

Talk to people

Before you begin your training, it is a good idea to talk to people who can answer questions about apprenticeships, provide information to help you prepare for training and offer tutoring to help you improve your Essential Skills.

People who could help you include:

- other apprentices who have completed some or all of their training
- people from the college or school you will be attending
- your apprenticeship training coordinator or field officer
- people you know who work in the trades
- family and friends

Gather information and create lists

Create lists of people, community resources and Web sites to prepare you for your training and help you succeed in your apprenticeship program. Write down names/titles, addresses, telephone numbers, email addresses and Web sites, as needed.

Activity Create a list of people to contact.

Name

Contact Information

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Activity Create a list of community resources.

My local library:

My local community college:

My training school's learning centre:

An adult learning centre in my community:

My trade union:

Activity Create a list of Web sites that provide information on trades and/or skills upgrading.

Practise your Essential Skills

Decide which of your Essential Skills need to improve. Practise these skills at least two to three months before your training begins. Use the following tips to help you get started:

- Review your textbooks and training materials before the start of classes.
- Get help from different sources. Use your list of resources as a guide.
- Go to your local library or search the Internet to find books, materials, tutorials or courses on skills upgrading.
- Contact your local Adult Learning Centre for skills upgrading tutorials and courses.
- Contact the student services at your local college or training school to find out if they offer courses to help you upgrade your skills or prepare for in-class training.
- Contact your trade union and ask about support services for members.



Ask yourself the following questions:

Are my reading skills strong enough to read textbooks and other class materials?

Do I need to upgrade my math skills to do trades calculations?

Am I confident that I can write notes that are clear and concise?

Set goals and keep track of achievements

Write down your learning goals and keep track of when you achieve them. Make sure you include what you want to achieve and by what date. Leave space to “check off” the goal when you have achieved it. Set small goals that are realistic for you. For example: “I will complete one set of exercises on fractions by Friday before the hockey game.”

Activity Write your goals for the next two weeks.

Completed

For more information on Essential Skills
and related resources, visit
hrsdc.gc.ca/essentialskills

For more information on the Interprovincial
Standards Red Seal Program, visit
www.red-seal.ca

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