

# CAREER TRANSITIONS

## SECTION I: LEARNING RESOURCE GUIDE

This section of the GSI has been designed to provide a list of resources that support student learning.

Three types of resources are identified:

- **Authorized:** Resources authorized by Alberta Education for CTS curriculum; these resources are categorized as basic, support, or teaching
- **Other:** Titles provided as a service to assist local jurisdictions to identify resources that contain potentially useful ideas for teachers. Alberta Education has done a preliminary review of these resources, but further review will be necessary prior to use in school jurisdictions
- **Additional:** A list of local, provincial and national sources of information available to teachers, including the community, government, industry, and professional agencies and organizations.

The information contained in this Guide, although as complete and accurate as possible as of June 1997, is time-sensitive.

For the most up-to-date information on learning resources and newer editions/versions, consult the LRDC *Buyers Guide* and/or the agencies listed in the Distributor Directory at the end of this section.



**CTS is on the Internet.**

Internet Address:

<http://ednet.edc.gov.ab.ca>



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# INTRODUCTION

## CTS AND THE RESOURCE-BASED CLASSROOM

Career and Technology Studies (CTS) encourages teachers to establish a resource-based classroom, where a variety of appropriate, up-to-date print and nonprint resources are available. Learning resources identified for CTS strands include print, software, video and CD-ROM formats. Also of significance and identified as appropriate throughout each strand are sources of information available through the Internet.

The resource-based classroom approach accommodates a variety of instructional strategies and teaching styles, and supports individual or small group planning. It provides students with opportunities to interact with a wide range of information sources in a variety of learning situations. Students in CTS are encouraged to take an active role in managing their own learning. Ready access to a strong resource base enables students to learn to screen and use information appropriately, to solve problems, to meet specific classroom and learning needs, and to develop competency in reading, writing, speaking, listening and viewing.

## PURPOSE AND ORGANIZATION OF THIS DOCUMENT

The purpose of this document is to help teachers identify a variety of resources to meet their needs and those of the students taking the new CTS curriculum. It is hoped that this practical guide to resources will help teachers develop a useful, accessible resource centre that will encourage students to become independent, creative thinkers.

This document is organized as follows:

- Authorized Resources:
  - basic learning resources
  - support learning resources
  - teaching resources
- Other Resources
- Additional Sources.
- Distributor Directory.

Some resources in the guide have been authorized for use in some or all of the CTS strands, e.g., the Career and Technology Studies video series produced by ACCESS: The Education Station. Further information is provided in relevant sections of this resource guide.

Each resource in the guide provides bibliographic information, an annotation where appropriate, and a module correlation to the CTS modules. The distributor code for each entry will facilitate ordering resources. It is recommended that teachers preview all resources before purchasing, or purchase one copy for their reference and additional copies as required.

Distributor Code	Resources		Levels/Mod. No.			1 = Introductory 2 = Intermediate 3 = Advanced  Indicates module number
			1	2	3	
ACC	Title	Author	1010	2010	3010	
	Bibliographic Information					
	Annotation					

Distributor Code - see Distributor Directory

## HOW TO ORDER

Most authorized resources are available from the Learning Resources Distributing Centre (LRDC) at:

12360 – 142 Street  
Edmonton, AB T5L 4X9  
Telephone: 403-427-5775 (outside of Edmonton dial 310-0000 to be connected toll free)  
Fax: 403-422-9750  
Internet: <http://ednet.edc.gov.ab.ca/lrdc>

Please check LRDC for availability of videos.

## RESOURCE POLICY

Alberta Education withdraws learning and teaching resources from the provincial list of approved materials for a variety of reasons; e.g., the resource is out of print; a new edition has been published; the program has been revised. Under section 44 (2) of the *School Act*, school boards may approve materials for their schools, including resources that are withdrawn from the provincial list. **Many school boards have delegated this power to approve resources to school staff or other board employees under section 45 (1) of the *School Act*.**

For further information on resource policy and definitions, refer to the *Student Learning Resources Policy* and *Teaching Resources Policy* or contact:

Learning Resources Unit, Curriculum Standards Branch  
Alberta Education  
5<sup>th</sup> Floor, Devonian Building, East Tower  
11160 Jasper Avenue  
Edmonton, AB T5K 0L2  
Telephone: 403-422-4872 (outside of Edmonton dial 310-0000 to be connected toll free)  
Fax: 403-422-0576  
Internet: <http://ednet.edc.gov.ab.ca>

**Note:** Owing to the frequent revisions of computer software and their specificity to particular computer systems, newer versions may not be included in this guide. However, schools may contact the LRDC directly at 403-427-5775 for assistance in purchasing computer software.

