

**Table 2: Distribution of course content – UNDER DEVELOPMENT**

One example of course content being distributed over 12 weeks (or 240 hours) is shown in the table below.

The content will be laid out so that the learners are introduced to the mining industry immediately. Matching the mining content to transferable skills throughout the program allows us to develop learning activities that link the transferable skills and attitudes to mining workplace activities.

#	Title	Learning Outcomes	Lessons
	<b>Introduction</b>		<b>Lesson 1 (3 hours)</b> <b>Lesson 2 (3 hours)</b>  <b>TOTAL = 6 HOURS</b>
<b>1</b>	<b>Doing What is Right for You</b>	<b>A1/ Demonstrate a Positive Attitude</b> <b>A1.1: Demonstrate self-esteem and confidence</b> <ul style="list-style-type: none"> <li>Identify components of a positive attitude (e.g., reliable, hardworking, goal-oriented, committed)</li> <li>Identify the benefits of a positive attitude</li> <li>Act with assurance by trying new activities and participating actively</li> <li>Display self-control in speaking and actions</li> </ul> <b>A1.5: Maintain healthy lifestyle</b> <ul style="list-style-type: none"> <li>Keep physically fit and mentally alert</li> <li>Maintain personal hygiene and grooming</li> <li>Identify the components of proper nutrition</li> <li>Identify the components of healthy work-life balance</li> <li>Identify the components of healthy mental well-being</li> <li>Comply with 'substance free' workplace rules (e.g., alcohol, illegal and misuse of prescription drugs, cigarettes)</li> </ul> <b>A3/ Demonstrate Adaptability</b> <b>A3.5: Manage stress</b> <ul style="list-style-type: none"> <li>Identify sources of stress and their effects</li> <li>Recognize how emotions affect stress</li> <li>Identify techniques for reducing stress</li> <li>Recognize personal strengths and weaknesses</li> <li>Manage time effectively</li> <li>Recognize importance of a balanced lifestyle</li> </ul> <b>C1/ Demonstrate Knowledge of the Mining Sector</b> <b>C1.1 Describe mining sector</b>	<b>Lesson 1 (3 hours) Strategies 1 – 6</b> <b>Topics</b> <ul style="list-style-type: none"> <li>Introduction to the module</li> <li>Learning outcomes and key terms</li> <li>Pre-check activities</li> <li>A positive attitude</li> <li><b>Lesson 2 (3 hours) Strategy 7</b></li> <li><b>Topics:</b> <ul style="list-style-type: none"> <li>Self-esteem and confidence</li> <li>Self-control</li> <li>Good personal grooming</li> </ul> </li> </ul> <b>Lesson 3 (3 hours) Strategies 8 – 11</b> <b>Topics:</b> <ul style="list-style-type: none"> <li>A Healthy lifestyle</li> <li>Managing stress</li> <li>Managing time</li> </ul> <b>Lesson 4 (3 – 4 hours) Strategies 12 – 17</b> <b>Topics:</b> <ul style="list-style-type: none"> <li>Mined substance in our homes</li> <li>Mined substances in a computer</li> <li>Mined substances – Minerals and metals produced in Canada</li> <li>Activities during stages of mining</li> </ul> <b>Lesson 5 (2 hours) Strategies 18 – 20</b> <b>Topics:</b> <ul style="list-style-type: none"> <li>Feature Occupation - Environmental coordinator</li> <li>Post-check activities</li> </ul>

#	Title	Learning Outcomes	Lessons
		<ul style="list-style-type: none"> <li>Identify benefits of mining industry to society</li> <li>Identify key minerals and substances mined in Canada</li> <li>Describe stages of mining operations (e.g., exploration, development, operation and closure)</li> </ul>	<b>TOTAL = 15 HOURS</b>
2	Doing what is Right for Others	<p><b>A1/ Demonstrate a Positive Attitude</b></p> <p><b>A1.2: Show respect for others</b></p> <ul style="list-style-type: none"> <li>Use language that is appropriate for the workplace</li> <li>Show up on time</li> <li>Be courteous</li> <li>Avoid sexist and racist language and jokes</li> </ul> <p><b>A1.3: Demonstrate honesty and ethical behaviour</b></p> <ul style="list-style-type: none"> <li>Address problems with appropriate authority or supervisor</li> <li>Provide accurate and factual information</li> <li>Respect confidentiality</li> <li>Respect other peoples' property</li> <li>Keep personal and work matters separate</li> <li>Take responsibility for own actions and behaviours</li> </ul> <p><b>A2/ Demonstrate Responsibility</b></p> <p><b>A2.3: Be accountable for actions</b></p> <ul style="list-style-type: none"> <li>Take responsibility for actions</li> <li>Follow up on requests and promises</li> <li>Follow directions and/or instructions</li> <li>Recognize what is reasonable for given amount of time</li> <li>Learn from mistakes</li> <li>Ask for help when in doubt</li> </ul> <p><b>C1/ Demonstrate Knowledge of the Mining Sector</b></p> <p><b>C1.1: Describe mining sector</b></p> <ul style="list-style-type: none"> <li>Identify key concerns in modern mining industry</li> <li>Describe general facts about mining around the world</li> </ul>	<p><b>Lesson 1 (3 hours) Strategies 1 – 8</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>Introduction to the module</li> <li>Learning outcomes and key terms</li> <li>Pre-check activities</li> <li>Elder Protocol</li> <li>The Seven Teachings</li> </ul> <p><b>Lesson 2 (3 hours) Strategies 9 – 13</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>Respect in the workplace</li> <li>Confidentiality</li> <li>Being accountable</li> <li>Concerns of the modern mining industry</li> <li>Indigenous people and mining around the world</li> </ul> <p><b>Lesson 3 (3+ hours) Strategies 14 – 18</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>Feature Occupation – Geologist</li> <li>Post Check activities</li> </ul> <p><b>TOTAL = 9 HOURS</b></p>

