Apprenticeship Training Standard

Educational Assistant

Trade Code: 620E

Development Date: October 2000
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Competency Analysis Profile
PREFACE

This training document was developed by the Workplace Support Services Branch of the Ministry of Training, Colleges and Universities (MTCU) in consultation with representatives from the industry. These Training Standards are intended to be used by the apprentice, trainers and sponsors as a "blueprint" for training or as a prerequisite for government accreditation/certification.

The care and maintenance of this book is the joint responsibility of the apprentice/trainee and the sponsor. The Training Standards were developed specifically for documenting the apprentice's acquisition of skills.

The book becomes the only record of an apprentice's/trainee's training.

Please Note: Apprenticeship Training and Curriculum Standards were developed by the Ministry of Training, Colleges and Universities (MTCU). As of April 8th, 2013, the Ontario College of Trades (College) has become responsible for the development and maintenance of these standards. The College is carrying over existing standards without any changes.

However, because the Apprenticeship Training and Curriculum Standards documents were developed under either the Trades Qualification and Apprenticeship Act (TQAA) or the Apprenticeship and Certification Act, 1998 (ACA), the definitions contained in these documents may no longer be accurate and may not be reflective of the Ontario College of Trades and Apprenticeship Act, 2009 (OCTAA) as the new trades legislation in the province. The College will update these definitions in the future.

Meanwhile, please refer to the College's website (http://www.collegeoftrades.ca) for the most accurate and up-to-date information about the College. For information on OCTAA and its regulations, please visit: http://www.collegeoftrades.ca/about/legislation-and-regulations
IMPORTANT DIRECTIONS TO SPONSORS AND TRAINERS

The Training Standards identify skills required for this occupation and its related training program.

These Training Standards have been written in concise statements which describe how well an apprentice must perform each skill in order to become competent.

In using these Training Standards, trainers will be able to ensure that the apprentice is developing skills detailed for the occupation.

Trainers and apprentices are required to sign off and date the skills following each successful acquisition.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each unit.
IMPORTANT DIRECTIONS TO THE APPRENTICE

Apprentice

1. All hours working for each sponsor(s) should be recorded in the Sponsor Information section.

2. The "Summary of Hours" should be completed, signed and dated by both the apprentice and sponsor when either all terms of the training agreement have been completed or the apprentice leaves the sponsor.

3. It is the responsibility of the apprentice to inform the local Apprenticeship Client Services office regarding the following changes:
   
   • change of sponsor address;
   
   • change of apprentice name or address;
   
   • transfer to a new sponsor.

4. At the fulfilment of all terms of a Training Agreement, the Apprentice Completion Form must be completed and signed by the current sponsor. Present these completed and authorized Training Standards and the Apprentice Completion Form to your local Apprenticeship Client Services office.

5. In order for an apprentice to complete the on the job training portion of the Education Assistant apprenticeship program, all skill sets must be signed off by a ministry approved sponsor.
NOTICE OF COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this training standard to the Ministry of Training, Colleges and Universities (the Ministry). You will be required to disclose the signed Apprenticeship Completion form to the Ministry in order to complete your program. The Ministry will use your personal information to administer and finance Ontario’s apprenticeship training system, including confirming your completion and issuing your certificate of apprenticeship.

2. The Ministry will disclose information about your program completion and your certificate of apprenticeship to the Ontario College of Trades, as it is necessary for the College to carry out its responsibilities.

3. Your personal information is collected, used and disclosed by the Ministry under the authority of the Ontario College of Trades and Apprenticeship Act, 2009.

4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Training, Colleges and Universities
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
EDUCATIONAL ASSISTANT

APPRENTICE/TRAINEE RECORD

Apprentice/Trainee Name: ________________________________

Contract Number: ______________________________________
(If applicable)

SPONSOR INFORMATION

Name: _________________________________________________

Address: ______________________________________________

________________________________________________________________________

Telephone: _______________________________________________

Summary of Training:

Dates of Employment: ________________________________
From To

General Performance Objectives signed off: _________

________________________________________________________________________

Sponsor’s Signature Date Apprentice’s Signature Date
EDUCATIONAL ASSISTANT

APPRENTICE/TRAINEE RECORD

Apprentice/Trainee Name: ____________________________________________

Contract Number: __________________________________________________
(If applicable)

SPONSOR INFORMATION

Name: _______________________________________________________________

Address: ___________________________________________________________________

Telephone: ___________________________________________________________

Summary of Training:

Dates of Employment: ____________________________ __________________________
From To