**Trademark Notices:** Microsoft, Access, Excel, FoxPro, Mail, MS-DOS, Office, PowerPoint, Project, Publisher, Visual Basic, Visual C++, Windows, Windows NT, Word, and Works are either registered trademarks or trademarks of Microsoft Corporation. Apple, Mac, Macintosh, and Power Macintosh are either registered trademarks or trademarks of Apple Computer, Inc. Other brand and product names are registered trademarks or trademarks of their respective holders.

## AUTHORIZED RESOURCES

### BASIC LEARNING RESOURCES

The following basic learning resources have been authorized by Alberta Education for the use in the Career Transitions curriculum. These resources address the majority of the learner expectations in one or more modules and/or levels. A curriculum correlation appears in the right-hand column.

Distributor Code	Resources	Levels/Module No.		
		1	2	3
LRDC	<p><i>Expanding Your Horizons: A Career Guide.</i> Judi Misener and Susan Kearns. Toronto, ON: McGraw-Hill Ryerson Ltd., 1993.</p> <p>Both the text and teacher's resource provide an activity-based approach to career planning and development. Sixteen chapters are divided into four themes: Planning Your Career; Developing Your Career Skills; Quality of Work; Exploring the Workplace. The key message presented is that students should learn not only how to look, they should learn about work. References to Canadian legislation and regulations governing health and safety in the workplace are included.</p>	1010	2010	3010
LRDC	<p><i>Success in the Workplace: A Student Guide.</i> Margaret Brand and Ann Olney Sparkes. Mississauga, ON: Copp Clark Longman Ltd., 1990. ⚡</p> <p>This resource provides a broad range of information about the workplace in general and the job search and job maintenance processes in particular. Twenty-five chapters are arranged under six themes: You and the World of Work; The Job Search; Success on the Job; Attitudes, Interpersonal Skills and Stress on the Job; Information for the Workplace; Creating Job Opportunities. The guide includes a useful chart that will enable students to compare job characteristics with their interests and abilities. Case studies, chapter summaries and activities are extensive. This resource may be best suited to students who enjoy reading and who appreciate detail.</p>	1010	2010	3010
LRDC	<p><i>Transitions: A Practical Guide to the Workplace.</i> Linda Winder, Sonja Stih and Jim O'Connor. Don Mills, ON: Maxwell Macmillan Canada, 1989.</p> <p>The 10 chapters that comprise the text are organized into four units: Work Today and Tomorrow; The World of Work; Living in the World of Work; The Changing World of Work. The text is easy to read and includes short case studies and numerous activities.</p>	1010	2010	3010

⚡ A newer edition/version of this resource may be available. Consult the LRDC Buyers Guide or the appropriate resource distributor for the most recent edition/version available.

## SUPPORT LEARNING RESOURCES

The following support learning resources are authorized by Alberta Education to assist in addressing some of the learner expectations of a module or components of modules.

Distributor Code	Resources	Levels/Module No.		
		1	2	3
LRDC	<p><i>Back Care in the Office.</i> International Telefilm Enterprises.</p> <p>This video focuses on the prevention of damage/injury to the back in office settings. Ergonomic features of office furniture and aids are shown and described. Content may be related to the home, school and workplace.</p>	1210	2210	3210
ACC	<p><i>Career and Technology Studies: Key Concepts.</i> Edmonton, AB: ACCESS: The Education Station.</p> <p>A series of videos and utilization guides relevant to all CTS strands. The series consists of: <i>Anatomy of a Plan; Creativity; Electronic Communication; The Ethics Jungle; Go Figure; Innovation; Making Ethical Decisions; Portfolios; Professionalism; Project Planning; Responsibility &amp; Technical Writing.</i></p>	all	all	all
LRDC	<p><i>Career Planner, The.</i> Edmonton, AB: Advanced Education and Career Development, 1993.</p> <p>Written in plain language at the Grade 6 level, this resource uses activities and exercises to guide individuals in their career plans. A step-by-step approach is used to help users to identify their skills, interests and values, what they would like to do, potential problems and suggestions on how to solve these problems. This resource may be suitable for students with limited language proficiency.</p>	1010	2010	
LRDC	<p><i>Confined Space Safety: Part 1.</i> Electrolab Training Systems., 1986. Video includes Answer Key and Discussion Guide.</p> <p>This 20-minute video provides detailed information about confined space safety. Examples of confined spaces and safety procedures that must be followed are depicted.</p>	1210	2210	3210
LRDC	<p><i>Consider the Flip Side: Get a ROPS and Seatbelt.</i> Alberta Agriculture., 1996.</p> <p>Focusing on safe tractor operating procedures, this video promotes the use of seatbelts and ROPS for tractor operations. Cases are presented to show how these protective devices help in saving operators from serious injury and death.</p>	1210	2210	3210