#	Title	Learning Outcomes	Lessons
3	The Circle of Change	<p><b>A3/ Demonstrate Adaptability</b></p> <p><b>A3.1: Be responsive to change</b></p> <ul style="list-style-type: none"> <li>Recognize that change is inevitable</li> <li>Accept change with open mind</li> <li>See change as a learning opportunity</li> </ul> <p><b>A3.2: Be flexible</b></p> <ul style="list-style-type: none"> <li>Adapt to changes</li> <li>Perform additional duties as requested (if safe to do so)</li> <li>Look for new solutions to challenges</li> <li>Adapt to working with different people</li> </ul> <p><b>A3.3: Learn from mistakes</b></p> <ul style="list-style-type: none"> <li>Know when to seek out help</li> <li>Accept direction and feedback from others</li> <li>Be willing to try new ways of performing tasks</li> <li>Identify and learn new skills that may be required</li> <li>Treat mistakes as opportunities for growth</li> </ul> <p><b>C1/ Demonstrate Knowledge of the Mining Sector</b></p> <p><b>C1.3: Understand the history of mining in Canada</b></p> <ul style="list-style-type: none"> <li>Describe origins of mining industry in Canada</li> <li>Describe changes in mining in Canada</li> <li>Describe how the role of the typical miner is changing</li> <li>Describe how mining impacts Aboriginal communities</li> </ul>	<p><b>Lesson 1 (2 hours) Strategies 1 – 4</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>Introduction to the module</li> <li>Learning outcomes and key terms</li> <li>Pre-check activities</li> <li>Adaptability and change</li> <li>History of Mining in Canada</li> </ul> <p><b>Lesson 2 (3 hours) Strategies 5 – 7</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>Aboriginal Peoples and Canadian Mining</li> <li>Adaptability and flexibility</li> <li>Aboriginal peoples and Canadian Mining – A story of adaptation</li> <li>Your community – A story of adaptation</li> </ul> <p><b>Lesson 3 (3 hours) Strategies 8 – 13</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>The value of feedback</li> <li>Using feedback</li> <li>Learning from Mistakes</li> <li>Feature occupation – Prospector</li> <li>Post Check activities</li> </ul> <p><b>TOTAL = 8 HOURS</b></p>
4	Caring About Productivity	<p><b>A1/ Demonstrate a Positive Attitude</b></p> <p><b>A1.4: Demonstrate initiative</b></p> <ul style="list-style-type: none"> <li>Begin new tasks on own</li> <li>Work without constant supervision</li> <li>Ask questions to clarify expectations</li> <li>Be proactive about matters affecting the workplace</li> </ul> <p><b>A2/ Demonstrate Responsibility</b></p> <p><b>A2.1: Demonstrate organizational and planning skills</b></p> <ul style="list-style-type: none"> <li>Be prepared to perform duties (e.g., punctual, not under influence of drugs, etc.)</li> <li>Notify workplace ASAP if unable to work</li> </ul>	<p><b>Lesson 1 (3 hours) Strategies 1 – 7</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>Introduction to the module</li> <li>Learning outcomes and key terms</li> <li>Multi-tasking</li> <li>Pre-check activities</li> <li>Initiative</li> <li>Doing tasks well</li> <li>Personal management and efficiency</li> </ul> <p><b>Lesson 2 (3 hours) Strategies 8 – 11</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>Surface mining</li> <li>Working efficiently with</li> </ul>

#	Title	Learning Outcomes	Lessons
		<p>because of illness, injury or a variety of other reasons</p> <ul style="list-style-type: none"> <li>○ Plan each shift/day</li> <li>○ Maintain a safe and tidy work environment</li> <li>○ Use down time effectively</li> </ul> <p><b>A2.2: Demonstrate personal management skills</b></p> <ul style="list-style-type: none"> <li>○ Manage your time before work</li> <li>○ Plan for transportation</li> <li>○ Plan for family support (e.g., childcare/eldercare, preparing living quarters for absence)</li> <li>○ Manage personal problems away from the workplace</li> </ul> <p><b>A3/ Demonstrate Adaptability</b></p> <p><b>A3.1: Be responsive to change</b></p> <ul style="list-style-type: none"> <li>○ Suggest changes to improve a situation</li> </ul> <p><b>A3.4: Work efficiently</b></p> <ul style="list-style-type: none"> <li>○ Learn to do required tasks well and then quickly</li> <li>○ Prioritize tasks</li> <li>○ Carry out multiple tasks</li> <li>○ Coordinate tasks with members of a team</li> <li>○ Complete tasks in a timely manner</li> <li>○ Manage time</li> <li>○ Recognize strengths and limitations (i.e., when additional help is required)</li> </ul> <p><b>C1/ Demonstrate Knowledge of the Mining Sector</b></p> <p><b>C1.3: Describe history of mining in Canada</b></p> <ul style="list-style-type: none"> <li>○ Describe how technology is changing the mining industry</li> </ul> <p><b>C1.4: Describe types of mining in Canada</b></p> <ul style="list-style-type: none"> <li>○ Describe the different types of mining operations in Canada</li> <li>○ Identify which minerals or substances use which extraction method</li> </ul>	<p>technology</p> <ul style="list-style-type: none"> <li>• Underground mining</li> <li>• Different types of mining operations</li> </ul> <p><b>Lesson 3 (2 hours) Strategies 12 – 14 Topics</b></p> <ul style="list-style-type: none"> <li>• Feature occupation – Mining engineer</li> <li>• Post check activities</li> </ul> <p><b>TOTAL = 8 HOURS</b></p>
5	Safety First	<p><b>A2/ Demonstrate Responsibility</b></p> <p><b>A2.6: Manage risk</b></p> <ul style="list-style-type: none"> <li>○ Recognize potential problems or hazards (e.g.,</li> </ul>	<p><b>Lesson 1 (3 hours) Strategy 1 – Introduction to the module Topics</b></p>

