



## Section 3

**Assessing Essential Skills with TOWES tests**

<http://www.towes.com/home.aspx>

You are here: [Home](#)



### **What is TOWES?**

TOWES (Test of Workplace Essential Skills) is effective testing and training that uses workplace documents to accurately measure the three essential skills that are needed for safe and productive employment: Reading Text, Document Use and Numeracy.

Please check out our latest [TOWES Test Overview & Sample Test](#) document (PDF).

### **Why TOWES?**

Employees who lack essential skills have higher accident rates and are often less productive. With TOWES employers can zero in on skill gaps and provide focused training that improves their bottom-line.

### **Effectiveness of TOWES**

TOWES has undergone an extensive psychometric review and nation-wide field-testing involving thousands of Canadians. These results prove that TOWES is the best measure of essential skills in Canada.



**Measure Up!** is a free web-based tool that tests your essential skills. It has problem sets similar to the ones used in TOWES. Each problem set is based on a document - a memo, catalogue, regulations, work order - associated with workplace contexts. The self-assessments found in Measure Up! have not been subjected to the rigorous validity and reliability standards of TOWES. It is an informal tool which demonstrates the power of TOWES.

Page Updated: Thursday, April 09, 2009



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## What is TOWES used for?

Several specific users and applications of the test are listed here. Others will evolve as TOWES takes its place in industry and education.

**Entry-Level Assessment of Skills** - TOWES gives employers a way to set reasonable and valid job requirements. Many employers are using years-in-school or other credentials as proxies for ability. This does not account for the variability of education across the country, nor does it take into consideration foreign-born citizens, who have the skills but not the Canadian educational credentials.

**Educational Assessment** - Instructors, trainers, and literacy tutors can use TOWES to place workers into programs, or design programs to meet individual educational needs.

**Work/Worker Adjustment** - Rapid changes in technology and work processes, together with plant closures and down-sizing, have created the need for effective adjustment programs. A wide-ranging assessment, keyed to essential skills descriptions for jobs listed in the National Occupational Classification gives workers and program developers a valid way to assess present skills and compare them to the requirements for a variety of possible jobs. Individual workers, or those seeking employment can use TOWES results to make decisions about future training.

**School/Work Transition Programs** - A valid and reliable test of the essential skills needed for work is useful to high-school teachers and administrators. TOWES provides a basis for certifying students' levels of competence, and a way to promote 'employability skills' to teachers and students alike.

**Developing National Standards** - An essential skills assessment tool may be used to set national standards and specify competence. It allows companies to assess workforce skills and make comparisons with other groups of workers.

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## Benefits of TOWES

TOWES provides employers and trainers with the data they need to make informed hiring and training decisions. According to Statistics Canada, 47 per cent of Canadian workers do not possess adequate skills in three areas that are essential for workplace safety and productivity: reading text, document use and numeracy

### **By using TOWES:**

- Employers can identify and develop the skills of workers and prepare them for a wide range of jobs
- Employees, students, and job seekers can identify and develop their essential skills, enabling them to make more informed career and education decisions and access to higher paying jobs
- Educators and trainers can pinpoint areas of strength and weakness and develop focused intervention strategies

### **For employers and workplace practitioners, TOWES G-Series Tests offer:**

- A valid and reliable way to determine a candidate's essential skills level in the context of the Canadian workplace
- A tool that identifies skill gaps so training investment is maximized
- A credential that is recognized across Canada as a standardized test
- A measure that can serve as an alternate, and more accurate, credential to a Grade 12 Diploma
- A tool that complements and enhances existing job screening tools

TOWES provides information about the skills people bring to the job and highlights the 'fit' between skills needed and skills available. The test results are based on the International Adult Literacy Survey (IALS) levels and are consistent from one workplace to another across Canada. It fits well with the development of national standards and performance-based assessments.

### **For test takers, TOWES G-Series Tests offer:**

- An inexpensive credential that measures the skills required for safe and productive work
- A credential recognized across Canada

Workers, job seekers, and learners are able to attain their TOWES credential and skills upgrading training at test centres located throughout Canada and through government funded programs that provide work-focused assessments.