**Support Learning Resources** (continued)

Distributor Code	Resources	Levels/Module No.		
		1	2	3
LRDC	<p><i>Creative Decision Making: Using Positive Uncertainty.</i> H. B. Gelatt. Los Altos, CA: Crisp Publications Inc./Reid Publishing Ltd., 1991.</p> <p>Modules in the Career Extensions and Leadership themes can be supported by using this resource to encourage students to think creatively, take calculated risks and assess outcomes of their actions.</p>	1020 to 1210	2020 to 2150	3020 to 3150
LRDC	<p><i>Effective Meeting Skills.</i> Marion E. Haynes. Los Altos, CA: Crisp Publications Inc./Reid Publishing Ltd., 1988.</p> <p>This resource supports the Leadership theme and will be of particular value to students engaged in student governance and activities relating to school councils.</p>	1020	2020 2030	3020 3030
LRDC	<p><i>Employability Skills Portfolio: Creating My Future.</i> Calgary, AB: Calgary Educational Partnership Foundation, 1994.</p> <p>This resource is “made in Alberta” for use by Alberta students. The structure and content of the student document guides the student in how and what to include in a portfolio—a collection of the student’s best work, interests and achievements.</p>	all	all	all
LRDC	<p><i>Equipped for Safety: Personal Protective Equipment.</i> Electrolab Training Systems, 1987.</p> <p>9-minute video presents information and instructions on a wide variety of personal protective equipment (PPE) and their proper use. Recommended that students view and respond to key points in the video before their placement in a work site on which PPE may be required.</p>	1210	2210	3210
LRDC	<p><i>Flammables, Combustibles and Explosives.</i> Marcom Group. Magic Lantern Communications Ltd., 1985.</p> <p>This video provides simple descriptions of products/chemicals not commonly viewed as chemical hazards. Information is provided on protection, labelling, first-aid and safe clean-up activities.</p>	1210	2210	3210

**Support Learning Resources** (continued)

Distributor Code	Resources	Levels/Module No.		
		1	2	3
LRDC	<p><i>Job Search Success System: Units 1, 2 and 3.</i> Etobicoke, ON. Core Career Strategies Inc.</p> <p>This resource package includes a series of six videos and related instructor's manuals and workbook materials. Video titles are:</p> <ul style="list-style-type: none"> <li>- <i>Getting Started</i></li> <li>- <i>Looking at Options</i></li> <li>- <i>Applications &amp; Resumes</i></li> <li>- <i>The Game Plan</i></li> <li>- <i>Telephone Skills</i></li> <li>- <i>Interviewing.</i></li> </ul>	1010	2010	3010
LRDC	<p><i>Job Seekers' Handbook.</i> Edmonton, AB: Alberta Career Development and Employment, 1992.</p> <p>This resource provides a step-by-step action guide to finding a satisfying job. It will assist students in assessing their skills, interests, needs and values, job targeting and finding an appropriate job. Practical advice is offered on how to research jobs, tap the hidden job market, market oneself and carry out job-seeking procedures including completing application forms, writing resumes and participating in interviews.</p>	1010	2010	
LRDC	<p><i>Leadership for Safety Excellence.</i> (1<sup>st</sup> edition.) Edmonton, AB: Alberta Construction Safety Association, 1991.</p> <p><i>Module 1: Supervisor's Role</i>  <i>Module 2: Training</i>  <i>Module 3: Inspections</i>  <i>Module 4: Investigations</i></p> <p>A comprehensive approach to safety practices, safety training, inspections and management.</p>	1210	2210	3210
LRDC	<p><i>Learning to Lead: An Action Plan for Success (Fifty-Minute Series).</i> Pat Heim and Elwood N. Chapman. Menlo Park, CA: Crisp Publications Inc./Reid Publishing Ltd., 1990.</p> <p>This resource supports the Leadership theme in Career Transitions. Through the use of a workbook format, students are encouraged to assess their own leadership potential, develop a vision of leadership and decision-making strategies through case studies and analyses.</p>	1020	2020 2030	3020 3030