General Performance Objectives signed off: ________________

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Sponsor’s Signature Date Apprentice’s Signature Date
EDUCATIONAL ASSISTANT

APPRENTICE/TRAINEE RECORD

Apprentice/Trainee Name: _______________________________________

Contract Number: _____________________________________________
(If applicable)

SPONSOR INFORMATION

Name: ________________________________________________________

Address: _____________________________________________________

Telephone: ____________________________________________________

Summary of Training:

Dates of Employment: ________________________________

From To

General Performance Objectives signed off: __________

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Sponsor’s Signature Date Apprentice’s Signature Date
APPRENTICE/TRAINEE COMPLETION FORM

Apprentice/Trainee Name

Print

Signature

Social Insurance Number

Training Units when completed should be Signed off by Trainer/ Signing Authority on the following page and presented with this completion form to your local Apprenticeship Client Services office. Any supporting documentation should also be attached.

In-School Completed: Yes ( ) No ( ) Not Applicable ( )
(proof to be provided)

Hours completed as per Contract:
Yes ( ) No ( ) Not Applicable ( )

Sponsor Name:

Address:

Telephone:

Signing Authority:

Signature

MTCU USE ONLY:

Recommended for Exam: Yes ( ) No ( )

Signature

Consultant/Office Code

You will be required to disclose this signed form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry will use your personal information to administer and finance Ontario’s apprenticeship training system. For further information please see the notice/declaration for collection of personal information that is referenced in the table of contents of this training standard.
# EDUCATIONAL ASSISTANT

## TRAINING UNIT COMPLETION FORM

<table>
<thead>
<tr>
<th>TRAINING UNITS</th>
<th>TITLE</th>
<th>SIGNING AUTHORITY</th>
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<tbody>
<tr>
<td>U5840</td>
<td>Work with Team</td>
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<tr>
<td>U5841</td>
<td>Assist in Implementing the Education Plan</td>
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<tr>
<td>U5842</td>
<td>Communicate with Others</td>
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<td>U5849</td>
<td>Develop Self</td>
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</table>

Under the direction of the teacher, an Educational Assistant (EA) supports the educational goals of the student(s). As a member of the multi-disciplinary team, the EA assists in the implementation of teacher/team developed goals, instructions and activities.

In this document, legislation refers to the following:

- Education Act
- Ontario Human Rights Code
- Child and Family Services Act
- Young Offenders Act
- Canadian Charter of Rights and Freedoms
- Freedom of Information / Protection of Privacy Act

**NOTE:** Section 170.3 of the *Education Act* states: “Teachers’ assistants, etc. - The Lieutenant Governor in-council may make regulations governing duties and minimum qualifications of persons who are assigned to assist teachers or to complement instruction by teachers in elementary or secondary school.” To date, no regulations have been developed or enacted in this regard.
U5840.0 WORK WITH TEAM

GENERAL PERFORMANCE OBJECTIVE

Work with team by: supporting team members in the school setting and meetings; working with family; collaborating on individual education planning and review processes; collaborating with team to deliver program goals; and maintaining flow of information.

PERFORMANCE OBJECTIVES

Supervisor’s/Trainer’s Name (print) Apprentice’s/Trainee’s Name (print)

SKILLS

5840.01 Support team members in the school setting and meetings by actively listening; providing and responding to feedback; and implementing recommendations, to enable the full participation of the members.

Date Completed Trainer’s/Supervisor’s Signature Apprentice’s Signature

5840.02 Work with family in consultation and at the direction of the teacher by having an awareness of family dynamics and cultural basis, group homes, multi-culturism; addressing concerns in collaboration with the team; and building and maintaining a positive working relationship, in order to enable openness to share needs in accordance with policy and guidelines.

Date Completed Trainer’s/Supervisor’s Signature Apprentice’s Signature
U5840.0 WORK WITH TEAM - Cont’d

5840.03 Collaborate on individual education planning and review processes by reporting observations; and contributing to the establishment of the baseline, to support the development of realistic and achievable goals.

Date Completed  Trainer’s/Supervisor's Signature  Apprentice's Signature

5840.04 Collaborate with team to deliver program goals by clarifying roles and responsibilities of the team members; reporting observations; utilizing identified strategies and routines; being consistent; identifying learning styles; utilizing delivery techniques; and setting attainable goals, in accordance with legislation, policies and guidelines.

Date Completed  Trainer’s/Supervisor's Signature  Apprentice's Signature

5840.05 Maintain flow of information among multi-disciplinary team by sharing information; completing documentation; and participating in meetings as required, so that the team is kept up-to-date.