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## Tests

[\*\*TOWES G-Series Tests\*\*](#) - TOWES G-Series Tests accurately measure essential skills in the domains of reading text, document use and numeracy... [more](#)

[\*\*TOWES Sector Series Tests\*\*](#) - The Sector Series assessments are customized to individual sectors and contain problem sets specific to each industry. Currently available are the Manufacturing Sector Series and the Office and Administration Sector Series ... [more](#)

[\*\*TOWES Custom Tests\*\*](#) - TOWES Custom Tests are modified TOWES G-Series Tests with additional problem sets customized to meet the unique needs of your workplace... [more](#)

[\*\*Test Takers Guide\*\*](#) - The Test of Workplace Essential Skills (TOWES) is an assessment tool that uses actual workplace documents to evaluate three out of nine essential skills... [more](#)



## Training & Consulting

[\*\*Essential Skills Training\*\*](#) - Using the same features as TOWES - authentic workplace documents and actual tasks - Building Workplace Essential Skills is a curriculum for students in educational programs or employees in workplace education programs... [more](#)

[\*\*Essential Skills Consulting\*\*](#) - Developed to meet Human Resources and Skills Development Canada standards, this 3 1/2-day course trains educators, consultants and administrators to develop essential skill profiles... [more](#)

[\*\*Workplace Learning Products and Services \(PDF Brochure & Order Form\)\*\*](#) - Workplace Learning Products and Services are also available through TOWES offering productivity, lifeskills, workplace literacy, ESL and research tools and services for the workplace... [more](#)

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## Test Takers Guide

- [What is TOWES?](#)
- [About the Test](#)
- [Which Test are you Writing?](#)
- [How to write a TOWES Test](#)
- [Interpreting your TOWES Results?](#)
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### What is TOWES?

The Test of Workplace Essential Skills (TOWES) is an assessment tool that uses actual workplace documents to evaluate three out of nine essential skills. TOWES evaluates:

- **Reading Text:** The ability to find and use information contained in text, paragraphs, letters, reports, etc.
- **Document Use:** The ability to find and use information contained in charts, schematics, icons, lists, tables, signs, etc.
- **Numeracy:** The ability to find and use quantitative information like measuring, calculating, scheduling, budgeting, estimating, analyzing data, etc.

Everyone has essential skills! Essential skills are not the technical skill required by a particular occupation, but the skills used in all occupations. They are generic, transferable, enabling skills that help people perform the tasks necessary to succeed in their job. What differs between occupations is the level of skill required and the frequency with which the skill is used. For example, some workers read emails every day while other read long technical reports monthly. Both of these activities are reading tasks, but one is much more difficult than the other.

When you write TOWES you will assume the role of a worker who has been asked to perform a workplace task. Each task, or question, will require you to use at least one of the three essential skills. Results from your TOWES test will determine your skill level in reading text, document use and numeracy.

The Government of Canada has conducted research with thousands of workers across the country to create Essential Skill Profiles. The Essential Skill Profiles outline the skills needed for work in over 200 occupations. You can compare your TOWES score with the Essential Skill Profiles to:

- Determine if you have the essential skills needed for various occupations.
- Evaluate areas that you need to improve if you would like to work in a particular job.
- Highlight your essential skill competencies with a potential employer.

## About the Test

TOWES can typically be completed within 2 to 2 ½ hours. TOWES tests contain about 18 problem sets - a problem set is made up of an authentic workplace document and a series of questions or "tasks" directly related to the document. Although you may not be familiar with the subject matter of the document, all the information needed to answer the questions is contained within the material provided. You should be able to answer the question or "perform" the task because your essential skills are transferable from one environment to another!

- [Click here](#) for information on what TOWES is used for.
- [Click here](#) to read about the benefits of TOWES.
- [Click here](#) to look at the TOWES FAQ.

## Which Test are you Writing?

All TOWES tests measure the same three essential skills - Reading Text, Document Use and Numeracy. The difference between the following tests is based upon the levels of essential skills to be assessed, and in some cases, the types or variations of documents being used. Some of our tests are geared towards specific occupational requirements.

### G Series

Our most general TOWES test. There are three versions of this series: GEN 1, GEN 2, GEN 3 - which are each best suited to assess at particular essential skill level ranges.

### Sector Series

Our Office and Administration (ADM) and Manufacturing Sector Series (MFG) contain problem sets and workplace documents most associated with these two sectors.