## Support Learning Resources (continued)

Distributor Code	Resources	Levels/Module No.		
		1	2	3
LRDC	<p><i>Look Around: You Have Rights.</i> Workplace Health and Safety Agency, 1995.</p> <p>A 29-minute video that addresses young worker's awareness about safety in the work place. The video consists of 3 parts: A father's account of the tragedy of his son in the work place, safety and young workers; the Occupational Health and Safety Act in Ontario. The latter component may be used to compare with Alberta's Health and Safety Act.</p>	1210	2210	3210
LRDC	<p><i>Loss Control Management: Practical Loss Control Leadership.</i> F.E. Bird and G. German. International Loss Control Institute, Inc., Institute Publishing, 1992.</p> <p>This resource provides an extensive view of loss control, from its history to its current importance.</p>	1210	2210	3210
LRDC	<p><i>Me and My Back: Back Safety.</i> ITS Corporation. Electrolab Training Systems., 1990. Video includes Leader's Guide.</p> <p>An audiovisual training program designed to inform employees about the proper methods of lifting and movement in order to maintain a healthy and strong back on and off the job. It also explains why the discs and vertebrae in the back can be injured during improper lifting and movement. For optimum results, this presentation should be supplemented by group discussion of potential back injuries that might be encountered in the workplace, hands-on practice using the appropriate methods of lifting and movement, and supervisory reinforcement of the proper steps necessary in order to prevent back injuries. However, since specific policies and procedures related to back safety may vary depending upon the work to be done and particular company policies, the teacher should take into consideration when presenting the program.</p>	1210	2210	3210
LRDC	<p><i>Medicine Demystified Video Series.</i> Multi-Images Inc. Le Groupe Multimédia du Canada, 1994.</p> <p><i>Burns:</i> This video addresses the many causes and affects of burns in the home and in the workplace. Treatment, techniques for major burns and strategies to prevent fire-related injuries are depicted.</p> <p><i>Burnout:</i> This video addresses What is "burnout"? How is it caused? Who does it most affect? This resource addresses a form of reaction to occupational stress. Teachers are encouraged to review this resource before using and to promote students' discussion on the topic of burnout and possible preventative strategies.</p>	1210	2210	3210

## Support Learning Resources (continued)

Distributor Code	Resources	Levels/Module No.		
		1	2	3
LRDC	<p><i>Nero &amp; Ashcan on the Farm</i>. Manitoba Labour - Workplace Safety and Health Branch, 1996.</p> <p>An animated video showing basic safety hazards on the farm. The video may be best used to orient students without farm backgrounds to safety on the farm.</p>	1210	2210	3210
LRDC	<p><i>Noise Induced Hearing Loss: No Second Chance</i> ITS Corporation/Electrolab Training Systems, 1992. Video and Leader's Guide.</p> <p>This resource is a video training program designed to give the viewer an increased awareness of what it is like to experience noise-reduced hearing loss. The program covers sound level monitoring, engineering controls, audiometric testing, as well as the care and use of hearing protective devices. This program will help meet the requirements set forth in the Occupational Safety &amp; Health Administration's "Occupational Noise Exposure" and Labour Canada's "Levels of Sound" standard. However, this video program is only one part of a comprehensive training program on hearing conservation. This presentation should be supplemented by other training materials, group discussion, hands-on training on the use of hearing protective devices, and supervisory reinforcement to encourage employees to use protective devices when exposed to loud noise.</p>	1210	2210	3210
LRDC	<p><i>Occupational Health and Safety Act, The: A Worker's Guide</i>, 1993; <i>An Employer's Guide</i>, 1994. Edmonton, AB: Alberta Labour.</p>	1210	2210	3210
ETS	<p><i>Office Safety: It's A Jungle In There</i>. Electrolab Training Systems, 1990.</p> <p>This live action video is designed to inform managers, supervisors and employees about the potential dangers in their work environment. In addition to identifying the principal hazards in an office, the program provides guidelines for correcting conditions which frequently lead to accidents and injuries. It should be recognized that this audio-visual program is only one part of a comprehensive training program on office safety. For optimum results this presentation should be supplemented by walking through work areas and identifying potential safety hazards. The principal objective of this program is not just to inform workers about safety hazards in their offices, but to get them to think about how they can eliminate these hazards. The leader should encourage the group's participation by asking for recommendations to correct potential or existing hazards. Since policies on office safety may vary from company to company, the leader should consider these differences when presenting this program.</p>	1210	2210	3210