Date Completed  Trainer’s/Supervisor's Signature  Apprentice's Signature

Sponsor’s Name  Sponsor’s Signature
# U5841.0 ASSIST IN IMPLEMENTING THE EDUCATION PLAN

## GENERAL PERFORMANCE OBJECTIVE

Assist in implementing the education plan by: reviewing instructional goals; observing and monitoring performance; recording observations and outcomes; utilizing delivery techniques; reviewing student’s performance; accessing instructional resources; assisting with preparation of support materials; implementing individualized program; and, providing input to goal setting process, in collaboration with the multi-disciplinary team.

## PERFORMANCE OBJECTIVES

<table>
<thead>
<tr>
<th>SKILLS</th>
<th>Description</th>
<th>Date Completed</th>
<th>Trainer’s/Supervisor's Signature</th>
<th>Apprentice's Signature</th>
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<tbody>
<tr>
<td>5841.01</td>
<td>Review instructional goals in consultation with the multi-disciplinary team by reviewing student’s education plan; identifying roles and responsibilities of team members; and clarifying strategies for program implementation, so that the expectations are understood.</td>
<td>Date Completed</td>
<td>Trainer’s/Supervisor's Signature</td>
<td>Apprentice's Signature</td>
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<td>Observe and monitor performance by gathering data including strategies, accommodations, outcomes achieved, behaviour; and sharing and reporting observations with the team, so that the student’s strengths and needs can be addressed and accommodated.</td>
<td>Date Completed</td>
<td>Trainer’s/Supervisor's Signature</td>
<td>Apprentice's Signature</td>
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## ASSIST IN IMPLEMENTING THE EDUCATION PLAN - Cont’d

### 5841.03 Record observations and outcomes by maintaining a record using language that is objective, free of bias, easily understood, and relevant, in accordance with policies and procedures.

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<tr>
<th>Date Completed</th>
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### 5841.04 Utilize delivery techniques under the direction of the multi-disciplinary team, including visual, auditory, tactile and kinesthetic in order to meet the program goals of the student.

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### 5841.05 Review student’s performance by reviewing past records, observations and logs; observing student behaviour when completing tasks and interacting with peers; and assisting in the identification of student’s areas of interest, strengths, achievements and needs, in order to provide information for evaluation in accordance with policies and legislation.

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### 5841.06 Access instructional resources by utilizing the professional network within the board, school, and community, in accordance with policies and procedures and the program goals and needs of the student.

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U5841.0 ASSIST IN IMPLEMENTING THE EDUCATION PLAN - Cont’d

5841.07 Assist with preparation of support materials including accessing Internet, library and newspapers; by selecting and preparing available instructional materials, to accommodate student learning in order to facilitate the expectations of the student’s curriculum and education plan.

Date Completed Trainer’s/Supervisor's Signature Apprentice's Signature

5841.08 Implement individualized program in conjunction with the teacher and in consultation with the multi-disciplinary team by utilizing tools, learning resources, specialized equipment; and monitoring and adjusting student’s program in accordance with student’s education plan, policies and guidelines.

Date Completed Trainer’s/Supervisor's Signature Apprentice's Signature

5841.09 Provide input to goal setting process by participating in case conferences as required; gathering student’s material; and, reporting on student’s work and activities to the teacher, so that information for the student’s current and future program and action plan is available.

Date Completed Trainer’s/Supervisor's Signature Apprentice's Signature

Sponsor’s Name Sponsor’s Signature
U5842.0 COMMUNICATE WITH OTHERS

GENERAL PERFORMANCE OBJECTIVE

Communicate with others by: maintaining a communication log/record; determining communication style needed; using appropriate communication styles; communicating with established, professional resources; presenting information in written form and verbally.

PERFORMANCE OBJECTIVES

SKILLS

5842.01 Maintain a communication log-record by keeping an objective, written record or log that reports events, activities, routines and behaviours; and, sharing information as needed, in accordance with legislation, policies and procedures.

Date Completed Trainer's/Supervisor's Signature Apprentice's Signature

5842.02 Determine communication style needed in collaboration with the multi-disciplinary team by establishing a common reference of understanding based on the philosophy, practices and procedures of the school; and, using methods and techniques by the contact teachers, in order to optimize program delivery and management.

Date Completed Trainer’s/Supervisor’s Signature Apprentice’s Signature
COMMUNICATE WITH OTHERS - Cont’d

5842.0.3 Use appropriate communication styles by giving and receiving information that is objective and clear; and using methods mutually agreed upon including verbal, non-verbal and physical, as established by the multi-disciplinary team.