#	Title	Learning Outcomes	Lessons
		<p>use a 5-point Safety System)</p> <ul style="list-style-type: none"> <li>○ Predict the consequences of risks</li> <li>○ Manage factors within control</li> </ul> <p><b>A5/ Value Safety, Health and Environment</b></p> <p><b>A5.1: Make personal commitment to value safety, health and the environment</b></p> <ul style="list-style-type: none"> <li>○ Identify benefits of putting safety first</li> <li>○ Contribute to a culture of safety in the workplace</li> <li>○ Take safety home</li> <li>○ Follow energy conservation methods</li> <li>○ Apply waste management techniques</li> <li>○ Follow procedures for identifying , reporting and cleaning up spills</li> <li>○ Understand safety, health and environment-related information relevant to workplace</li> </ul> <p><b>A5.2: Keep work site safe</b></p> <ul style="list-style-type: none"> <li>○ Be aware of potential workplace hazards</li> <li>○ Follow instructions for operating equipment</li> <li>○ Recognize WHMIS symbols and what they mean</li> <li>○ Know the location of fire escapes and extinguishers</li> <li>○ Keep passageways and stairs free of clutter</li> <li>○ Clean up spills and debris on floor</li> <li>○ Load shelves and filing cabinets safely</li> <li>○ Use computer effectively to limit strain on eyes and back</li> <li>○ Use equipment that fits properly</li> <li>○ Use proper body mechanisms for all activities</li> </ul> <p><b>A5.3: Be aware of legal rights and responsibilities</b></p> <ul style="list-style-type: none"> <li>○ Recognize importance of knowing own legal rights and responsibilities</li> <li>○ Identify legislation relevant to industry and position</li> <li>○ Keep up to date with changes in legislation</li> </ul> <p><b>A5.4: Follow guidelines for handling equipment</b></p> <ul style="list-style-type: none"> <li>○ Understand manufacturer's instructions for use</li> <li>○ Identify standard guidelines for operating equipment safely</li> </ul>	<ul style="list-style-type: none"> <li>• Managing risks</li> <li>• Statistics of First Nations injuries</li> <li>• Culture of Safety</li> <li>• Costs of workplace injuries</li> <li>• Valuing safety</li> </ul> <p><b>Lesson 2 (3 hours) Strategies 2 – 3</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>• Pre-checks</li> <li>• Value safety, health and the environment</li> <li>• Handling tools and equipment and safety precautions</li> <li>• Security</li> </ul> <p><b>Lesson 3 (3 hours) Strategies 4 – 7</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>• The 5 Point Safety System</li> <li>• Protecting your body</li> <li>• Protecting your back</li> <li>• Handling tools and equipment</li> </ul> <p><b>Lesson 4 (4 hours) Strategies 8 – 12</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>• Above-ground traffic guidelines</li> <li>• Below-ground traffic guidelines</li> <li>• Security</li> <li>• Fire safety</li> <li>• Emergencies</li> </ul> <p><b>Lesson 5 (2 hours) Strategies 13 – 15</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>• Legislation related to workplace health and safety</li> <li>• Workers rights and responsibilities</li> <li>• Harassment and violence</li> </ul> <p><b>Lesson 6 (3 hours) Strategies 16 – 18</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>• WHMIS</li> <li>• Cleaning up spills</li> <li>• Valuing the environment</li> </ul>

#	Title	Learning Outcomes	Lessons
		<ul style="list-style-type: none"> <li>○ Identify types of equipment and tools</li> <li>○ Identify recommended personal protective equipment</li> </ul> <p><b>A5.5: Follow workplace traffic guidelines</b></p> <ul style="list-style-type: none"> <li>○ Always look in direction in which you are moving</li> <li>○ Walk in workplace</li> <li>○ Move or repair hazardous objects</li> <li>○ Recognize and obey all traffic signs, e.g., walking traffic should be on operator's side of vehicle</li> <li>○ Recognize safe traffic procedures for working in mining environment</li> </ul> <p><b>A5.6: Follow security procedures</b></p> <ul style="list-style-type: none"> <li>○ Identify security problems</li> <li>○ Recognize appropriate response in security situation</li> <li>○ Provide accurate information regarding a security situation</li> </ul> <p><b>A5.7: Identify fire safety information</b></p> <ul style="list-style-type: none"> <li>○ Recognize importance of fire safety plan in the workplace</li> <li>○ Know fire drill procedures for workplace</li> <li>○ Identify fire risks</li> <li>○ Identify symbols and combustible materials for common classes of fire</li> </ul> <p><b>A5.8: Prepare for emergencies</b></p> <ul style="list-style-type: none"> <li>○ Identify possible emergency situations</li> <li>○ Recognize importance of acting as team in emergency situation</li> <li>○ Prepare and practice for emergency situations</li> <li>○ Be familiar with location of emergency/safety tools and resources</li> <li>○ Identify key information about an emergency that should be recorded</li> </ul> <p><b>A5.9 Respond to emergencies</b></p> <ul style="list-style-type: none"> <li>○ Follow emergency procedures</li> </ul> <p><b>C1/ Demonstrate Knowledge of the Mining Sector</b></p> <p><b>C1.7: Understand the importance of safety in the mining industry</b></p> <ul style="list-style-type: none"> <li>○ Recognize Safety First as main principle</li> <li>○ Identify general safety guidelines</li> <li>○ Identify safety considerations particularly</li> </ul>	<p><b>Lesson 7 (2 hours) Strategies 19 – 20 Topics</b></p> <ul style="list-style-type: none"> <li>• Acronyms</li> <li>• Feature Occupation: Health and Safety Coordinator</li> </ul> <p><b>Lesson 8 (3 - 4 hours) Strategies 21 – 23 Topics</b></p> <ul style="list-style-type: none"> <li>• Post check activities creating displays to demonstrate safety knowledge</li> </ul>

