Task-Based Activities

QUILL Learning Network

Task Title: Job Profile – General Office Support Workers

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: Use the Ontario Job Profiles website to find information about General Office Support Workers.

Main Competency/Task Group/Level Indicator

- Find and Use Information/Read continuous text/A1.2
- Use Digital Technology/D.2

Materials Required:

- Pen/pencil and paper
- Computer or digital device

Learner Information

Learning more about a specific job that interests you can help you in your job search.

Go to the Job Profile webpage for General Office Support Workers: https://www.services.labour.gov.on.ca/labourmarket-ui/jobProfile?nocCode=14100

Work Sheet

Task 1: List three different names for general office support workers.

Answer:

Task 2: List three activities general office support workers perform.

Answer:

Task 3: What is the educational requirement for this job?

Answer:

Task 4: List three specialized skills required for this job.

Answer: