WHAT THE SKILLS AND KNOWLEDGE PROFILE IS ALL ABOUT

We often don’t really understand how much we’ve learned from experiences in our daily life like raising children or grocery shopping. The Skills and Knowledge Profile will help you identify the wide range of skills and experience you have. It will help you give yourself credit for what you learned outside school.

For example, you learn a lot from watching a co-worker or talking with friends and neighbours, or even watching TV. It may also help you clarify your personal future plans regarding paid work, study or personal interests.

You are the best judge of what you have learned. And that is what this skills and knowledge profile is all about. It is a way to recognize the skills and knowledge you have learned, over the years, in all different places. Our hope is that this tool will be used in many different ways; for training and education programs, education proposals and for self-assessment. We hope it will be of value to you in future work and study.
Section A. PERSONAL INFORMATION

WHAT THIS SECTION IS ABOUT

The categories provided in this section are based on information about the problems people face in getting jobs and promotions. No group of people should be left out of training because of their race, gender or age. For example, opportunities differ from place to place, if you live in a rural area without easy access to education, it is difficult to take courses.

HOW TO COMPLETE SECTION A

Fill in the categories that apply to you. If you are uncomfortable with any part of this section, leave the space blank. However, the more information gathered about who has completed the profiles, the better able organizations are to make training decisions.

You are ready to answer the questions below.

Please put a check mark beside or circle any category that applies to you.

☐ Man  ☐ Woman

Age

☐ under 20  ☐ 20-35  ☐ 36-40  ☐ 41-45

☐ 46-50  ☐ 51-55  ☐ 56-60  ☐ 61-65  ☐ over 65

Completed years of formal education

☐ grade 10 or less  ☐ high school  ☐ diploma/cert.  ☐ degree

☐ Parent with childcare needs

☐ First language other than English

☐ Person with a disability

☐ Visible/racial minority __________________________
   (specify)

☐ Aboriginal/ First Nations
What this section is about

By ‘non-formal’ we mean courses or workshops you took outside the school system that didn’t necessarily give you a degree or certificate – but where you learned something. Here are some examples:

- Course on photography, cooking, carpentry, home repairs, writing poetry, gardening...
- Seminar run by a religious organization
- Courses run by your employer on work related topics such as working in teams or
- Technical aspects of your job.
- Union courses on being a Steward, leadership, communications, ‘union judo’

How to complete Section B

Read all the categories below and if any one relates to a course or workshop you participated in, check it off. When you finish as many as you wish, move one to the next section where you will expand on three courses of your choice.

- Religion
- Computers
- Literacy
- Financial
- Politics
- Academics
- Environment
- Languages
- Communications
- Health/Body
- Audio/Video
- Cooking/Nutrition
- Child/Elderly Care
- Animal Care
- Repairs
- Arts
- Drama
- Sports
- Home
- Work
- Union
- Writing
- Nature
- Dance
- Crafts
- Music
- Garden

Other

Pick any three of the courses or workshops and answer the following questions for each course. Write the name or short description of each course you took under ‘what I did’. Then fill in the additional information. Note that in this section we are also interested in why you took the course.
Course A

What was it about? _____________________________________________________________________________

Who offered the course? ________________________________________________________________________

How long was the course? _______________________________________________________________________

What I learned? _______________________________________________________________________________

How I learned it? Check what applies from the list below.

☐ observing the teacher   ☐ observing other students   ☐ practice in class
☐ listening to students   ☐ talking in discussion   ☐ read materials
☐ watching videos   ☐ practice at home   ☐ following the manual
☐ talking to people   ☐ trial and error   ☐ research
☐ teaching others   ☐ listening to audio tapes   ☐ conducting survey
**Course B**

What was it about? ________________________________________________________________

Who offered the course? _____________________________________________________________

How long was the course? __________________________________________________________

What I learned? _________________________________________________________________

How I learned it? Check what applies from the list below.