### Custom Tests

Custom TOWES Tests have been designed for certain industries. If you have a question about a custom test that you will be writing, please contact your Test Administrator or TOWES.

## How to write a TOWES Test

### 1. Select a Testing Session

Please contact your local TOWES test administrator to schedule a testing session. To find a contact in your area - please visit the [Distributors Section](#) of this site.

If you are in the Calgary area and would like to write the TOWES Test please contact the TOWES Department at (403) 410-3200 or [towes@bowvalleycollege.ca](mailto:towes@bowvalleycollege.ca).

### 2. Prepare for Writing TOWES

The best way to prepare for your TOWES test is to review the TOWES Preparation Guide. The Preparation Guide includes some tips for writing TOWES and includes a practice problem set, along with the steps for solving the questions, so that you become familiar with the types of questions that appear on TOWES. You can download a copy of the prep-guide. If you have unable to access an electronic version, please contact your TOWES Test Administrator.

There are many additional online resources available to help you prepare for the TOWES Test, so please take advantage of them! Your TOWES test score can significantly increase if you spend time reviewing the essential skills and practice problem sets.

- [Click here](#) to view the TOWES Prep Guide (PDF).
- [Click here](#) to visit the Measure Up! website to practice problem sets.
- [Click here](#) to view a sample TOWES test booklet (PDF).
- [Click here](#) to view TOWES Additional Resources & Links (PDF).

### **3. Gather Equipment**

TOWES is a paper and pencil test. You will need a pen/pencil, highlighter and a basic calculator to successfully complete your test. You should also remember to bring your glasses if you have difficulty reading small text.

The following items will not be permitted in your testing session: programmable calculators, PDA's, cellular phones and dictionaries (including electronic or translation dictionaries). Please note: test markers will not deduct marks for incorrect spelling.

### **4. Writing the Test**

Carefully read the test instructions and test questions. The questions on the test are not designed to trick you, however, if you rush through the problem sets you may miss important information needed to answer the questions. Attempt all questions on the test - you will not lose marks for incorrect answers. Make sure that your answer is clear to the test marker, if the test marker is uncertain about what you intended for your answer they will mark your response as incorrect.

Please keep your own record of your TOWES test booklet number. This will be required if you need additional copies of your results at a later time.

### **5. Retesting**

In some circumstances you may need to rewrite TOWES. There is a mandatory one-month waiting period between testing sessions. Please see your TOWES Test Administrator for more information on retesting.

## **Interpreting your TOWES Results?**

Test results will be distributed on an on going basis. At your testing session, your test administrator will provide you with all the information you will need to pick up your results. Results will be kept confidential.

You will receive an Individual Results Report that will display your current essential skills levels for Reading Text, Document Use and Numeracy. The report will include examples of how your essential skill levels relate to typical workplace tasks and will suggest skills to build on.

Some Individual Results Report will also outline the range of skill levels needed for different occupations profiled by the Government of Canada. This information can help you to evaluate how your essential skill levels compare to the requirements of over 200 occupations profiled by the Government of Canada. You are much more likely to succeed at work if you have the skills needed for your chosen occupation!

Visit the [HRSDC \(Human Resource Skills Development of Canada\) Essential Skills Database](#) to view the required skill levels for your desired profiled occupation.

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## Measuring Essential Skills

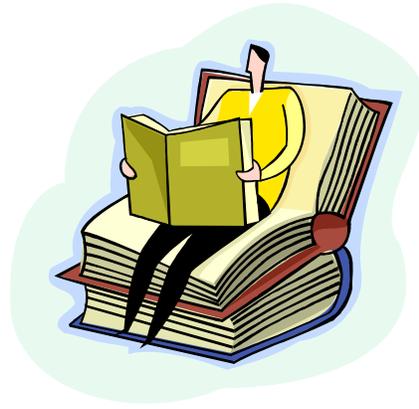
The complexity of workplace tasks are described on a 5-point scale; Level 1 tasks are considered least difficult and Level 5 tasks are considered most difficult. All occupations require workers to perform a range of tasks at different levels, but some occupations require workers to perform more difficult tasks on a frequent basis.

