

## Course Description:

### A Retrospective Tour of HRSDC's Essential Skills Methodology



CANADIAN TOURISM  
HUMAN RESOURCE  
COUNCIL

CONSEIL CANADIEN DES  
RESSOURCES HUMAINES  
EN TOURISME

#### Co-sponsors:

**Target Audience:** 12-16 participants

**Sector Council staff** transitioning to a hands-on role in supporting the organization's Essential Skills activities such as updating Essential Skills data and integrating Essential Skills into national occupational standards development.

**Workplace learning practitioners** applying the Essential Skills methodology to, for example, develop Essential Skills Profiles from scratch, adapt Essential Skills Profiles to firm- or industry-specific requirements, conduct learning needs assessments, develop curriculum using workplace materials, facilitate upgrading, administer and/or interpret assessment results, and engage support from industry stakeholders.

**Date & Times:** Monday, February 25 to Friday, March 1, 2013

- 8:30 a.m. – 4:30 p.m. Monday to Thursday; 8:30 a.m. – noon Friday

- 1 ½ hour break for lunch. Restaurants are within walking distance.

Optional Networking Dinner: Wednesday, February 27, 2013 (self-financed)

#### Location:

Canadian Tourism Human Resource Council (CTHRC), 151 Slater Street, Ottawa, Ontario

(A list of hotels located near the CTHRC will be provided upon registration.)

#### Purpose & Design:

You will build a retrospective knowledge of the Essential Skills methodology developed by Human Resources and Skills Development Canada (HRSDC) to practically harness it for workforce development. The methodology is dynamic and continues to evolve since it was first developed in 1994, particularly with respect to skill definitions and complexity rating scales.

Organizations have a growing need to evergreen the body of labour market intelligence on Essential Skills and learning resources developed with reference to the methodology. Updating Essential Skills Profiles to state of the art requires an understanding of the methodological framework currently in place as well as at the time data were collected and analyzed.

The interactive curriculum is designed to bridge theory to practice. You will *learn by doing* through individual- and small-group activities with coaching from the Facilitator. An in-class exercise involves applying the methodology to update one of the CTHRC's Essential Skills Profiles. Debriefing sessions address questions and draw out tips and best practices.

**Carol MacLeod + Associates** will issue a Certificate of Completion. This training does not lead to Bow Valley College's certification as an Essential Skills Analyst. It is, however, a stepping stone if you who wish to attain this credential in the future. There is comparatively less focus on data gathering using open-ended interviews with job incumbents and an assignment is not submitted for third-party marking.

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**Objectives:****At the end of the course you will be able to:**

1. identify critical benchmarks in the evolution of HRSDC's Essential Skills methodology and the implications for interpreting Essential Skills Profiles.
2. navigate data in the original and updated formats for Essential Skills Profiles through familiarity of their underlying structures.
3. interpret Essential Skills data with reference to the methodology in effect at the time of data collection and analysis.
4. define each of the Essential Skills and related sub-skills and earlier definitional frameworks where applicable.
5. describe the functional characteristics of the complexity rating scales used in HRSDC's Essential Skills methodology with reference to a selection of theoretical frameworks for cognitive complexity (i.e., Bloom's Taxonomy, International Adult Literacy Survey and Mosenthal Taxonomy).
6. analyze the complexity of Essential Skills required to perform job tasks by applying the appropriate rating scale.
7. write example statements that illustrate how an Essential Skill at a specific complexity level is used to perform a job task according to best practices.
8. write summary paragraphs that illustrate how Essential Skills are used to perform job tasks according to best practices.
9. identify data collection methods and considerations in developing a purpose-driven data collection strategy.
10. present a synopsis of how occupational information on Essential Skills requirements may be used to address your specific interests in workforce development.
11. evergreen Essential Skills Profiles to state of the art.
12. prepare Essential Skills Profiles from scratch and subject to a quality control review.

**Cost:**

Tuition Fee:	\$ 1,800.00
13% GST:	\$ <u>234.00</u>
Total:	\$ 2,034.00

Please make cheques payable to Carol MacLeod & Associates Inc. (GST # 897995452).

**Registration:**

**To register complete the on-line registration form posted at [www.carolmacleod.com](http://www.carolmacleod.com). Carol MacLeod will e-mail you an invoice. Registration is considered tentative pending receipt of payment.**

**Facilitator:**

**Carol MacLeod** is one of Canada's leading experts in the field of Essential Skills and brings a wealth of knowledge and hands-on experience to the training session. She is a seasoned Facilitator who has trained hundreds of Essential Skills practitioners across Canada. She is the exclusive deliverer for training leading to Bow Valley College's certification as an Essential Skills Analyst.

Carol made a significant contribution to the early development and evolution of HRSDC's Essential Skills methodology. For example, she pilot tested the methodology in 1994, conducted interviews during the first round of data collection in 1995 and prepared many of the original Essential Skills Profiles for occupations at National Occupational Classifications (NOC) C & D. She advised on HRSDC's 2003 data collection research plan targeting occupations at NOC A & B. In 2007, HRSDC contracted her to research and write *The Genesis & Evolution of Essential Skills in Canada*. More recently, she provided feedback on revisions to the skill definitions and the updated format for Essential Skills Profiles.

The practical application of Essential Skills for workforce development is a high priority. Carol has a track record of innovation in working nationally with industry stakeholders to integrate Essential Skills into technical training. For example, her leading-edge research in the trucking industry resulted in the first empirical evidence of a link between Essential Skills proficiency and safety. This provided a powerful business case for training investment. In her ongoing work with the electrical industry she developed Numeracy Power—an on-line assessment to support success in apprenticeship for Red Seal electrical trades.

Carol holds the degree of Master of Education from Harvard University as well a BA (Communications) and Certificate of Labour-Management Relations from the University of Ottawa. She is trained as a DACUM facilitator.

**Questions?**

Contact Carol MacLeod.

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