- [ ] observing the teacher
- [ ] observing other students
- [x] practice in class
- [ ] listening to students
- [ ] talking in discussion
- [ ] read materials
- [ ] watching videos
- [ ] practice at home
- [ ] following the manual
- [ ] talking to people
- [ ] trial and error
- [ ] research
- [ ] teaching others
- [ ] listening to audio tapes
- [ ] conducting survey

**Course C**

What was it about? ________________________________________________________________

Who offered the course? _____________________________________________________________

How long was the course? __________________________________________________________

What I learned? _________________________________________________________________

How I learned it? Check what applies from the list below.

- [ ] observing the teacher
- [ ] observing other students
- [x] practice in class
- [ ] listening to students
- [ ] talking in discussion
- [ ] read materials
- [ ] watching videos
- [ ] practice at home
- [ ] following the manual
- [ ] talking to people
- [ ] trial and error
- [ ] research
- [ ] teaching others
- [ ] listening to audio tapes
- [ ] conducting survey
Section C. PERSONAL INFORMAL LEARNING

WHAT THIS SECTION IS ALL ABOUT

Here is what we mean by informal learning...

• A friend came over to show you how to use software to get you onto the Internet. As a result, you learned how to use a modem and communications software.

• You got information about where you wanted to live before you came to Canada. You used skills of gathering, compiling and analyzing information. And you learned about Canadian cities.

We learn a great deal from these activities – but we often don’t get any recognition for it. We don’t even give ourselves credit for all our skills and knowledge.

HOW TO COMPLETE SECTION C

We will be asking you some details about your informal learning activities:

➢ Step 1 – What you did? (e.g. ride a bicycle)
➢ Step 2 – What you learned? (e.g. how to signal with your hand; how to find safe paths)
➢ Step 3 – How you learned it? (e.g. from a friend; trial and error)

List your activities under headings (family work, volunteer work etc.) Here is an example of how to fill in each heading after you have chosen the activities.

EXAMPLES

Family Work
What I did? Cook for a large group
What I learned? Quantity cooking and nutrition
How I learned it? Advice from my mother and friends, T.V., reading cookbooks

You are now ready to complete this section.
Family work
Check off the activities that you have done and then choose to expand on one or two activities by answering the three questions

☐ cooking  ☐ cleaning  ☐ repairing  ☐ caring
☐ sewing  ☐ compromising  ☐ building  ☐ counselling
☐ budgeting  ☐ conflict resolution  ☐ scheduling  ☐ driving
☐ listening  ☐ giving advice  ☐ interior design  ☐ shopping
☐ moving  ☐ arranging parties  ☐ tutoring  ☐ disciplining

What I did. ___________________________________________________________________________________

What I learned. ________________________________________________________________________________

How I learned it. ________________________________________________________________________________

Volunteer Work
Check off the places where you volunteered and then choose one or two places to expand on by answering the three questions below.

☐ community agency  ☐ school/daycare  ☐ world relief agency
☐ sports team  ☐ recreation centre  ☐ religious organization
☐ elderly/child home  ☐ farm/garden  ☐ your neighbourhood/street
☐ political group  ☐ union  ☐ hospital/clinic
☐ fire station  ☐ community business  ☐ food bank
☐ shelter  ☐ help line  ☐ library
☐ military  ☐ zoo  ☐ other
Recreational Activities and Hobbies

Check off as many activities as you wish and then choose to expand on one or two of them.

☐ observing the teacher  ☐ observing other students  ☐ practicing in class  ☐ listening to students
☐ watching movies  ☐ reading  ☐ making clothes  ☐ writing
☐ inventing  ☐ dancing  ☐ listening to music  ☐ painting
☐ public speaking  ☐ sculpting  ☐ playing sports  ☐ going out
☐ skating  ☐ watching t.v.  ☐ being active  ☐ repairing
☐ making crafts  ☐ camping  ☐ driving  ☐ teaching
☐ meditating  ☐ cooking  ☐ cycling  ☐ travelling
☐ singing  ☐ investing  ☐ talking  ☐ healing
☐ playing an instrument  ☐ attending shows/museums/exhibitions

other _______________________________
Major events

Check off as many events as you wish and then choose one or two to expand on.