## Support Learning Resources (continued)

Distributor Code	Resources	Levels/Module No.		
		1	2	3
LRDC	<p><i>Parliamentary Procedure Made Simple: The Basics.</i> Robert McConnell Productions. Le Groupe Multimédia du Canada, 1994.</p> <p>An 80 minute video which outlines details of using parliamentary procedure using Robert's Rules of Order.</p>	1020	2020 2030	3020 3030
LRDC	<p><i>Pathways Series.</i> Nancy Hutchinson and John G. Freeman. Scarborough, ON: Nelson Canada, 1994.</p> <p>The modules are: <i>Knowing about Yourself; Knowing about Others; Succeeding with the Resume and the Application; Succeeding with the Interview; Solving Problems on the Job; Anger Management on the Job.</i></p> <p><i>Pathways</i> is a program of career education that is designed to enhance the employability of youth. <i>Pathways</i> addresses the wide variety of career concerns of adolescents. This includes young people with learning disabilities, who were the target group for the original development of this program. The modules are designed so that each can be used independently or used together as a comprehensive program of career education.</p>	1010 to 1120	2010 to 2150	3010 to 3150
LRDC	<p><i>Personal Safety in Tanker Truck Loading and Off-Loading.</i> Westwood Screen. Marlin Motion Pictures Ltd., 1990.</p> <p>This 16-minute video stresses accident prevention as the best means of defense. Whether loading or unloading liquid or dry materials, corrosive or explosive materials, this program cites two universal methods for working safely with these substances – knowing the nature of the load and how it will react, and knowing the appropriate protective equipment to use when working with the load. Also covered is the importance of knowing the loading/off-loading site and where the first-aid and emergency facilities are located.</p>	1210	2210	3210
ALCS	<p><i>Plan to Get Out Alive: Family Fire Safety Video.</i> WCBS - New York/Alberta Labour. Alberta Labour Client Services Division, 1988.</p> <p>This 40 minute video shows steps to prevent fires. It may be used to support the Job Safety Skills modules and provide a fire safety message to persons of all ages, and occupations.</p>	1210	2210	3210
LRDC	<p><i>Project Management.</i> Marion E. Haynes. Los Altos, CA: Crisp Publications Inc./Reid Publishing Ltd., 1989.</p> <p>This workbook-style resource will support modules in the Career Extensions and Leadership themes of Career Transitions. The resource provides step-by-step strategies for defining a project through project completion and assessment.</p>	1020	2020 2030	3020 3030