Date Completed  Trainer’s/Supervisor's Signature  Apprentice's Signature
________________________  ___________________________  ___________________________

5842.04 Communicate with established, professional resources including colleagues, supervisors and other health and social care professionals by giving and receiving recorded information, to enhance quality of service.

Date Completed  Trainer’s/Supervisor's Signature  Apprentice's Signature
________________________  ___________________________  ___________________________

5842.05 Present information in written form that is clear and easy to understand, by collecting and presenting information that is objective / free of bias; and, selecting and recording information, according to identified needs, legislation and policies.

Date Completed  Trainer’s/Supervisor's Signature  Apprentice's Signature
________________________  ___________________________  ___________________________

5842.06 Present information verbally by collecting and presenting information; and, reviewing and prioritizing material, according to identified needs, legislation and policies.

Date Completed  Trainer’s/Supervisor's Signature  Apprentice's Signature
________________________  ___________________________  ___________________________

Sponsor’s Name  Sponsor’s Signature
________________________  ___________________________
GENERAL PERFORMANCE OBJECTIVE

Apply intervention strategies by: assessing the situation; applying behaviour management techniques; using conflict resolution techniques; setting limits; using body language techniques; de-escalating the individual verbally; assisting with applying crisis intervention strategies; and, restoring a safe environment.

PERFORMANCE OBJECTIVES

SKILLS

5843.01 Assess the situation by observing behaviour and the environment; removing threatening objects and non-involved individuals; and, using all senses to analyze the environment, so that a course of action may be determined in accordance with policies and procedures.

5843.02 Apply behaviour management techniques including positive reinforcement, verbal, visual and physical prompts and cues, timeouts, setting limits, isolation, contract-behaviour management plans, rewards and incentives; by being consistent and offering alternatives, in accordance with policy, procedures and the student’s education plan.
U5843.0  APPLY INTERVENTION STRATEGIES - Cont’d

5843.03 Use conflict resolution techniques by modelling communication styles; establishing trust; adapting own communication style; encouraging appropriate communication styles; identifying emotional triggers; instilling self-confidence; reviewing cause and effect; and, reviewing alternative behaviour, in order to de-escalate the individual(s) and restore interaction with peers, school and community.

Date Completed  Trainer’s/Supervisor's Signature  Apprentice's Signature

5843.04 Set limits by using natural and logical consequences; setting relevant, realistic and timely consequences; being consistent; communicating and collaborating with the team; and including the student in the formulation of consequences, in order to promote positive behaviour and acceptance within the school community.

Date Completed  Trainer’s/Supervisor's Signature  Apprentice's Signature

5843.05 Use body language techniques by maintaining appropriate voice, eye contact, body stance and proximity to the individual; and observing the individual’s verbal and physical cues, in order to protect self and others and there is an observable and measurable change in the individual’s behaviour.

Date Completed  Trainer’s/Supervisor's Signature  Apprentice's Signature

5843.06 De-escalate the individual verbally by re-direction; offering alternatives; being aware of proximity; fostering communication; being empathic and aware of triggers and vocabulary, so that there is an observable and measurable change in the individual’s behaviour.

Date Completed  Trainer’s/Supervisor's Signature  Apprentice's Signature
### APPLY INTERVENTION STRATEGIES - Cont’d

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<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>5843.07</td>
<td>Assist with applying crisis intervention strategies including accessing additional support; and using intervention techniques, to protect self and others in accordance with legislation, policies and procedures.</td>
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| 5843.08 | Restore a safe environment by ensuring duty of care in accordance with legislation, policies and procedures.                                                                                                                                                                                                 |

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CREATE A CLIMATE FOR LEARNING

GENERAL PERFORMANCE OBJECTIVE

Create a climate for learning by: encouraging student’s responsibility and independence; modelling social skills; developing an inclusive, respectful environment; creating an optimal physical learning environment; creating optimal learning opportunities; promoting peer acceptance, support and interaction; and, fostering community relationships.

PERFORMANCE OBJECTIVES

Supervisor’s/Trainer’s Name (print) Apprentice’s/Trainee’s Name (print)

SKILLS

5844.01 Encourage student’s responsibility and independence by modelling behaviour; reinforcing positive behaviour; teaching organizational skills; establishing and maintaining routine and expectations; and, encouraging student to set own goals, so that the student demonstrates respect for self and others and requires minimal prompts to elicit desired response in accordance with program goals.