☐ immigrating                  ☐ having a child                  ☐ making a major purchase
☐ adopting a child             ☐ dealing with a natural disaster ☐ moving
☐ getting married              ☐ discovering some information   ☐ falling ill
☐ changing careers             ☐ changing my situation          ☐ getting divorced
☐ experiencing a war           ☐ converting /discovering religion ☐ achieving fame
☐ returning to school          ☐ telling others a personal thing ☐ recovering from an illness
☐ dealing with the illness/death of a loved one ☐ other

What I did. ____________________________________________________________

_____________________________________________________________________

What I learned. _________________________________________________________

_____________________________________________________________________

How I learned it. ________________________________________________________

_____________________________________________________________________
Section D. JOB-RELATED INFORMAL LEARNING

WHAT THIS SECTION IS ABOUT

You have probably had to list your work experience on a job application. This is a little different. We want to help you identify many skills you learned on each job by just doing your job. If you are not employed, please think about volunteer work you have done.

HOW TO COMPLETE SECTION D

This is about your current and former jobs. Please list:

• job title (e.g. Bookkeeper)
• skills learned (e.g. preparation of payroll)
• how you learned these skills (e.g. from co-workers and supervisor)

Step 1 Job title and length of time

Put down the job title and a short description to make it clear what you did. Include approximately how long you have been (or were) on that job.

Step 2 Skills learned

Most of us have trouble naming our skills. There is a list of skills you may choose from but, keep in mind, that this is not a final list and there are MANY more. Note any others which come to mind as you read through the examples so you won’t forget them.

Step 3 How you learned

Here’s an example of how John and Anne learned to use the computer program, Windows. It was not a job requirement, but they both learned it on the job...

John explains:

“Well, a few of us would have some time at work to look at the Windows background of the presses software, and we got to wondering how it worked. So Anne started fooling around with it and she taught the rest of us what she figured out.”

So John learned from a co-worker, Anne. Anne learned through experimenting and trial and error. You may choose from the list provided or write your own method for learning that particular skill.

You are now ready to complete this section. Remember, this is your chance to do an inventory of the knowledge and skills you have developed on the job. Feel free to use the back of the form if you need more room.
Choose from the list below the skills you learned on your past three jobs.

- operating tools/equipment
- assembling
- installing
- building
- repairing
- cleaning
- sketching
- painting
- keyboarding
- cooking
- training
- refinishing
- raising animals
- sewing
- chopping
- gardening
- organizing
- packaging
- massaging
- weaving
- monitoring
- measuring
- sculpting
- baking
- tending to the sick
- taping
- editing
- writing
- calculating
- budgeting
- analyzing
- driving
- listening
- examining
- reading
- creating
- coordinating
- translating
- filing
- reporting
- presenting
- data entry
- searching
- inventing
- trouble shooting
- designing
- classifying
- counting
- internet surfing
- acting
- cycling
- flying
- taking inventory
- serving
- teaching
- training
- motivating
- talking
- empathizing
- explaining
- building a database
- selling
- modelling
- singing
- playing an instrument
- dancing
- running
- defending
- giving feedback
- encouraging
- negotiating
- evaluating
- public speaking
- counselling
- advocating
- lobbying
- giving advice
- other__________________________
Current or Most Recent Job

Job title: _____________________________________________________________________________________

Length of time: ________________________________________________________________________________

Skills learned: _________________________________________________________________________________

How I learned. Choose from below

☐ trained by supervisor
☐ trial and error
☐ asked questions
☐ took notes during instruction
☐ asked people outside my job
☐ learned in previous job

☐ trained by co-worker
☐ observed other workers
☐ read instructions and manuals
☐ practised
☐ showing co-workers what to do
☐ learned at school

Previous Job

Job title: ______________________________________

________________________________________________________________________________________

Length of time: __________________________

________________________________________________________________________________________

Skills learned: ___________________________

________________________________________________________________________________________
How I learned. Choose from below

- trained by supervisor
- trial and error
- asked questions
- took notes during instruction
- asked people outside my job
- learned in previous job