**Support Learning Resources** (continued)

Distributor Code	Resources	Levels/Module No.		
		1	2	3
LRDC	<p><i>Safety Essentials Series.</i> The Marcom Group Ltd. Magic Lantern Communications Ltd., 1990. Videos.</p> <p><i>Avoiding Slips, Trips and Falls:</i> The causes of slips, trips and falls are dramatized. Factors including gravity, friction, and momentum are examined. Understanding potential health effects of such mishaps reveals the importance of taking precautions. The role of safety shoes and proper ladder usage are demonstrated</p> <p><i>Back Care &amp; Safety:</i> Informs the viewers about the back and how it works. Demonstrations include common types of back injuries and their causes. The short and long-term effects of back injuries are discussed. Injury prevention techniques are shown. Back muscle strengthening exercises and proper lifting techniques are illustrated.</p> <p><i>Eye Care &amp; Safety:</i> Understanding how eyes work and the long term effects of eye injuries helps prevent accidents from happening. Frequent types and causes of eye injuries are covered. Eye care and safety practices are illustrated especially the importance of selecting and utilizing proper protective equipment</p> <p><i>Hearing Conservation and Safety:</i> The workings of the ear, types of hearing problems, and causes of hearing damage are shown. The effects of hearing damage are discussed. Personal protective equipment and safe practices, including avoidance of noise whenever possible are illustrated.</p> <p><i>Personal Protective Equipment:</i> The areas of the body most needing protection are highlighted. Available protective equipment is shown. The importance of matching the equipment to the hazard and properly utilizing the equipment is stressed.</p>	1210	2210	3210
LRDC	<p><i>Safe Work Series.</i> Edmonton, Alberta. Christie Communications. CDROM/Print.</p> <p><i>An Introduction to Working Safely: Learner's CD ROM, 1994</i>  <i>An Introduction to Working Safely: Learner's Guide, 1993</i>  <i>Confined Spaces – The Worker's Role: Learner's Guide, 1993</i>  <i>Health and Safety Committees: Learner's Guide, 1993</i>  <i>Incident Investigation: Learner's Guide, 1993</i>  <i>Rescue in Confined Spaces: Learner's Guide, 1993</i>  <i>Worker's View of Ergonomics, A: Learner's Guide, 1994</i></p> <p>A comprehensive series of student and teaching resources designed to support safety in the workplace. Additional CDs are planned.</p>	1210	2210	3210
LRDC	<p><i>Superleadership: Leading Others to Lead Themselves.</i> Charles C. Manz and Henry P. Sims, Jr. New York, NY. Berkley, 1990.</p> <p>A key message in this resource is that the “most accomplished leaders are self-leaders.” This resource provides a new model for leadership strategies that focus on self-leadership. This resource will support the Leadership modules in Career Transitions.</p>	1020	2020 2030	3020 3030

## Support Learning Resources (continued)

Distributor Code	Resources	Levels/Module No.		
		1	2	3
LRDC	<p><i>Taking the Lead Video Series.</i> Intelcom. Magic Lantern Communications Ltd., 1993.</p> <p><i>At the Helm: Styles and Leadership:</i> Although focusing on US persons and situations, this resource describes, through first-hand presentations, different styles of leadership and leadership behaviour.</p> <p><i>Running the Show: Influence, Power and Authority:</i> Distinguishes among power, influence and authority and portrays and describes examples of each on different corporate contexts. Both videos may be used to promote a range of discussion topics in the context of leadership.</p> <p>Note: It is recommended that the two titles be used together to provide gender balance.</p>	1020	2020 2030	3020 3030
LRDC	<p><i>Team Building: An Exercise in Leadership.</i> (Revised Edition.) Robert B. Maddux. Menlo Park, CA: Crisp Publications Inc./Reid Publishing Inc., 1992.</p> <p>The workbook and case study style of this resource provide a concise body of information and activities to support the Leadership modules in Career Transitions.</p>	1020	2020 2030	3020 3030
LRDC	<p><i>Transportation of Dangerous Goods.</i> Calgary, AB. Danatec Educational Services Ltd., 1994. Training Course, Employer's Guide and Video.</p> <p>This resource supports key concepts and skills relating to transportation of dangerous goods addressed in the job safety skills modules. The instructional package consists of a video, a text, "Training Course" and an Employer's Guide.</p>	1210	2210	3210