Date Completed Trainer’s/Supervisor’s Signature Apprentice’s Signature

5844.02 Model social skills by explaining social cues using verbal and non-verbal techniques; explaining and using appropriate language; and, demonstrating respect for self and others, so that the environment is conducive for positive interaction.

Date Completed Trainer’s/Supervisor’s Signature Apprentice’s Signature
U5844.0 CREATE A CLIMATE FOR LEARNING - Cont’d

5844.03 Develop an inclusive, respectful environment by fostering a learning environment that recognizes individual differences, promotes trust, risk-taking, fairness and safety; encouraging and promoting group activity; modelling behaviour; establishing rules based on mutual respect; and, providing and responding to feedback, so that all learners are accepted and provided with opportunities for growth.

Date Completed    Trainer’s/Supervisor's Signature    Apprentice's Signature
_________________   ___________________________   ___________________________

5844.04 Create an optimal physical learning environment by making adaptations and adjustments to the environment, in order to accommodate the individual needs of each student.

Date Completed    Trainer’s/Supervisor's Signature    Apprentice's Signature
_________________   ___________________________   ___________________________

5844.05 Create optimal learning opportunities by setting achievable goals; encouraging on-task behaviour; utilizing prompts/rewards; and chunking material, so that the student engages in the learning process.

Date Completed    Trainer’s/Supervisor's Signature    Apprentice's Signature
_________________   ___________________________   ___________________________

5844.06 Promote peer acceptance, support and interaction by advocating for the student; utilizing established techniques or services including buddy system and peer mentoring; and, promoting an understanding of needs, to enable student participation and interaction within the school community.

Date Completed    Trainer’s/Supervisor's Signature    Apprentice's Signature
_________________   ___________________________   ___________________________
**CREATE A CLIMATE FOR LEARNING - Cont’d**

5844.07 Foster community relationships by promoting experiences in the community; preparing students to engage in community activities; promoting recognition of community members; and, encouraging communication with the community, in accordance with policies, procedures and guidelines and the student’s program goals.

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U5845.0 ASSIST WITH LIFE SKILLS AND LIVING SKILLS DEVELOPMENT

GENERAL PERFORMANCE OBJECTIVE

Assist with life skills and living skills development by: determining level of support; facilitating independence; facilitating life skills development; monitoring the administration of medication; and, facilitating personal care.

PERFORMANCE OBJECTIVES

Supervisor's/Trainer's Name (print) Apprentice’s/Trainee’s Name (print)

SKILLS

5845.01 Determine level of support by consulting with the multi-disciplinary team; reviewing the individual education plan; and, observing, monitoring and reporting the needs of the student, so that student’s needs are being met in accordance with policies and procedures.

Date Completed Trainer’s/Supervisor's Signature Apprentice's Signature

5845.02 Facilitate independence by providing a safe, consistent, structured program; encouraging risk taking; demonstrating the use of specialized equipment; continually and consistently monitoring and reporting personal development; and, providing positive reinforcements and prompts, in order to provide opportunities for independent growth.

Date Completed Trainer’s/Supervisor's Signature Apprentice's Signature
U5845.0 ASSIST WITH LIFE SKILLS AND LIVING SKILLS DEVELOPMENT – Cont’d

5845.03 Facilitate life skills development by consulting with the multi-disciplinary team and professional resources regarding needs and delivery; encouraging student’s participation in activities that support building self esteem, time and money management, organizational skills, anger management and social skills; facilitating student’s access to life skills program available; reinforcing learning; and, assisting with preparation of appropriate material, so that students develop the life skills to promote their personal growth and in accordance with the program goals.

Date Completed Trainer’s/Supervisor's Signature Apprentice's Signature

5845.04 Monitor the administration of medication by consulting with the multi-disciplinary team; reviewing the student’s medical background, student’s current medical condition, possible side-effects and administration of medication; clarifying roles and responsibilities of administering; and, recording and storing medication, in accordance with policies and procedures.

Date Completed Trainer’s/Supervisor's Signature Apprentice's Signature

5845.05 Facilitate personal care in consultation with the multi-disciplinary team by maintaining student dignity; protecting self and others; providing attendant care; supporting feeding, hygiene and dressing skills development; using body substance precautions; and, following the emergency protocol established by the multi-disciplinary team, in accordance with health and safety regulations, policies, procedures and legislation.