#	Title	Learning Outcomes	Lessons
		<p>important in mines</p> <ul style="list-style-type: none"> <li>Identify the different safety concerns of different positions or types of mining</li> </ul> <p><b>C1.8: Understand key terms and acronyms specific to the mining industry</b></p> <ul style="list-style-type: none"> <li>Identify and use key terminology effectively</li> <li>Explain the meaning of key terms</li> </ul>	<p><b>TOTAL = 23 HOURS</b></p>
6	The Circle of Communication	<p><b>B1/ Demonstrate Communication Skills</b></p> <p><b>B1.1: Communicate by reading text</b></p> <ul style="list-style-type: none"> <li>Use appropriate reading strategies for different purposes</li> <li>Locate specific information in a range of text types</li> <li>Get the main idea from a range of text types</li> <li>Discuss key information and ideas in a full-length text</li> </ul> <p><b>B1.2: Communicate by using documents</b></p> <ul style="list-style-type: none"> <li>Extract key information from relevant signs, labels and lists</li> <li>Interpret information on graphs or charts</li> <li>Read and enter information on tables or table-like documents</li> <li>Read completed forms containing a range of information types</li> <li>Read assembly diagrams</li> <li>Make sketches</li> <li>Obtain information from sketches</li> </ul> <p><b>B1.3: Communicate by writing</b></p> <ul style="list-style-type: none"> <li>Organize and remember information (rarely more than one paragraph)</li> <li>Record or document new information to inform or request information</li> </ul> <p><b>B1.4: Communicate verbally</b></p> <ul style="list-style-type: none"> <li>Organize thoughts before speaking</li> <li>Communicate orally in person, by phone, over a two-way radio, or using specialized communication signals in order to exchange information</li> <li>Participate in meetings</li> <li>Request information and coordinate with coworkers, supervisors and external</li> </ul>	<p><b>Lesson 1 (2 hours) Strategies 1 – 8</b> <b>Topics</b></p> <ul style="list-style-type: none"> <li>Background to Essential Skills including ideas for using Essential Skills profiles</li> <li>Introduction to the module</li> <li>Learning outcomes and key terms</li> <li>Pre-check activities (6 activities)</li> </ul> <p><b>Lesson 2 (3 hours) Strategies 9 – 11</b> <b>OR 2 hours plus an additional afternoon if students will be completing an actual Pre-check</b> <b>Topics</b></p> <ul style="list-style-type: none"> <li>The Essential Skill of Document Use</li> <li>Finding information on a table</li> <li>Gathering information by reading text</li> <li>The Essential Skill of Reading</li> <li>Adding information to documents</li> <li>The Essential Skill of Writing</li> </ul> <p><b>Lesson 3 (3 hours) Strategies 12 – 14</b> <b>Topics</b></p> <ul style="list-style-type: none"> <li>Writing in plain language</li> <li>Writing emails – email etiquette</li> <li>Writing an email</li> </ul> <p><b>Lesson 4 (3 hours) Strategies 15 – 16</b> <b>Topics</b></p> <ul style="list-style-type: none"> <li>Speaking using word emphasis to give different meanings</li> <li>Using hand signals to communicate</li> </ul>

#	Title	Learning Outcomes	Lessons
		<p>customers</p> <p><b>B1.5: Listen</b></p> <ul style="list-style-type: none"> <li>○ Listen actively</li> <li>○ Ask to clarify meaning, if unclear</li> <li>○ Pay attention</li> </ul> <p><b>B1.6: Communicate non-verbally</b></p> <ul style="list-style-type: none"> <li>○ Recognize how non-verbal communication (body language, tone, eye contact) affects message and how it is perceived by listener</li> <li>○ Receive, attend to, interpret, and respond to non-verbal messages and other cues</li> <li>○ Be aware of how you respond to others' non-verbal communication</li> </ul> <p><b>B1.7: Use communication tools</b></p> <ul style="list-style-type: none"> <li>○ Determine the best tool for the communication need based on purpose and immediate context</li> </ul> <p><b>B3/ Demonstrate Computer And Other Technology-Use Skills</b></p> <p><b>B3.1: Operate communication equipment</b></p> <ul style="list-style-type: none"> <li>○ Identify communication equipment needed in mine setting</li> <li>○ Identify proper rules of etiquette for communication, e.g., telephone (including hands free devices), two-way radio</li> </ul> <p><b>B3.2: Perform basic computer skills</b></p> <ul style="list-style-type: none"> <li>○ Access employee website</li> <li>○ Use e-mail to send and receive information</li> <li>○ Follow e-mail etiquette</li> <li>○ Download forms for use in workplace</li> <li>○ Create simple documents in a word processing program</li> <li>○ Use internet search engines to locate information on a work-related topic</li> </ul>	<p><b>Lesson 5 (2 – 3 hours) Strategies 17 – 18 Topics</b></p> <ul style="list-style-type: none"> <li>• Non-verbal communication in the classroom, community and workplace</li> <li>• Two-way radios</li> </ul> <p><b>Lesson 6 (3 hours) Strategy 19 Topics</b></p> <ul style="list-style-type: none"> <li>• The Essential Skill of Oral Communication</li> <li>• Guidelines for oral communication</li> </ul> <p><b>Lesson 7 (1 hour or 2 hours with a guest speaker) Strategy 20 Topics</b></p> <ul style="list-style-type: none"> <li>• Feature occupation: Heavy Equipment Operator</li> </ul> <p><b>Lesson 8 (3 hours) Strategies 21 – 22 Topics</b></p> <ul style="list-style-type: none"> <li>• Post check activity 1: Talking Circles</li> <li>• Post check activity 2: The Tool Bin – creating a sign</li> </ul> <p><b>TOTAL = 20 HOURS</b></p>
7	It's All About Numbers	<p><b>B2/ Demonstrate Numeracy Skills</b></p> <p><b>B2.1: Demonstrate understanding of basic number concepts</b></p> <ul style="list-style-type: none"> <li>○ Perform basic operations using whole numbers and fractions</li> <li>○ Apply these number concepts to work-related problems</li> </ul>	<p><b>Lesson 1 (3 – 4 hours) Strategies 1 – 7 Topics</b></p> <ul style="list-style-type: none"> <li>• The importance of numbers in the mining industry</li> <li>• Learning outcomes and key terms</li> <li>• Types of Numeracy</li> <li>• Essential Skills Numeracy</li> </ul>



