



Tool 4: Using the ITA Skills Passport - a Test of Essential Skills (reading, document use, numeracy)

The ITA Essential Skills Passport submitted by the candidate focuses on *Essential Skills*, which are the foundation skills of reading, numeracy and document use.

- Reading: the ability to understand and interpret information in notes, letters, memos, manuals, specifications, regulations, books, reports and journals.
- Numeracy: the ability to use basic and intermediate arithmetic, geometry, measurement and trigonometry to do work.
- Document use: the ability to find and understand information in graphs, maps, schematics and blueprints, or to enter information in documents such as entry forms.

The ITA Essential Skills Passport is administered through the <http://www.ita.essentialskillsgroup.com> website.

For more details about how ITA Essential Skills Passport is administered and used, refer to the **How-to Videos** and **User Guide** sections on the website (<http://www.ita.essentialskillsgroup.com>).

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The website provides Essential Skills profiles for approximately 60 trades-related occupations, including a large number of technicians. You will need to advise the candidate of the most appropriate trade title closest to the job you are interviewing for. The Essential Skills Passport compares the skills a candidate currently has to the skills they need to be successful in the trade.

The ITA Essential Skills Passport assessment has 56 multiple-choice questions and is divided into 5 sections. Each section takes about 10-20 minutes to complete. The candidate can do the entire assessment at once or do one section at a time.

Most of the questions use examples and documents from the selected trade; some may relate to a different trade, but they measure skills that are also used in the trade. Essential Skills are transferrable. For example, if a candidate knows how to read a graph or a blueprint, that's a skill they can use in a variety of trades. The candidate is allowed the use of a calculator during the assessment and test results are available immediately. At the end of the assessment, reports provide individualized test results that highlight the candidate's skills and gaps. There are separate scores for reading, document use and numeracy (math).

Understanding the ITA Essential Skills Passport Report

On the front page of the report, the candidate is provided with a section called **Results at a Glance**. This is a summary of the scores.

Results at a Glance		
Skill Area	Desired Skill Level	Your Skill Level
Reading Text	High - Level 3 (276 or higher)	Medium - Level 2 (265)
Document Use	Medium - Level 2 (225 or higher)	High - Level 3 (285)
Numeracy (Math)	High - Level 3 (276 or higher)	Low - Level 1 (220)

There are two scores:

- A level (e.g. Level 2), which is the candidate's score on a scale of 1 to 5. Level 1 is low and level 5 is very high.

For a professional truck driver, as an example, the skill areas and the desired skill levels are as follows:

Skill Area	Desired Skill Level
Reading Text	High - Level 3 (276 or higher)
Document Use	Medium - Level 2 (226 or higher)
Numeracy (Math)	High - Level 3 (276 or higher)

- A number in brackets (e.g. 276), which is the candidate's raw score on a 0-500 point scale.



The chart below shows how raw scores translate into ITA Essential Skills Passport levels. For example, a score of 255 on the 0-500 scale falls within level 2.





The section called **Your numeracy scores** provides a breakdown of how the candidate performed in each math skill area (e.g. geometry, algebra, etc.). Not all math skills are tested. If the trade does not require a particular type of math skill (e.g. trigonometry), it will not be tested and you will see N/A (not applicable). If a candidate gets more than 75 percent of the questions correct in a math skill area, you will see a green check mark ✓. If not, you will see a red X ✗.

Your numeracy scores








Skill Area - Numeracy	Required Skill	Your Outcome
Whole Numbers	Yes	✓
Fractions	Yes	✓
Decimals	Yes	✓
Percent and Mixed Operations	Yes	✓
Geometry - Basic Skills	No	N/A
Geometry - Plane Figures	No	N/A
Geometry - Solids	Yes	✗
Geometry - Advanced Tasks	No	N/A
Algebra	Yes	✓
Data Analysis - Basic Skills	Yes	✗
Measurement	Yes	✓
Trigonometry	No	N/A

Note: It is possible for the candidate to get a red X  and still achieve the desired numeracy skill level. The overall skill level (e.g. level 2 and its score on a 500-point scale) is calculated using the results of the entire assessment. For example, someone who scores 70 percent in all numeracy skill areas will see a series of red Xs  but their overall numeracy score will still be relatively high.

The Essential Skills Passport also provides a detailed list of the tasks a candidate likely can and cannot perform in that job, based on their current skill level. They are marked with a  and an .

Skills are grouped by categories, such as workplace safety, tools and equipment and general trade practices. They follow ITA’s program outline and profile for the trade.

Tools and Equipment

Reading: Ability to understand information contained in service, warranty and recall bulletins. (Complexity: 2)	
Reading: Ability to understand written instructions for the set-up, operation and maintenance of equipment such as loaders and graders. (Complexity: 2)	
Document Use: Ability to locate information such as the positions of couplings using simple assembly drawings. (Complexity: 1)	
Document Use: Ability to scan gauges and digital readouts for operating data such as speeds, revolutions per minute and electrical, pressure and temperature readings. (Complexity: 1)	
Document Use: Ability to use legends, symbols and abbreviation found on technical drawings. (Complexity: 1)	
Document Use: Ability to locate devices such as switches and fuses in moderately complex schematics. (Complexity: 2)	
Document Use: Ability to locate information such as the positions of air brake parts using moderately complex assembly drawings. (Complexity: 2)	

In addition to these scores, the candidate is provided with individualized learning plans that point to useful learning resources to help the candidate build their skills. All of the learning resources are available on-line and are free of charge.