Date Completed Trainer’s/Supervisor's Signature Apprentice's Signature

Sponsor’s Name Sponsor’s Signature
GENERAL PERFORMANCE OBJECTIVE

Support the student and the use of specialized equipment by: reviewing the student’s support requirements; working with the multi-disciplinary team to understand the operation of specialized equipment; describing the student in the environment; and, utilizing specialized equipment and techniques.

PERFORMANCE OBJECTIVES

<table>
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<tr>
<th>Supervisor’s/Trainer’s Name (print)</th>
<th>Apprentice’s/Trainee’s Name (print)</th>
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SKILLS

5846.01  
Review the student’s support requirements by consulting with the multi-disciplinary team; and, identifying the physical needs of the student, so that the student’s needs are being met in accordance with the individual’s education plan, policies and legislation.

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5846.02  
Work with the multi-disciplinary team to understand the operation of specialized equipment by reviewing operation and specifications, to ensure the safe use of the equipment in order to protect student, self and others according to policies and procedures.

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<tr>
<th>Date Completed</th>
<th>Trainer’s/Supervisor’s Signature</th>
<th>Apprentice’s Signature</th>
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U5846.0  SUPPORT THE STUDENT AND THE USE OF SPECIALIZED EQUIPMENT - Cont’d

5846.03 Describe the student in the environment by observing, recording and reporting on the student’s use of the equipment and the environment in which the equipment is being used, to ensure the recommended and safe use of the equipment and the suitability of the environment, in accordance with health and safety standards, policies and procedures.

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5846.04 Utilize specialized equipment and techniques in consultation with the multi-disciplinary team by verifying safe operation; providing physical support in conjunction with the specialized equipment; and, reporting unsafe operation, so that the needs and safety of the student, self and others are met in accordance with policies and procedures, manufacturer’s specification and health and safety standards.

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<tr>
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  Sponsor’s Name  Sponsor’s Signature

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U5847.0 DEMONSTRATE SAFE WORK PRACTICES & TECHNIQUES

GENERAL PERFORMANCE OBJECTIVE

Demonstrate safe work practices and techniques by: conducting routine safety inspections of physical setting; maintaining a safe environment; practicing body substance precautions; practicing crisis intervention techniques to de-escalate a situation; modelling safety and emergency practices; responding to accidents, incidents and occurrences; using lifting techniques; implementing emergency procedures; documenting and reporting observations of abnormal situations; reporting signs and symptoms of physical, sexual and emotional abuse, neglect and domestic violence; and, reporting signs and symptoms of substance abuse.

PERFORMANCE OBJECTIVES

Supervisor's/Trainer's Name (print)  Apprentice’s/Trainee’s Name (print)

SKILLS

5847.01 Conduct routine safety inspections of physical setting by assisting with planning and implementing activities based on individual needs of students, in order to protect self and others and ensure a safe environment in accordance with policies, guidelines and procedures.

Date Completed  Trainer’s/Supervisor's Signature  Apprentice's Signature

5847.02 Maintain a safe environment by identifying and reporting health and safety hazards, in accordance with legislation, policy and procedures.

Date Completed  Trainer’s/Supervisor's Signature  Apprentice's Signature
DEMONSTRATE SAFE WORK PRACTICES & TECHNIQUES - Cont’d

5847.03 Practice body substance precautions by modelling and assisting in the teaching of safety practices; demonstrating safety measures according to established health and safety standards; responding to accident, incidents and occurrences; and, documenting incidents within the learning setting, in accordance with legislative requirements and school protocols.

Date Completed    Trainer’s/Supervisor's Signature    Apprentice's Signature

5847.04 Practice crisis intervention techniques to de-escalate a situation by responding to physical aggression toward staff, students, self or facility/property; documenting incident; and reporting, in accordance with legislation, policies and procedures.

Date Completed    Trainer’s/Supervisor's Signature    Apprentice's Signature

5847.05 Model safety and emergency practices by assisting with the implementation of safety practices and emergency procedures; and, promoting and demonstrating safety measures, according to established health and safety standards, policies and procedures.

Date Completed    Trainer’s/Supervisor's Signature    Apprentice's Signature

5847.06 Respond to accidents, incidents and occurrences within the physical, learning setting, in accordance with legislation, policies and procedures.

Date Completed    Trainer’s/Supervisor's Signature    Apprentice's Signature
U5847.0  DEMONSTRATE SAFE WORK PRACTICES & TECHNIQUES - Cont’d

5847.07 Use lifting techniques including transfers, lifts and lifting devices; in order to prevent injury to student, self or others, in accordance with policies and health safety standards.