- trained by co-worker
- observed other workers
- read instructions and manuals
- practised
- showing co-workers what to do
- learned at school

Previous Job

Job title: ________________________________

Length of time: ____________________________________________

Skills learned: ____________________________________________

How I learned. Choose from below

- trained by supervisor
- trial and error
- asked questions
- took notes during instruction
- asked people outside my job
- learned in previous job

- trained by co-worker
- observed other workers
- read instructions and manuals
- practised
- showing co-workers what to do
- learned at school

Now, please estimate the total amount of time per week you spend on informal learning, personal learning and on the job learning.

__________________________ hours.
Section E. FUTURE LEARNING PLANS

What this section is about
At this point, we hope you are feeling pretty good about the extent of knowledge and skills you already have. Now we would like you to start thinking about the future. You have a lot going for you, whatever you decide to do!

How to complete Section E
Before you begin section E, think about the following questions:
• Given all you have been thinking about so far, what kind of paid work, study or personal learning you want to do in the future?

Now you are ready to complete section E.

1. Are you currently working? Yes No
If so, where?

2. What are your employment plans for the next 5 years?
   • Find a job
   • Upgrade skills to stay in your current job,
   • Develop skills to get a new job
   • Change jobs
   • Ask for a raise
   • Other ________________________________

3. What are your plans regarding personal interests?
   • Start a family
   • Retire
   • Move homes or to another city
   • Take up new hobbies
   • Go back to school
   • Fix your home
   • Travel
   • Other ________________________________

4. What courses or training programs will help you get the skills you need? (You can check more than one answer)
   • Complete secondary education
   • ESL training
   • Workplace (in-house) Training
   • Computer training
   • Complete university education
   • Community courses/training
   • Union Courses
   • Language training
Obtain certification from:

- Trade school
- Complete apprenticeship program
- Community college
- Other

5. How could your employer assist you?

- Fund trade school course
- Provide workplace training
- Provide scholarship
- Employer pay for course
- Authorization to attend
- Providing replacement workers

6. How could your union assist you?

- Provide union training
- Develop contract language on training
- Set up jointly managed training funds

7. How could your training program assist you?

- Provide accreditation for the program
- Keep you informed about upcoming programs
- Making agreements with other training programs
The Skills and Knowledge Profile and the Coach's Manual are products of the "Learning Capacities in the Community and Workplace: An Action Research Project". This was a two-year study on adult learners and their learning strategies. The funding for this initiative was generously provided by: the National Literacy Secretariat, the Canadian Labour Force Development Board, the New Approaches to Lifelong Learning Network based in the Ontario Institute for Studies in Education (OISE/UT), and the JUMP Project in British Columbia. In addition to the Skills and Knowledge Profile (SKP) and Coach's Manual, there are two videos. One video details the reaction of union members to the SKP and the second presents a community-based training perspective.
The project co-ordinators were Karen Lior, formerly Executive Director, ACTEW, and D’Arcy Martin, Union Educator. Project Researchers were Anne Morais, Toronto, Peter Sawchuk, Toronto, and Priti Shah, Vancouver, British Columbia. The Skills and Knowledge Profile and Coach’s Manual are available from:

Advocates for Community-based Training and Education for Women (ACTEW),
401 Richmond Street West, Suite 355
Toronto, Ontario M5V 3A8
Tel: (416) 599-3590
Fax: (416) 599-2043
e-mail: actew@web.net
http://www.web.net/~actew/

and

The New Approaches to Lifelong Learning (NALL) Network
OISE/UT
252 Bloor St. West
Toronto, Ontario M5S 1V6
Tel: (416) 923-6641 x 2392
Fax: (416) 926-4751
e-mail: rroth@oise.utoronto.ca
http://www.oise.utoronto.ca/depts/sese/scew/nall

The cost is $25.00 for single copies of the Skills and Knowledge Profile with the Coach’s Manual, $100 with the two videos. For rates on multiple copies and permission to reproduce contact the two sponsoring organizations.