[Click here](#) to open the Essential Skills Definitions file (PDF) and view a chart that provides examples of how the essential skill levels (1 to 5) relate to different workplace tasks

- [Click here](#) to Contact Us
- [Click here](#) to view the Bow Valley College - Course: College Success 101 Student Handout (PDF)

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# Section 4



This section presents the following tools.

NOC coding system – Excerpt from the Authentic Workplace Materials user's handbook

Employers' handbooks - NOC

Essential Skills toolkit – employer

Essential Skills toolkit – employee

Tools divided into three categories:

- Assessment
- Learning
- Training supports



## Excerpt from the user's handbook on Authentic Workplace Materials used in the workplace

<http://www5.rhdsc.gc.ca/CNP/Francais/CNP/2006/Bienvenue.aspx>

<a href="#">French</a>	<a href="#">Contact us</a>	<a href="#">Help</a>	<a href="#">Search</a>	<a href="#">Canada.gc.ca</a>
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A collection of Authentic Workplace Materials



## National Occupational Classification (NOC) coding system

✦ [The HRSDC Web site](#) contains detailed information on the [National Occupational Classification \(NOC\)](#). Career counsellors are especially interested in the NOC system and the Career Handbook.

The NOC is an international classification system used to compile, analyse and communicate information about occupations in the Canadian labour market. It includes about 25,000 names classified into 522 occupational groups by level and type of [skills](#).

### Skill level

- Skill level is defined by the level and type of education and training required to access a job and carry out its duties. There are four categories of skill levels:
  - **Skill level A** (professional staff): university degree;
  - **Skill level B** (technical, paraprofessional and specialized staff): two or three years of postsecondary education; or two to four years of apprenticeship; or three or four years of secondary education and more than two years of on-the-job training, external training courses or specific work experience;
  - **Skill level C** (intermediate staff): one to four years of secondary education, up to two years of on-the-job training, external training courses or specific work experience;
  - **Skill level D** (basic staff and labourers): one or two years of secondary education and a brief demonstration of the work, or on-the-job training.

The documents forming this collection focus primarily on occupations assigned with skill levels C or D, except a few with skill level B.

- **Type of skills**

The type of skills is defined by the type of work performed and reflects the work sector. There are 10 generic categories of skill types:

- Members of legislative bodies and senior executives (no skill level category has been assigned to them because factors other than education and training are often more significant job determinants);
- Business, finance and administration;
- Natural and applied science and related professions;
- Health sector;
- Professional staff in the social sciences, teaching, public administration and religion;
- Arts, culture, sports and recreation;
- Sales and service;
- Trades, transportation and machinery;
- Primary sector;
- Processing, manufacturing and public utilities.

The collection includes documents covering the following skill types: Business, finance and administration; Health sector; Sales and service; Trades, transportation and machinery; Primary sector; Processing, manufacturing and public utilities.



Large groups

Subgroups

Basic groups

As we can see from the [diagram](#) above, the NOC coding system is based on a three-tier ranked classification. Each major occupational group as well as each subgroup or basic group has its own [code](#). A two-digit code is assigned at the large-group level. A third digit is added at the subgroup level and a fourth at the basic group level. The information on the occupation provided for each authentic [document](#) in the workplace applies to the basic group and carries a four-digit NOC code, the name of the occupational group and the name of the specific position.

**Let's apply the NOC coding system to a known example: NOC 4141.**

- Large group      4 1 Professional staff in the social sciences, teaching, public administration and religion
- Subgroup        4 1 4 Teachers and academic advisers at the secondary and primary levels
- Basic group      4 1 4 1 Secondary teachers

The name of the occupational group at the basic group level is secondary teachers. Here are examples of names of positions classified in this group: secondary adult education teacher; secondary school librarian; secondary supply teacher and secondary teacher of French as a second language.

Here is the information on the occupation provided for each authentic workplace document in the collection: the four-digit NOC code, the name of the occupational group and the name of the specific position (e.g., NOC 4141, secondary teachers; job name: secondary history teacher).

The first two digits in each code indicate the category to which the skill type and level belong. The first digit in each code indicates the skill type and the second, the skill level.