Date Completed    Trainer’s/Supervisor's Signature    Apprentice's Signature

5847.08 Implement emergency procedures by practising and implementing emergency procedures, to prevent accidents according to legislation, policies and procedures.

Date Completed    Trainer’s/Supervisor's Signature    Apprentice's Signature

5847.09 Document and report observations of abnormal situations that appear to have the potential to threaten the safety of self and others, in accordance with policies and procedures.

Date Completed    Trainer’s/Supervisor's Signature    Apprentice's Signature

5847.10 Report signs and symptoms of physical, sexual and emotional abuse, neglect and domestic violence by observing physical, emotional and behavioural indicators, in accordance with legislation, policies an procedures.

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Sponsor’s Name                      Sponsor’s Signature

Report signs and symptoms of substance abuse by observing physical and behavioural indicators in accordance with legislation, policies and procedures.
U5848.0 PRACTICE PROFESSIONALISM AND ETHICS

GENERAL PERFORMANCE OBJECTIVE

Practice professionalism and ethics by: maintaining confidentiality; working within limits of legislation; developing and maintaining professional relationships; and, separating personal from professional issues.

PERFORMANCE OBJECTIVES

Supervisor's/Trainer's Name (print)          Apprentice’s/Trainee’s Name (print)

-----------------------------------------------------

SKILLS

5848.01 Maintain confidentiality by protecting the rights and dignity of the student, families and staff, in accordance with legislation, policies, guidelines, procedures and code of ethics.

Date Completed       Trainer’s/Supervisor's Signature       Apprentice's Signature

-----------------------------------------------------

5848.02 Work within limits of legislation by demonstrating an understanding of legislation affecting delivery of education programs and other relevant policy and procedures, to implement program goals and protect self and others.

Date Completed       Trainer’s/Supervisor's Signature       Apprentice's Signature

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<table>
<thead>
<tr>
<th>U5848.0</th>
<th>PRACTICE PROFESSIONALISM AND ETHICS - Cont’d</th>
</tr>
</thead>
<tbody>
<tr>
<td>5848.03</td>
<td>Develop and maintain professional relationships by recognizing own beliefs, values and cultural biases; and being open to personal and professional growth opportunities, to ensure equitable treatment of students, families and staff.</td>
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<th>Date Completed</th>
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| 5848.04 | Separate personal from professional issues by being aware of emotional well-being of school community and self; controlling discussion of own issues; and, accessing support services as required, to prevent personal issues from impacting on the learning environment. |

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U5849.0  DEVELOP SELF

GENERAL PERFORMANCE OBJECTIVE

Develop self by: remaining current in the profession; identifying skills and knowledge areas for self-growth and updating; developing and implementing strategies for self-growth and areas requiring updating; evaluating own performance; and, practising stress management.

PERFORMANCE OBJECTIVES

Supervisor's/Trainer's Name (print)  Apprentice’s/Trainee’s Name (print)

SKILLS

5849.01 Remain current in the profession by participating in workshops, conferences; and reading professional publications to enhance own functioning.

Date Completed  Trainer’s/Supervisor's Signature  Apprentice's Signature

Date Completed  Trainer’s/Supervisor's Signature  Apprentice's Signature

5849.02 Identify skills and knowledge areas for self-growth and updating in consultation with colleagues, mentors and supervisors by setting goals to enhance own functioning.

Date Completed  Trainer’s/Supervisor's Signature  Apprentice's Signature

Date Completed  Trainer’s/Supervisor's Signature  Apprentice's Signature

5849.03 Develop and implement strategies for self-growth and areas requiring updating by consulting with colleagues, mentors and supervisors to enhance own functioning.

Date Completed  Trainer’s/Supervisor's Signature  Apprentice's Signature

Date Completed  Trainer’s/Supervisor's Signature  Apprentice's Signature
U5849.0 DEVELOP SELF - Cont’d

5849.04 Evaluate own performance by receiving and giving feedback to supervisors and peers to optimize skills and identify goals.

Date Completed	Trainer’s/Supervisor’s Signature	Apprentice’s Signature

5849.05 Practice stress management by identifying stressors and implementing stress-reducing strategies to maintain own functioning.