#	Title	Learning Outcomes	Lessons
		<ul style="list-style-type: none"> <li>Read and interpret numbers/measurements accurately</li> </ul> <p><b>B2.2: Recognize patterns and relations</b></p> <ul style="list-style-type: none"> <li>Use formulas by inserting variables and solving</li> <li>Use rate and ratio to compare quantities</li> </ul> <p><b>B2.3: Demonstrate awareness of shape and spatial sense</b></p> <ul style="list-style-type: none"> <li>Measure and perform conversions of measurement standards</li> <li>Calculate areas</li> <li>Recognize and form common angles</li> </ul> <p><b>B2.4: Demonstrate basic understanding of relevant statistics and probability</b></p> <ul style="list-style-type: none"> <li>Calculate averages</li> <li>Calculate proportions and ratios</li> </ul> <p><b>B2.5: Manage Money</b></p> <ul style="list-style-type: none"> <li>Identify and interpret your pay and pay cheque (e.g., applicable taxes )</li> <li>Identify and interpret benefits</li> <li>Use bank services (e.g., internet banking, telephone banking, credit, etc.)</li> <li>Create a budget</li> <li>Pay bills</li> <li>Take charge of your credit card</li> </ul>	<p>Indicator</p> <ul style="list-style-type: none"> <li>Angles</li> <li>Pay stubs</li> </ul> <p><b>Lesson 2 (3 hours) Strategies 8 – 17</b> <b>Topics</b></p> <ul style="list-style-type: none"> <li>Counting FeSi Bags</li> <li>Productivity and Process Stats</li> <li>Estimating</li> <li>Formulas</li> <li>Making a prototype</li> <li>Measurements</li> </ul> <p><b>Lesson 3 (6 hours + 2 community activities) Strategy 18</b> <b>Topics</b></p> <ul style="list-style-type: none"> <li>Incentives for saving money</li> <li>Budgeting</li> <li>Time cards</li> <li>Earnings statements</li> <li>Overtime</li> <li>Income tax</li> <li>Cashing cheques</li> <li>Doing your taxes</li> <li>Calculating area</li> <li>Telephone and Visa bills</li> </ul> <p><b>Lesson 4 (3 hours) Strategies 19 – 20</b> <b>Topics</b></p> <ul style="list-style-type: none"> <li>Feature Occupation: Mineral Processing Operator</li> <li>Post check simulation activity</li> </ul> <p><b>TOTAL = 15 HOURS</b></p>
8	Managing Information	<p><b>B4/ Manage Information</b></p> <p><b>B4.1: Gather information</b></p> <ul style="list-style-type: none"> <li>Identify information needed to complete a task or assignment</li> <li>Identify sources for information</li> <li>Keep a record of information collected from a variety of sources</li> <li>Categorize information</li> <li>Store information in organized manner</li> </ul> <p><b>B4.2: Apply information</b></p> <ul style="list-style-type: none"> <li>Evaluate appropriateness of a resource to the</li> </ul>	<p><b>Lesson 1 (3 hours) Strategies 1 – 7</b> <b>Topics</b></p> <ul style="list-style-type: none"> <li>Introduction to information management</li> <li>Learning outcomes and key terms</li> <li>Pre-check activities</li> <li>Gathering information through our senses – using the story <i>The Blind Boy and the Loon</i></li> <li>How general office clerks gather information</li> </ul>

