

Themes within the Directory of Semiskilled Trades

While working on a PDIG, a team of us from Western Québec School Board completed an examination of the Directory of Semiskilled Trades. In doing so we recognized reoccurring themes. We looked at both the Specific Competencies (what they are expected to do) and the Performance Criteria (how the student should be completing the tasks).

The six **Specific Competency** themes that emerged were:

1. Clean and tidy up the work area
2. Maintain the equipment and work areas
3. Prepare the workstation
4. Handle and receive food and non-food products
5. Receive payment from customers
6. Serve customers

We also examined the most common **Performance Criteria** and grouped them into three broad areas:

1. Health and Safety
2. Customer Service
3. Following Procedures

These themes reflect the most common components of the Directory of Semiskilled Trades and as such they represent areas in which our students may be evaluated on during their work placements/experiences in the Work Skills or Preparation for a Semiskilled Trade courses. These courses are at the heart of the Work-Oriented Training Path as success in them ultimately leads to certification.

We felt that our students would benefit from workshops and/or lesson plans that developed from these themes. Workshops and lesson plans **need not be** trade specific, such as Vehicle Cleaner or Day Care Worker but could target skills and competencies that they may need in **many jobs** in the working world and more specifically, from the Directory of Semiskilled Trades. The creation of these themes and broad areas helped to support this initiative.

Attached you will find a workshop/lesson plan template plus example and some suggestions for workshops that could be completed in school as part of the Introduction to the World of Work course in the Pework Training program.