Date Completed	Trainer’s/Supervisor’s Signature	Apprentice’s Signature

Sponsor’s Name	Sponsor’s Signature


### AREAS OF COMPETENCY

<table>
<thead>
<tr>
<th>WORK WITH TEAM</th>
<th>Support team members</th>
<th>Work with family</th>
<th>Collaborate on individual education planning and review processes</th>
<th>Collaborate with team to deliver program goals</th>
<th>Maintain flow of information</th>
</tr>
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<tbody>
<tr>
<td>U5840.0</td>
<td>5840.01</td>
<td>5840.02</td>
<td>5840.03</td>
<td>5840.04</td>
<td>5840.05</td>
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<table>
<thead>
<tr>
<th>ASSIST IN IMPLEMENTING THE EDUCATION PLAN</th>
<th>Review instructional goals</th>
<th>Observe and monitor performance</th>
<th>Record observations and outcomes</th>
<th>Utilize delivery techniques</th>
<th>Review student’s performance</th>
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<tbody>
<tr>
<td>U5841.0</td>
<td>5841.01</td>
<td>5841.02</td>
<td>5841.03</td>
<td>5841.04</td>
<td>5841.05</td>
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<table>
<thead>
<tr>
<th>Access instructional resources</th>
<th>Assist with preparation of support materials</th>
<th>Implement individualized program</th>
<th>Provide input to goal setting process</th>
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</thead>
<tbody>
<tr>
<td>5841.06</td>
<td>5841.07</td>
<td>5841.08</td>
<td>5841.09</td>
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<table>
<thead>
<tr>
<th>COMMUNICATE WITH OTHERS</th>
<th>Maintain a communication log/record</th>
<th>Determine communication style needed</th>
<th>Use appropriate communication styles</th>
<th>Communicate with established, professional resources</th>
<th>Present information in written form</th>
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</thead>
<tbody>
<tr>
<td>U5842.0</td>
<td>5842.01</td>
<td>5842.02</td>
<td>5842.03</td>
<td>5842.04</td>
<td>5842.05</td>
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<table>
<thead>
<tr>
<th>Present information verbally</th>
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<tbody>
<tr>
<td>5842.06</td>
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<table>
<thead>
<tr>
<th>APPLY INTERVENTION STRATEGIES</th>
<th>Assess the situation</th>
<th>Apply behaviour management techniques</th>
<th>Use conflict resolution techniques</th>
<th>Set limits</th>
<th>Use body language techniques</th>
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<tbody>
<tr>
<td>U5843.0</td>
<td>5843.01</td>
<td>5843.02</td>
<td>5843.03</td>
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<td>5843.04</td>
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<thead>
<tr>
<th>De-escalate the individual verbally</th>
<th>Assist with applying crisis intervention strategies</th>
<th>Restore a safe environment</th>
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<tbody>
<tr>
<td>5843.06</td>
<td>5843.07</td>
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<tr>
<td>AREAS OF COMPETENCY</td>
<td>COMPETENCY ANALYSIS PROFILE</td>
<td>EDUCATION ASSISTANT ON-THE-JOB TRAINING STANDARDS</td>
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<tr>
<td>-----------------------------------------</td>
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<td>--------------------------------------------------</td>
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<tr>
<td>CREATE A CLIMATE FOR LEARNING</td>
<td>Encourage student’s responsibility and independence</td>
<td>Model social skills</td>
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<tr>
<td>U5844.0</td>
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<td>5844.01</td>
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<td></td>
<td>Promote peer acceptance, support and interaction</td>
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<tr>
<td>ASSIST WITH LIFE SKILLS AND LIVING SKILLS DEVELOPMENT</td>
<td>Determine level of support</td>
<td>Facilitate independence</td>
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<tr>
<td>U5845.0</td>
<td></td>
<td>5845.01</td>
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<tr>
<td>SUPPORT THE STUDENT AND THE USE OF SPECIALIZED EQUIPMENT</td>
<td>Review the student’s support requirements</td>
<td>Work with the multi-disciplinary team to understand the operation of specialized equipment</td>
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<tr>
<td>U5846.0</td>
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<td>5846.01</td>
</tr>
<tr>
<td>DEMONSTRATE SAFE WORK PRACTICES AND TECHNIQUES</td>
<td>Conduct routine safety inspections of physical setting</td>
<td>Maintain a safe environment</td>
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<tr>
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<td>5847.01</td>
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<td></td>
<td>Respond to accidents, incidents and occurrences</td>
<td>Use lifting techniques</td>
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<td></td>
<td>Report signs and symptoms of substance abuse</td>
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<tr>
<td>PRACTICE PROFESSIONALISM AND ETHICS</td>
<td>Maintain confidentiality</td>
<td>Work within limits of legislation</td>
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<tr>
<td>DEVELOP SELF</td>
<td>Remain current in the profession</td>
<td>Identify skills and knowledge areas for self-growth and updating</td>
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