#	Title	Learning Outcomes	Lessons
		<p>situation or task</p> <ul style="list-style-type: none"> <li>○ Analyze the information to determine how it applies to the situation</li> <li>○ Share information with relevant participants in a timely manner</li> <li>○ Identify if additional information is required</li> </ul> <p><b>C1/ Demonstrate Knowledge of Mining Sector</b>  <b>C1.6: Describe environmental issues and industry responses</b></p> <ul style="list-style-type: none"> <li>○ Understand the impact of mining on the environment</li> <li>○ Identify ways in which the mining industry is addressing environmental concerns</li> </ul>	<p><b>Lesson 2 (3 hours) Strategies 8 – 10</b>  <b>Topics</b></p> <ul style="list-style-type: none"> <li>• Understanding the contents of the <i>Mining Information Kit</i> and its relevance to Aboriginal communities</li> <li>• Finding information on a table – Document Use</li> <li>• Reading a Table of Contents to find information</li> <li>• Environmental Impacts</li> <li>• Gathering and applying information in a real life practice</li> </ul> <p><b>Lesson 3 (3 hours) Strategies 11 to 12</b>  <b>Topics</b></p> <ul style="list-style-type: none"> <li>• Feature Occupations: Environmental Monitor, Environmental Scientist, Technologist and Technician</li> <li>• Occupational research</li> <li>• Post check activities</li> </ul> <p><b>TOTAL = 9 HOURS</b></p>
9	Thinking Skills	<p><b>B5/ Demonstrate Thinking Skills</b>  <b>B5.1: Make effective decisions</b></p> <ul style="list-style-type: none"> <li>○ Apply a decision-making process to determine the best course of action</li> <li>○ Explain and justify decision processes</li> <li>○ Make effective decisions, where authorized</li> </ul> <p><b>B5.2: Demonstrate effective problem-solving</b></p> <ul style="list-style-type: none"> <li>○ Identify problems</li> <li>○ Assess problem situations</li> <li>○ Identify steps needed to address problems</li> <li>○ Describe one model for problem solving</li> <li>○ Apply problem-solving process to case studies related to mining situations</li> </ul> <p><b>B5.3: Plan time and schedule</b></p> <ul style="list-style-type: none"> <li>○ Estimate time required to complete a task or assignment</li> <li>○ Identify demands on time</li> <li>○ Prioritize tasks</li> <li>○ Coordinate with others to complete a task or assignment</li> </ul>	<p><b>Lesson 1 (3 hours) Strategy 1 (plus another 4 hours with 2 optional activities)</b>  <b>Topics</b></p> <ul style="list-style-type: none"> <li>• Introduction to Thinking Skills</li> </ul> <p><b>Lesson 2 (2 hours) Strategies 2 – 11</b>  <b>Topics</b></p> <ul style="list-style-type: none"> <li>• Learning Outcomes and Key Terms</li> <li>• Essential Skills <ul style="list-style-type: none"> <li>○ Thinking Skills</li> <li>○ The dimensions of decision making</li> </ul> </li> <li>• Pre-Check Activities <ul style="list-style-type: none"> <li>○ Consequences of decisions</li> <li>○ Authority to make decisions</li> <li>○ Decision making versus problem solving</li> <li>○ Win-win outcomes</li> <li>○ Memorizing</li> </ul> </li> </ul>

#	Title	Learning Outcomes	Lessons
		<ul style="list-style-type: none"> <li>Manage time efficiently</li> </ul> <p><b>B5.4: Memorize essential information</b></p> <ul style="list-style-type: none"> <li>Remember key safety and emergency information related to mining</li> <li>Remember codes used regularly (passwords, employee number, equipment models)</li> </ul> <p><b>C1/ Demonstrate Knowledge Of Mining Sector</b></p> <p><b>C1.5: Describe typical mine operations</b></p> <ul style="list-style-type: none"> <li>Identify main departments or organizational structures in mines</li> <li>Describe the different types of jobs available within a mine</li> </ul> <p><b>C2/ Demonstrate Career Awareness for the Mining Industry</b></p> <p><b>C2.2: Research job opportunities in the mining sector</b></p> <ul style="list-style-type: none"> <li>Identify types of jobs available in the mining sector</li> <li>Create a list of jobs that match skills, attributes, experience and interests</li> </ul>	<ul style="list-style-type: none"> <li>Jobs in the Mining Industry</li> </ul> <p><b>Lesson 3 (3 hours) Strategies 12 – 13</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>Departments in mining companies</li> <li>Occupations in mining</li> </ul> <p><b>Lesson 4 (3 hours) Strategies 14 – 15</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>Deciding on career goals</li> <li>Individual decision making about occupations</li> </ul> <p><b>Lesson 5 (3 hours) Strategy 16 Plus an additional 3 hours for optional activity</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>Problem solving</li> </ul> <p><b>Lesson 6 (3 hours) Strategy 17</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>Memorizing information</li> </ul> <p><b>Lesson 7 (3 hours) Strategy 18</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>Using group decision making to plan for a celebration</li> </ul> <p><b>Lesson 8 (3 hours) Strategies 19 – 20</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>Feature occupation – Aboriginal Liaison Officer</li> <li>Decisions to make and problems to solve</li> </ul> <p><b>Lesson 9 (4 hours) Strategies 21 – 22</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>Decision making and problem solving activities</li> </ul>

