

# Resources on **alis** for Adults with Low Literacy Skills

Plan

Your Career

Explore

Education & Training

Look

For Work

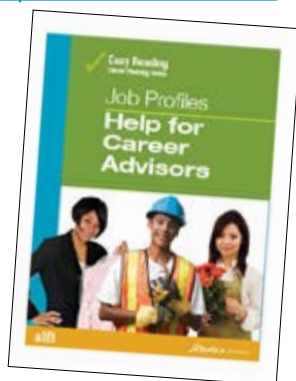
Succeed

At Work

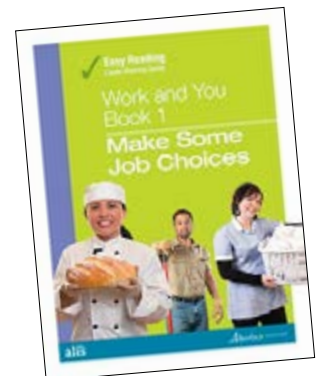
The Easy Reading Career Planning Series and Easy Reading Work Search and Workplace Series are designed for adults reading at a Grade 2 to 4 level. Readers are encouraged to contact their career advisor or tutor for help when using these books.

## Plan Your Career

- [Easy Reading Job Profiles](#) [PDF] These 23 profiles are adapted from existing Alberta occupational profiles. Each profile includes a story of someone in the job, information on duties, working conditions, personal characteristics, hourly wages and related jobs.
- [Job Profiles by Occupational Cluster](#) [PDF] Profiles are grouped into 8 occupational clusters developed for the Easy Reading Job Profiles. Use it to help clients find related occupations.
- [Easy Reading Job Profiles: Help for Career Advisors](#) [PDF] Provided are tips, practical tools and information to help advisors and tutors support their clients with career planning. It includes information on occupational clusters and quick reference charts to help advisors quickly find similar jobs, and related career videos.



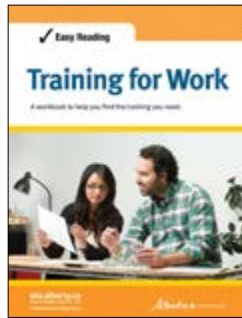
- [Work and You Book 1: Make Some Job Choices](#)  
This workbook uses stories and exercises to help adults with low literacy choose an occupational (job) goal. They will do a brief self-assessment, learn about different jobs, and create a list of 1 to 3 jobs to investigate.
- [Work and You Book 2: Decide on a Job](#)  
In this workbook, adults with low literacy skills research and evaluate the short list of jobs they created in Work and You Book 1. In the end, they will choose an occupational goal to pursue.



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## Explore Education and Training

- [Easy Reading Training for Work](#) Information on alternatives to the traditional full-time classroom setting such as mentoring, volunteering, self-study, short-term courses and on-the-job training to help boost employability. Also covered, different types of learning styles, pros and cons of various training options, and where to look for training opportunities.



- [Trades in Alberta](#) How do people enter the trades? Explores various trade options such as welder, mechanic, hairstylist, carpenter and cook through the stories of 7 people.



## Look For Work

- [Easy Reading Find a Job](#) Stories and exercises to help Albertans find work. Topics include: how to write a resumé and cover letter, where to look for a job, how to fill out application forms and how to have a good interview.



### Additional resource

- [Jobs in Alberta](#) Find thousands of job postings on alis, and sign up to be alerted by email when job postings that match interests, or when a saved job posting nears submission deadline.

## Succeed At Work

- [Easy Reading Be Safe at Work](#) This book illustrates how to spot danger, use safety equipment, report injuries and share safety concerns with employers.
- [Easy Reading Keep Your Job](#) This stories and exercises workbook covers topics such as: what employers want, building good work skills and attitudes, workplace rights and responsibilities and making sure their job is a good fit.

- [Easy Reading Work Laws and Your Pay Stub](#) Employment standards and how they relate to a paycheque, with rules about earnings, deductions, benefits, breaks, vacations, holidays, leaves of absence, overtime and notification requirements when leaving a job.



## Inspire and Motivate

- [Low Literacy Resources for Career Advisors](#) Information about career planning, job profiles, English-language tools and work topics to help counsel adults with low literacy skills or English language skills.
- [Easy Reading Dictionary](#) Definitions of difficult words, including workplace and occupation-specific terms, and an explanation of the eight occupational clusters used throughout the Easy Reading series.

## Alberta Supports Centres

Located throughout Alberta, these centres offer information on occupations, career options, finding work, and education programs and funding. You can talk to a career and employment consultant, use phone and fax machines, and computers for job searches or word processing.