

**Essential Skills Assessment Tools
Developed by Douglas College (2009)**

Assessment Tool	Description and Assessment Domain	Consumers/Learner Target Group	Method	Results	Test/Invigilator Assessor Requirements	Availability/Cost	Additional tools	Scoring
<p>HRSDC http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/es_assessment_shtml</p>	<p>Learners: indicators (pre and post tests):</p> <ul style="list-style-type: none"> Numeracy Document use Reading <p>Checklists for:</p> <ul style="list-style-type: none"> Continuous learning Working with others <p>Self-assessments for:</p> <ul style="list-style-type: none"> Oral communication Computer use Writing Reading Document use Numeracy Working with others 	<ul style="list-style-type: none"> Learners Employers Career counsellors 	<ul style="list-style-type: none"> Pencil/paper Online 	After each test	<ul style="list-style-type: none"> None Workplace documents have instructions for interpretation of results 	Free	<ul style="list-style-type: none"> Workplace Survey Workplace check-up Hiring checklist Essentials skills interview assistant 	Based on HRSDC's complexity levels – indicators available for Levels One, Two, and Three
<p>CABS (Common Assessment of Basic Skills) http://www.ileo.ca/col/cabs_online.html</p> <p>Related to Common Assessment of Essential Skills (CAES)</p>	<p>15 integrated assessment activities at each of 5 levels for:</p> <ul style="list-style-type: none"> Reading Writing Numeracy Basic computer skills <p>Colourful graphics aimed at low level learners – uses common scenarios (garage sale, forms etc). Completed work can be saved.</p>	<ul style="list-style-type: none"> Low level literacy learners Designed for initial intake use May be used for ongoing or exit assessment if appropriate 	<ul style="list-style-type: none"> Online multiple choice response Written response Audio questions 	<p>Assessors score tests:</p> <ul style="list-style-type: none"> Computerized score Analysis by assessor so recommendations can be made 	<ul style="list-style-type: none"> Online assessor training CABS manual available on website Assessors must register online 	Free	<p>Complete record keeping system for facilitators/assessors</p> <ul style="list-style-type: none"> Initial Assessment Report & Quick Screen Detailed Assessment Report Action Plan Authorization Form On-going Assessment Progress Record 	Based on HRSDC's Essential Skills Framework (Levels 1 – 5)

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SkillPlan (BC Construction Industry Skills Improvement Council) http://www.skillplan.ca/ Measure Up website http://www.skillplan.ca/measureup/english/index.asp	Informal assessments linked to the construction industry: 3 essential skills: <ul style="list-style-type: none"> • Reading text • Document use • Numeracy Provides numerous activity sets based on real workplace tasks	<ul style="list-style-type: none"> • ABE/Literacy Practitioners • Adult Learners • Counsellors • Employment Trainers • Workers • Employers • K – 12 teachers Assessments for: <ul style="list-style-type: none"> • Construction • Tourism • Trucking 	<ul style="list-style-type: none"> • Online assessments • Workbooks, scoring sheets, and answer keys to download Assesses: <ul style="list-style-type: none"> • Levels 1/2 • Levels 2/3 • Level 3 and up 	Informal Reading inventory that can determine a student's instructional reading level and specific strengths and weaknesses in word recognition and comprehension	<ul style="list-style-type: none"> • Instructor's Manual 	Free online	<ul style="list-style-type: none"> • Ideas for users • Tips for developing materials 	Correlates with HRSDC's essentials skills profiles
Canadian Language Benchmarks' Essential Skills http://www.itsessential.ca/itsessential/display_page.asp	<ul style="list-style-type: none"> • Provides a comparative framework relating the Canadian Language Benchmark levels (CLB) to the essential skills • Helps learners understand language requirements for jobs and to form learning plans • Assists agencies, employers etc in understanding language requirements for specific jobs listed in ES profiles 	<ul style="list-style-type: none"> • Adult newcomers • Job analysts • Employers • Trainers • Sector councils • Industry organizations • Governments 	Comparative framework available for downloading	learners need to know their CLB levels to use the comparative framework and to determine their ES levels	<ul style="list-style-type: none"> • None 	Free	<ul style="list-style-type: none"> • Print and online resources for ESL instructors • Career planning online resources • Occupation-specific teaching resources – links to industry organizations 	Score based on HRSDC's Essential Skills Levels 1 – 5 framework