#	Title	Learning Outcomes	Lessons
			<b>Lesson 10 (4 hours) Strategies 23 – 25</b> <b>Topics</b> <ul style="list-style-type: none"> <li>• The Mining Process Game</li> <li>• Memorizing information</li> <li>• Wrap up discussion</li> </ul> <p style="text-align: right;"><b>TOTAL = 31 HOURS</b></p>
10	Working with Others	<b>B6/ Demonstrate Ability to Work with Others</b> <b>B6.1: Work as member of a team</b> <ul style="list-style-type: none"> <li>○ Ask questions to clarify responsibilities and expectations</li> <li>○ Deal with conflict appropriately</li> <li>○ Respect the opinions and feelings of other team members</li> <li>○ Be open to the thoughts of others</li> <li>○ Work cooperatively to accomplish goal or task</li> <li>○ Contribute fair share of work</li> <li>○ Contribute to a team by sharing information and expertise</li> <li>○ Don't assume others already know</li> <li>○ Show respect to employer, manager, supervisors and coworkers</li> <li>○ Exercise "give and take" to achieve team results</li> </ul> <b>B6.2: Respect cultural differences</b> <ul style="list-style-type: none"> <li>○ Recognize that people view things from different perspectives, e.g., knowing that you are on someone's territory</li> <li>○ Recognize behaviours that reflect the different perspectives</li> <li>○ Identify common assumptions</li> <li>○ Recognize right of all workers to be free from discrimination</li> <li>○ Identify ways of responding to discrimination in the workplace</li> </ul> <b>B6.3: Participate in team meetings</b> <ul style="list-style-type: none"> <li>○ Be punctual and prepared</li> <li>○ Offer suggestions and opinions</li> <li>○ Take notes on important topics</li> </ul> <b>B6.4: Contribute to a positive work environment</b> <ul style="list-style-type: none"> <li>○ Respect the opinions of other workers</li> <li>○ Use language that is appropriate to the workplace</li> </ul>	<b>Lesson 1 (3 hours) Strategies 1 – 2</b> <b>Topics</b> <ul style="list-style-type: none"> <li>• Introduction to working with others</li> <li>• Teaching learners how to work with others</li> </ul> <b>Lesson 2 (3 hours) Strategies 3 – 8</b> <b>Topics</b> <ul style="list-style-type: none"> <li>• Cultural norms</li> <li>• Policies and procedures</li> <li>• Cultural differences</li> <li>• Workplace Expectations</li> </ul> <b>Lesson 3 (3 hours) Strategies 9 – 11</b> <b>Topics</b> <ul style="list-style-type: none"> <li>• Workplace norms</li> <li>• Working as a member of a team</li> <li>• Teamwork in the mining industry</li> </ul> <b>Lesson 4 (4 hours) Strategies 12 – 13 Plus two optional hours</b> <b>Topics</b> <ul style="list-style-type: none"> <li>• Meetings</li> <li>• Cultural diversity <ul style="list-style-type: none"> <li>○ Cross cultural understanding</li> <li>○ Discrimination</li> </ul> </li> </ul> <b>Lesson 5 (4 hours) Strategies 14 – 15 Plus one optional hour</b> <b>Topics</b> <ul style="list-style-type: none"> <li>• Dealing with conflict</li> <li>• Dealing with aggressively defensive people</li> </ul>

#	Title	Learning Outcomes	Lessons
		<ul style="list-style-type: none"> <li>Express emotions appropriately</li> <li>Understand and follow protocols for resolving conflicts or problems</li> </ul> <p><b>A2/ Demonstrate Responsibility</b></p> <p><b>A2.4: Identify workplace norms</b></p> <ul style="list-style-type: none"> <li>Identify and recognize workplace cultural norms and differences (e.g., use of eye contact, tone of voice, speech patterns, use of language, etc.)</li> </ul> <p><b>A2.5: Meet expectations of workplace</b></p> <ul style="list-style-type: none"> <li>Know policies and procedures</li> <li>Perform tasks as outlined in policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Feature Occupation: Underground Miner</li> </ul> <p><b>Lesson 6 (6 – 8 hours) Strategy 16 Topics</b></p> <ul style="list-style-type: none"> <li>Program feedback</li> <li>Applying teamwork skills</li> </ul> <p><b>Lesson 7 (8 – 11 hours) Strategies 17 – 18 Topics</b></p> <ul style="list-style-type: none"> <li>Culminating group activity <ul style="list-style-type: none"> <li>The interconnectedness of Work Readiness Skills (1 hour)</li> <li>Group activity to create an end of program presentation (6 – 9 hours)</li> </ul> </li> <li>Reflecting on teamwork skills (1 hour)</li> </ul> <p><b>TOTAL = 31 HOURS</b></p>
11	Ready to Work and Learn	<p><b>A4/ Demonstrate Willingness to Continuously Learn</b></p> <p><b>A4.1: Recognize importance of continuous learning</b></p> <ul style="list-style-type: none"> <li>Look for ways to apply transferable skills to new situations</li> <li>Identify learning opportunities in the workplace</li> <li>Take responsibility for learning</li> <li>Allow colleagues or coworkers to demonstrate new tasks</li> <li>Identify opportunities for learning outside of the workplace</li> <li>Take on more complex tasks and responsibilities</li> <li>Recognize opportunities for continuous learning in the mining industry</li> </ul> <p><b>A4.2: Set learning goals</b></p> <ul style="list-style-type: none"> <li>Assess personal strengths and areas for development</li> <li>Identify learning styles</li> </ul>	<p><b>Lesson 1 (3 hours) Strategies 1 – 8 Topics</b></p> <ul style="list-style-type: none"> <li>Introduction to career awareness and continuous learning</li> <li>The Essential Skill of Continuous Learning</li> <li>Views of learning</li> <li>Identifying transferable skills in <ul style="list-style-type: none"> <li>job descriptions</li> </ul> </li> <li>Opportunities in the mining industry</li> <li>Preferred learning styles</li> <li>Pre-check activities</li> </ul> <p><b>Lesson 2 (3 hours) Strategy 9 Topics</b></p> <ul style="list-style-type: none"> <li>Career goals</li> <li>Personal needs and preferences</li> </ul> <p><b>Lesson 3 (3 hours) Strategy 10</b></p> <ul style="list-style-type: none"> <li>The information interviews</li> </ul>