<b>If the first digit in the NOC code is</b>	<b>...the skill type category is:</b>
1	Business, finance and administration
2	Natural and applied sciences and related professions
3	Health sector
4	Social sciences, teaching, public administration and religion
5	Arts, culture, sports and recreation
6	Sales and service
7	Trades, transportation and machinery
8	Primary sector
9	Processing, manufacturing and public utilities
<b>If the second digit in the NOC code is</b>	<b>...the skill level category is</b>
1	Skill level A (liberal professions)
2 or 3	Skill level B (technical, paraprofessional and specialized staff)
4 or 5	Skill level C (intermediate staff)
6	Skill level D (basic staff and labourers)

Let's return to our example of NOC 4141...

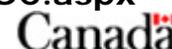
Since the first digit is 4, the skill type category is professional staff in the social sciences, teaching, public administration and religion. Since the second digit is 1, the skill level is A, indicating that the entry level for the occupation is a university degree.

Latest update: 2007-06-21

<http://www5.hrsdc.gc.ca/NOC/English/NOC/2006/NewNOC.aspx>

 Ressources humaines et Développement social Canada

Human Resources and Social Development Canada





**Human Resources and Skills Development Canada**

### Quick Search

Enter a 4-digit NOC code or your job title.

### Search the NOC

Search the NOC...

### NOC

Welcome to NOC  
About the NOC  
New @ NOC  
Coming Soon  
Occupational Structure Matrix  
Tutorial  
Career Handbook  
Employers' Handbook  
NOC Web Services  
FAQ  
Order Our products  
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Related Sites  
[NOC Code List](#)

### Our Department

Ministers  
About Us  
What's New  
Newsroom  
Publications and sources  
A to Z Index

### Explore our site

Topics  
Policies and Programs

Proactive Disclosure

## New @ NOC

### Job Descriptions: An Employers' Handbook

We are pleased to announce the release of *Job Descriptions: An Employers' Handbook* - a new reference designed to help small and medium-sized organizations with their human resources management activities.

Based on the National Occupational Classification (NOC), this handbook can help users develop job descriptions to hire employees, evaluate employee performance and identify training needs.

Please refer to the [Employers' Handbook \(PDF Version, 611 kb\)](#) or view the [Employers' Handbook in HTML](#) printer friendly format to learn more.

### NOC Web Service (NOCWS)

Does your organization need to access live NOC data? If so, [ask us](#) to learn more about our NOC Web Service which is now available and how this innovation can save your organization time and money.

### NOC 2006

The NOC Web site now reflects NOC 2006 information. While no modifications to the structure of the NOC took place for the 2006 update, users can expect to find:

- Minor editorial changes made to a small number of Unit Group titles
- Review and updates performed to over 150 of the 520 Unit Group descriptions that include Lead Statement, Main Duties, Employment Requirements, Additional Information and Classified Elsewhere sections
- Modifications and/or new titles, including gender-specific titles added to the existing NOC Index of Titles

[Ask us](#) if you have questions about NOC 2006.

**Here, you access the list of tools available for employers.**

**Access the Essential Skills site.**

[http://www.hrsdc.gc.ca/eng/workplaceskills/essential\\_skills/general/home.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml)

OR



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## Essential Skills

• Understanding Essential Skills

• Essential Skills Profiles

• Authentic Workplace Materials



• Essential Skills Toolkit

• Publications and Research

• Related Links

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This site provides free and easy-to-use tools to help learners, employers and practitioners take action on Literacy and Essential Skills.

[Search over 300 job profiles](#) to see how these skills are used in the workplace.

Use the Literacy and Essential Skills Toolkit to help support skills upgrading at work and in everyday life. The Tools are categorized under three areas:

- [Assessment](#)
- [Learning](#)
- [Training Supports](#)

We would appreciate receiving your [feedback on the Essential Skills Toolkit](#). If you have any questions about Essential Skills, please [contact us](#).

To order copies of the tools and other Essential Skills publications, visit the [Publications & Research](#) section.

### What's New

- [New Tools](#)



<a href="#">English</a>	<a href="#">Contactez-nous</a>	<a href="#">Aide</a>	<a href="#">Recherche</a>	<a href="#">Site du Canada</a>
<a href="#">Accueil</a>	<a href="#">Au sujet de ce site</a>	<a href="#">Plan du site</a>	<a href="#">Qu'est-ce que PRH?</a>	<a href="#">Liens connexes</a>

## Literacy and Essential Skills Toolkit

- [Understanding Essential Skills](#)
- [Essential Skills Profiles](#)
- [Authentic Workplace Materials](#)
- [Essential Skills toolkit](#)
- [Publications and research](#)
- [Related Links](#)
- 
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The Literacy and Essential Skills Toolkit is a series of free and easy-to-use tools that help address different literacy and essential skills challenges. The Toolkit offers support in the following areas: [Assessment](#), [Learning](#), and [Training](#).

