours, attitudes, and personal habits that are fundamental to a person's overall potential to be effective in relationships, personal life, and employment.

JANE DOE'S COMMUNICATION SKILLS

Level 3 Reading Sample Activities:

- Reads and understands more detailed text such as job postings, magazine articles, newspapers, healthcare information.
- Reads and understands detailed text such as multi-step procedures.
- Reads, understands, and uses multiple-step instructions.

Level 3 Writing Sample Activities:

- Writes letters to friends and co-workers.
- Creates step-by-step instructions or directions.
- Writes about a personal work experience.
- Prepares brief reports describing safety issues or incidents.
- Prepares agendas/ minutes for a community or work-related meeting.

Level 3 Listening Sample Activities:

- Understands discussions with co-workers and supervisors about coordinating work tasks and work schedules.
- Understands small-group discussions within the community.
- Functions capably in job interviews or oral tests when the content is familiar.

Level 3 Speaking Sample Activities:

- Engages in discussions with co-workers and supervisors about coordinating work tasks and schedules
- Communicates verbal instructions, explanations, and ideas, including some technical language.
- Describes on-the-job problems to co-workers and supervisors.
- Explains procedures to co-workers.

JANE DOE'S REASONING SKILLS

Level 3 Numeracy (Management of Resources) Sample Activities:

- Determines amount of paint required to paint a room by calculating room area.
- Determines amount of fencing required to enclose a property by calculating perimeter length.
- Calculates average customer wait times.

Level 3 Numeracy (Finances) Sample Activities:

- Compares cost structures for telephone service and selects best option.
- Estimates anticipated tips for providing restaurant service.
- Calculates monthly financial commitments.

Level 5 Numeracy (Measurement) Sample Activities:

- Calculates paint requirements for composite figures.
- Converts units of measurement
- Uses spreadsheet software to create budgets.

Level 3 Organizing and Planning Sample Activities:

- Plans weekly meals and snacks according to a budget.
- Serves on a planning committee to organize a community event.
- Plans and organizes a wedding.

Level 3 Decision-Making and Problem-solving Sample Activities:

- Addresses complaints about untidy conditions in the employee break room.
- Determines a list of topics to be addressed at a group meeting in response to concerns expressed by others.
- Develops and implements a plan for organizing, sequencing, and coordinating tasks between self and co-workers.

JANE DOE'S CONTINUOUS LEARNING SKILLS

Level 5 Strategies for Learning Sample Activities:

- Seeks information to make evidence-based decisions in providing care for a family member/choosing employment options/advocating for a resolution to a safety concern.
- Learns a new language to communicate at a functional level.
- Learns how to plan, organize and facilitate a community event/adult learning workshops.

Level 1 Use of Information and Communications Technology Sample Activities:

- Completes simple online forms
- Receives and sends e-mail messages.
- Enters data into cell phone and e-mail directories.
- Uses a keyboard to create/format written text.
- Uses an ATM for banking needs.
- Saves and retrieves documents using folders.
- Sends e-mail messages with attachments.

RECORD OF ACHIEVEMENT for JANE DOE

Minister of Labour and Advanced Education

Date

Record No. 00**-**

The *Record of Achievement* was designed by Nova Scotia's Department of Labour and Advanced Education to document the essential and employability skills of adults without Grade 12 completion. The *Record of Achievement* is based on a rigorous and comprehensive assessment process. More information about the *Record of Achievement* and the *Nova Scotia Essential and Employability Skills Framework* is

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