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Ontario Skills Passport http://skills.edu.gov.on.ca/OSPWeb/jsp/en/login.jsp	Features occupation specific for everyday tasks Self Assessment of Essential Skills and Work Habits <ul style="list-style-type: none"> • Reading • Document Use • Numeracy • Writing • Oral Communication • Thinking • Computer Use • Work Habits Bilingual	<ul style="list-style-type: none"> • Adult learners • Job seekers • Workers • Employers • Trainers • Practitioners • Job developers • Counsellors • High school students 	<ul style="list-style-type: none"> • Online • Pen and paper • Partial and full assessment of Essential Skills and Work Habits Leads to workplace activity sets that help users practice and build their Essential Skills. Answer keys and steps are provided.	Automatically produces a score card and allows comparison of results to occupation interests.	Public use Includes facilitator guide and tips	Accessible assessment questions with an audio option	Offers a number of informal assessment tools, including: <ul style="list-style-type: none"> • Employer based assessment (OSP work plan tool) • Practitioner based assessment (OSP check-In Tool) • Offers a number of awareness, learning and training resources and tools 	levels 1 – 5 (ES profiles) Consistent with complexity rating scales levels 1 – 4 HRSDC profiles and activity
ESPORT http://www.esportfolio.com/ESPORT/english/	Self Assessment tool for specific occupation or generically to identify Essential Skills in: <ul style="list-style-type: none"> • Reading Text • Document Use • Numeracy • Oral Communication • Working with Others • Thinking Skills • Continuous Learning • Computer Use Indicator Assessment: <ul style="list-style-type: none"> • Reading Text • Numeracy • Document Use 	<ul style="list-style-type: none"> • Basic skills assessment and planning tool to help people prepare for entry level occupations • Aligned with PLATO Essential Skills Online • Correlates with National Occupational Classifications (NOC) 	Internet or Intranet delivery Online Testing: <ul style="list-style-type: none"> • Document Use • Reading Text • Numeracy (Facilitation recommended)	<ul style="list-style-type: none"> • For Indicator Assessment scores are automatic and reported on HRSDC's 1-5 level locator • Raw scores recorded on Self-Assessment page • Custom reporting available: e.g. Correctional Services 	<ul style="list-style-type: none"> • Must register to use and negotiate cost • Training Required 1-2 days 	Fee based Contact ESPORT for specific cost	<ul style="list-style-type: none"> • Interest Inventory • Essential Skills Assessment • Learning Plan Development • Occupation Exploration and Choice • Essential Skills Portfolio and Resume Preparation Provides Skills Gap-Analysis for 300+ occupations	Correlates with HRSDC's 1 – 5 level scale

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CAMERA (Communications and Math Employment Readiness Assessment) http://www.ptp.ca/publications/camera/	<ul style="list-style-type: none"> • Highlights skills required for success in entry-level work • Uses workplace documents • Utilizes Essential Skills Profiles and employer input • Document Use • Reading Text • Writing • Numeracy 	<ul style="list-style-type: none"> • Learners (designed for “upgrading” programs) • Counsellors 	<ul style="list-style-type: none"> • Pencil and paper 	<ul style="list-style-type: none"> • Assessors score tests 	<ul style="list-style-type: none"> • Trained assessors • Training offered on cost recovery basis 	Tests: <ul style="list-style-type: none"> • User Guide: free for assessors • Test Books: less than \$10 each (reusable) • Response Books: provided on CD with purchased Test Books to be printed as necessary • Score Sheets: provided on CD with purchased Test Books Signposts: no cost; copy provided during training. \$48.50 for additional copies Workwrite: unit prices range from \$39.50 to \$49.50 (can be copied)	<ul style="list-style-type: none"> • Curriculum guidelines • Workbooks • Development activities for the classroom 	Based on HRSDC ES Levels One, Two, and Three

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<p>TOWES Test of Workplace Essential Skills http://www.towes.com/en/home/home</p>	<p>Measures:</p> <ul style="list-style-type: none"> • Reading text • Document use • Numeracy <p>Learners complete 16 – 20 questions per domain using authentic workplace documents</p> <p>Timed testing up to 2.5 hours</p> <p>General and custom tests:</p> <ul style="list-style-type: none"> • Manufacturing • Office admin • Apprenticeship • Aerospace • Health 	<ul style="list-style-type: none"> • Learners • Employers • Educators • Career counsellors 	<ul style="list-style-type: none"> • Pencil/paper • Online 	<p>Provides a score for each domain based on the IALSS 500 point scale</p> <p>Corresponds to HRSDC's Essential Skills levels 1 – 5.</p> <p>Tests must be sent to Bow Valley College, Calgary, for marking (processing takes up to 48 hours upon receipt of test)</p> <p>Results are delivered via secure internet site</p>	<p>Accreditation required: various levels with various length of training sessions</p>	<p>All tests \$60.00:</p> <ul style="list-style-type: none"> • General series Level 1/2, 2/3, and 3/4 • Administration sector series • Manufacturing sector series • Entrance into apprenticeship series • Health series <p>Order through distributors listed on website</p>	<ul style="list-style-type: none"> • Prep guide • Website • Guide to interpreting results • Variety of training programs • Customer support • Applied research library • Custom test development and reporting • Various curricula • Oral communication and writing tests 	<p style="text-align: center;">Based on 500 point IALSS Framework Formal testing process</p>

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Related Sites

- Essential Skills Equalizer – learners can identify the essential skills needed in a variety of jobs (<https://www.emploisetc.gc.ca/equalizer/>)
- Application of Learning and Working – a professional development project for educators. Participants are placed in a variety of workplace environments to help them connect the curriculum they teach in the classroom with how that curriculum is used in the workplace. Using what they learn, participants develop relevant classroom activities. Between 1998 and 2005, those activities were then stored in an easy to use, searchable, electronic database. The AWAL Database is available on-line to anyone searching for ways to bring workplace relevance to classroom activities. Users will find workplace applications of Human Resources Development Canada’s nine essential skills: (<http://www.awal.ca/default.asp>)
- HRSDC – a large number of information, tools, and activities for employers, practitioners, counsellors, and learners. Resources are free and can be ordered directly from HRSDC. A complete series of the tools is available on DVD. (http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml)
- The Alberta Workforce Essential Skills (AWES) Society – a non-profit organization dedicated to promoting the advantages of a confident, innovative and literate workforce through its support for essential skills training projects across the province (<http://www.nald.ca/awes/>) .
- Sector Councils – many sector councils have developed essential skills training components and resources (http://www.hrsdc.gc.ca/eng/workplaceskills/sector_councils/listsectorcouncils.shtml)