Use the checkmarks (✓) to identify the tools that are most useful to you.

We would appreciate receiving your [feedback on the Essential Skills Toolkit](#). If you have used the Literacy and Essential Skills Toolkit, you can provide us with valuable information that can be used to enhance our tools and supports to better meet your needs.

To order copies of the tools and supports, visit the [Publications & Research](#) section of our website.



<b>Awareness</b>			
	<b>Tools to...</b>		
<b>Tool name</b>	<b>Employees/ Learners</b>	<b>Community Groups</b>	<b>Employers/ Trainers</b>
<a href="#">What are Essential Skills?</a>	✓	✓	✓
<a href="#">What is the Essential Skills Research Project?</a>	✓	✓	✓
<a href="#">What are Essential Skills Profiles?</a>	✓	✓	✓
<a href="#">Developing Essential Skills in the Workplace</a>		✓	✓
<a href="#">Living and Learning – Essential Skills Success Stories</a>	✓	✓	✓
<a href="#">Sector Council Essential Skills Initiatives: Case Studies</a>		✓	✓

Assessment			
Tool Name	Tools for...		
	Employees/ Learners	Community Groups	Employers/ Practitioners
<a href="#">Organizational Needs Assessment</a>			✓
<a href="#">Workplace Survey</a>			✓
<a href="#">Workplace Check-up</a>			✓
<a href="#">Hiring Checklist</a>			✓
<b>Paper Based Indicator:</b> <a href="#">Reading</a> <a href="#">Document Use</a> <a href="#">Numeracy</a>	✓	✓	✓
<b>Online Indicator:</b> <a href="#">Document Use</a>  <a href="#">Numeracy</a>	✓	✓	✓
<b>Self-Assessments:</b> <sup>NEW</sup> <a href="#">Oral Communication</a> <a href="#">Computer Use</a> <a href="#">Writing</a> <a href="#">Reading</a> <a href="#">Document Use</a> <a href="#">Numeracy</a> <a href="#">Continuous Learning</a> <a href="#">Working with Others</a>	✓		

Learning			
Tool Name	Tools for...		
	Employees/ Learners	Community Groups	Employers/ Practitioners
<b>Tip Sheets and Practice &amp; Learning Exercises:</b> <a href="#">Document Use</a> <a href="#">Oral Communication</a> <a href="#">Computer Use</a> <a href="#">Working with Others</a> <sup>NEW</sup> <a href="#">Reading</a> <sup>NEW</sup> <a href="#">Writing</a> <sup>NEW</sup>	✓	✓	✓
<a href="#">Passport</a>	✓	✓	✓
<a href="#">Portfolio</a>	✓	✓	✓
<a href="#">Problem Solved! A Guide for Employers and Practitioners</a>		✓	✓
<a href="#">Problem Solved! A Guide for Employees and Learners</a>	✓	✓	
<a href="#">Vocabulary Building Workbook</a> <sup>NEW</sup>	✓	✓	✓
<a href="#">Oral Communication Video - An Essential Skill in the Canadian Workplace</a> <sup>NEW</sup>	✓	✓	✓

Training Supports			
Tool Name	Tools for...		
	Employees/ Learners	Community Groups	Employers/ Practitioners
<a href="#">Taking Action: An Introduction</a>		✓	✓
<a href="#">Taking Action: A Guide</a>		✓	✓
<a href="#">Training Activities</a>		✓	✓
<a href="#">Mentoring and Essential Skills</a> <sup>NEW</sup>			✓
<a href="#">Job Enhancement and Essential Skills</a> <sup>NEW</sup>			✓
<a href="#">Communications Essentials - A Modular Workshop</a> <sup>NEW</sup>		✓	✓
<a href="#">Essential Skills Interview Assistant</a> <sup>NEW</sup>		✓	✓

## To order publications

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## ESSENTIAL SKILLS

- Understanding Essential Skills
- Essential Skills Profiles
- Authentic Workplace Materials
- Essential Skills toolkit
-  Publications and research
- Related Links

## Publications and Research

To order copies of Essential Skills publications, please mail or fax your request to:

### Enquiries Centre

Human Resources and Skills Development Canada  
140 Promenade du Portage  
Phase IV, Level 0  
Gatineau, QC  
K1A 0J9  
Fax: (819) 953-7260  
Email: [publications@hrsd-rhdsc.gc.ca](mailto:publications@hrsd-rhdsc.gc.ca)

Please include the publication number in your request.