#	Title	Learning Outcomes	Lessons
		<ul style="list-style-type: none"> <li>Be willing to try new learning approaches</li> <li>Set realistic short and long-term learning goals</li> <li>Access learning resources</li> </ul> <p><b>A4.3: Complete evaluations</b></p> <ul style="list-style-type: none"> <li>Prepare for evaluations (e.g., use effective study skills)</li> <li>Learn with others</li> <li>Be mentally and physically prepared to complete evaluations</li> </ul> <p><b>C2/ Demonstrate Career Awareness for the Mining Industry</b></p> <p><b>C2.1: Determine skills, education and future learning needs</b></p> <ul style="list-style-type: none"> <li>Identify transferrable skills</li> <li>Identify short- and long-term career goals</li> <li>Identify key skills and attributes</li> <li>Identify preferences and strengths</li> <li>Identify relevant paid and unpaid experience</li> <li>Determine requirements and preferences for work situation</li> </ul> <p><b>C2.2: Research job opportunities in the mining sector</b></p> <ul style="list-style-type: none"> <li>Conduct an information interview about a job area of interest</li> <li>Identify potential employers</li> </ul> <p><b>C2.3: Prepare resume and cover letter for target job within mining industry</b></p> <ul style="list-style-type: none"> <li>Determine type of resume to best suit needs</li> <li>Prepare resume using record of skills</li> <li>Prepare list of current references</li> <li>Prepare cover letter template</li> </ul> <p><b>C2.4: Prepare for interview in mining sector</b></p> <ul style="list-style-type: none"> <li>Identify key information needed before interview</li> <li>Describe different types of interview situations (e.g., face-to-face, telephone, role play interviews)</li> <li>Prepare answers to typical interview questions</li> <li>Identify follow-up steps</li> </ul> <p><b>C2.5: Use interview skills</b></p> <ul style="list-style-type: none"> <li>Be prepared for interview (e.g., dress and act appropriately, practice proper hygiene)</li> </ul>	<p>shouldn't take more than fifteen minutes but time is required to plan and execute the interviews, possibly taking place during an afternoon.</p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>Research mining jobs</li> <li>Conducting information interviews</li> </ul> <p><b>Lesson 4 (3 hours) Strategies 11 – 13</b></p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>Willingness to learn</li> <li>Learning styles and a holistic framework for learning</li> <li>Formal versus informal learning</li> </ul> <p><b>Lesson 5 (3 hours or more) Strategy 14 plus 1 optional hour</b></p> <ul style="list-style-type: none"> <li>The activities related to the career path stories could take 3 hours or more but they could be divided up and presented during several classes.</li> </ul> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>A crooked career path – Leo Jacob's story</li> <li>The story can be used to teach the following topics <ul style="list-style-type: none"> <li>Continuous learning</li> <li>Taking advantage of opportunities</li> <li>Networking skills</li> <li>Transferable skill development</li> <li>The importance of responsibilities</li> <li>Applying transferable skills to an entrepreneurial venture</li> </ul> </li> <li>Cary's story – optional activity – 1 hour</li> </ul>

#	Title	Learning Outcomes	Lessons
		<ul style="list-style-type: none"> <li>○ Arrive early or on-time for the interview</li> <li>○ Follow-up after the interview</li> </ul> <b>C2.6 Prepare for the first day on the job</b> <ul style="list-style-type: none"> <li>○ Select proper attire</li> <li>○ Bring required personal documentation</li> <li>○ Come to work on time</li> <li>○ Follow the chain of command</li> <li>○ Expect to work until quitting time</li> </ul>	<b>Lesson 6 (3 hours) Strategy 15 – 16</b> <b>Topics</b> <ul style="list-style-type: none"> <li>• Reading and analyzing job advertisements</li> <li>• Occupations in mining – regulated versus non-regulated occupations</li> </ul> <b>Lesson 7 (4 hours) Strategies 17 – 19</b> <b>Topics</b> <ul style="list-style-type: none"> <li>• Educational programs in mining</li> <li>• Evaluations and their purpose</li> <li>• Networking <ul style="list-style-type: none"> <li>○ What networking is and is not</li> <li>○ Many jobs are not advertised</li> <li>○ Talking about one's skills</li> <li>○ So what do <i>you</i> do?</li> </ul> </li> <li>• Who will you network with?</li> </ul> <b>Lesson 8 (3 hours) Strategy 20</b> <b>Topics</b> <ul style="list-style-type: none"> <li>• Resume worksheet</li> </ul> <b>Lesson 9 (3 hours or more as required to complete resume and cover letter)</b> <b>Strategies 21 – 22</b> <b>Topics</b> <ul style="list-style-type: none"> <li>• Skills based resume</li> <li>• Cover letter</li> </ul> <b>Lesson 10 (3 – 4 hours plus one optional hour with industry) Strategies 23 – 24</b> <b>Topics</b> <ul style="list-style-type: none"> <li>• Preparation for interviews with potential employers</li> <li>• Preparing for interview questions</li> <li>• Questions employers are not allowed to ask</li> <li>• Practice answering questions</li> </ul>

#	Title	Learning Outcomes	Lessons
			<ul style="list-style-type: none"> <li>• Creating questions for applicants to ask employers</li> <li>• Questions applicants should not ask</li> <li>• Optional activity with industry partners conducting a mock interview</li> </ul> <p><b>Lesson 11 (2 – 2.5 hours) Strategies 25 – 28</b> <b>Topics</b></p> <ul style="list-style-type: none"> <li>• What to ask if offered a job</li> <li>• Preparing for the first day on the job</li> <li>• Feature Occupations: Learner's choice</li> <li>• Circle discussion</li> <li>• End of program skills self assessment</li> </ul> <p><b>Lesson 12 (3 – 6 hours depending on time it takes to complete portfolios for assessment) Strategy 29</b> <b>Topics</b></p> <ul style="list-style-type: none"> <li>• Completing portfolios</li> </ul> <p><b>Lesson 13 (3 hours) Strategies 30 – 32</b> <b>Topics</b></p> <ul style="list-style-type: none"> <li>• “Defining You” – a confidence building activity</li> <li>• Career and learning web</li> <li>• Opportunities in the mining industry</li> </ul> <p><b>Lesson 14 (3 hours) Strategy 33</b> <b>Topics</b></p> <ul style="list-style-type: none"> <li>• Mining's impact on Aboriginal communities</li> <li>• Talking circle</li> </ul> <p><b>TOTAL = 48.5 HOURS</b></p>