**\*NEW\***

***Office of Literacy and Essential Skills 2009 Calendar  
(WP-081-12-08)***

## Awareness

- [What are Essential Skills?](#) (WP-077-07-08)
- [What is the Essential Skills Research Project?](#) (HIP-025-11-04)
- [What are Essential Skills Profiles?](#) (HIP-010-12-06)
- [Building Essential Skills in the Workplace](#) (HIP-028-03-05E)
- [Living and Learning - Essential Skills Success Stories](#) (HIP-031-02-06E)
- [Sector Council Essential Skills Initiatives: Case Studies](#) (WP-061-03-08E)
- [Literacy and Essential Skills Toolkit - Postcard](#) (WP-094-01-09E) **NEW**

## Assessment

- [Organizational Needs Assessment](#) (WP-060-03-08E)
- [Workplace Survey](#) (WP-028-01-09E)
- [Workplace Check-up](#) (WP-029-01-09E)
- [Hiring Checklist](#) (WP-031-01-09E)
- [Reading Indicator](#) (WP-039-01-09E)
- [Document Use Indicator](#) (WP-040-01-09E)
- [Numeracy Indicator](#) (WP-038-01-09E)
- [Oral Communication Self-Assessment](#) (WP-083-01-09E) **NEW**
- [Computer Use Self-Assessment](#) (WP-084-01-09E) **NEW**
- [Writing Self-Assessment](#) (WP-085-01-09E) **NEW**

- [Reading Self-Assessment](#) (WP-086-01-09E) <sup>NEW</sup>
- [Document Use Self-Assessment](#) (WP-087-01-09E) <sup>NEW</sup>
- [Numeracy Self-Assessment](#) (WP-088-01-09E) <sup>NEW</sup>
- [Continuous Learning Self-Assessment](#) (WP-089-01-09E) <sup>NEW</sup>
- [Working with Others Self-Assessment](#) (WP-090-01-09E) <sup>NEW</sup>

## Learning

- [Working with Others Tip Sheet](#) (WP-093-2-01-09E) <sup>NEW</sup>
- [Reading Tip Sheet](#) (WP-101-01-01-09E) <sup>NEW</sup>
- [Writing Tip Sheet](#) (WP-109-1-02-09E) <sup>NEW</sup>
- [Oral Communication Tip Sheet](#) (WP-072-1-03-08E)
- [Document Use Tip Sheet](#) (WP-071-1-03-08E)
- [Computer Use Tip Sheet](#) (WP-070-1-03-08E)
- [Passport](#) (WP-037-01-08E)
- [Portfolio](#) (WP-036-01-08E)
- [Problem Solved! A Guide for Employers and Practitioners](#) (WP-063-03-08E)
- [Problem Solved! A Guide for Employees and Learners](#) (WP-064-03-08E)
- [Vocabulary Building Workbook](#) (WP-102-02-09E) <sup>NEW</sup>
- [Oral Communication Video - An Essential Skill in the Canadian Workplace](#) (WP-108-02-09) <sup>NEW</sup>

## Training Supports

- [Taking Action: An Introduction](#) (WP-062-03-08E)
- [Taking Action: A Guide](#) (WP-059-03-08E)
- [Training Activities](#) (WP-030-02-07E)
- [Job Enhancement and Essential Skills](#) (WP-091-01-09E) <sup>NEW</sup>
- [Mentoring and Essential Skills](#) (WP-092-01-09E) <sup>NEW</sup>
- [Communications Essentials - A Modular Workshop](#) (WP-106-02-09) <sup>NEW</sup>
- [Essential Skills Interview Assistant](#) (WP-107-02-09) <sup>NEW</sup>