**Support Learning Resources** (continued)

Distributor Code	Resources	Levels/Module No.		
		1	2	3
LRDC	<p><i>What Everybody Should Know About Toxicology</i>. ITS Corporation. Electrolab Training Systems., 1990. Video includes Leader's Guide.</p> <p>A live action video designed to help people understand the types of toxic materials found around the workplace and their effects. The program reviews the basic terminology used in the field of toxicology and covers the differences between point of contact and remote side effects of toxic materials, and between immediate and delayed effects. The program also describes hazards of different classes of materials and includes guidelines for minimizing exposure to toxic or hazardous materials. It should be recognized that this audiovisual program is only one part of a comprehensive training program understanding the range and effects of toxic materials. For optimum results, this presentation should be supplemented with a review of the types of protective equipment to be used around specific types of materials. However, since information on exposure levels, specific chemicals and protective equipment may vary depending on the work to be done and particular local policies, the training session leader should take this into consideration when presenting this program.</p>	1210	2210	3210
LRDC	<p><i>WHMIS Handbook</i>. Deborah L. Smith and Edward Pessah. Calgary, AB: Danatec Educational Services Ltd., 1993.</p>	1210	2210	3210
LRDC	<p><i>WHMIS "Self-Teach" Training Manual</i>. Dennis J. Perch, Vancouver, BC and Marilyn R. Bright, Calgary, AB. Danatec Educational Services Ltd., 1990.</p>	1210	2210	3210
ETS	<p><i>WHMIS: Working To Protect Your Health</i>. Electrolab Training Systems, 1991. Video includes Leader's Guide.</p> <p>This live action video is designed to inform managers, supervisors and employees about the background of the Workplace Hazardous Materials Information System (WHMIS) and how it works to ensure their safety when working with hazardous materials. The program provides an overview of the regulation and examines the three principal components of WHMIS: 1) training sessions, 2) labels and 3) Material Safety Data Sheets (MSDS). The program includes an explanation of rules concerning supplier and workplace labeling and an in-depth section by section examination of a typical MSDS. It should be recognized that this audio-visual program is only one part of a comprehensive training program on WHMIS. For optimum results this program should include instruction in the safe handling of specific hazardous chemicals used at worksite, emergency procedures and training sessions on when and how to use protective equipment. Specific policies and procedures related to the implementations of WHMIS may vary from company to company and the training leader should take this into consideration when presenting the program.</p>	1210	2210	3210



## Support Learning Resources (continued)

Distributor Code	Resources	Levels/Module No.		
		1	2	3
LRDC	<p><i>WonderTech Work Skills Simulation</i>. Kathleen V. Cairns and J. Brian Woodward. Toronto, ON: Trifolium Books Inc., 1994.</p> <ul style="list-style-type: none"> <li>• <i>WonderTech Work Skills Simulation: Forms and Memos for Duplication</i></li> <li>• <i>WonderTech Work Skills Simulation: Administration Department (Policies, Records and Reports; In-Baskets)</i></li> <li>• <i>WonderTech Work Skills Simulation: Production Department (Policies, Records and Reports; In-Baskets)</i></li> <li>• <i>WonderTech Work Skills Simulation: Materials Department (Policies, Records and Reports; In-Baskets)</i>.</li> <li>• <i>WonderTech Work Skills Simulation: Sales and Marketing Department (Policies, Records and Reports; In-Baskets)</i></li> </ul> <p>The simulation kit is designed to teach students:</p> <ul style="list-style-type: none"> <li>• about how organizations may be structured</li> <li>• the roles and responsibilities of departments and individuals in a corporation</li> <li>• participation, communication and leadership skills</li> <li>• a broad range of employability skills</li> </ul>	all	all	all
LRDC	<p><i>Work Experience Planner, The</i>. (2nd edition.) William A. Stull and Robert H. Zedlitz. Cincinnati, OH: South-Western Publishing Co., 1990.</p> <p>The resource presents work experience programs as beneficial learning experiences. While written primarily for a U.S. audience, the resource provides a broad range of job-oriented activities that effectively combines theory with practice. The content is presented in workbook format as 30 activities organized within six themes.</p>	1010	2010	3010
WCBP	<p><i>Young Worker Awareness Program Series</i>. Workplace Health and Safety Agency., 1996.</p> <p><i>Safety First</i>: The first of two video series on safety in a workplace. The second video is <i>Work Smart – Work Safe</i>. This video presents a powerful message about safety in a workplace in general, WHMIS and legal measurements for safety environments.</p> <p><i>Work Smart – Work Safe</i>: The second of two videos designed to give students information about rights, responsibilities and appropriate safety behaviour in a variety of workplaces.</p> <p>Note: That although the videos reference to Ontario workplaces, the visuals and key messages communicated are just as appropriate to Alberta workplaces.</p>	1210	2210	3210

## TEACHING RESOURCES

The following teaching resources are authorized by Alberta Education to assist teachers in the instructional process.

Distributor Code	Resources	Levels/Module No.		
		1	2	3
LRDC	<p><i>Employability Skills Portfolio.</i> Calgary Educational Partnership Foundation, 1994. Instructor's Guide.</p> <p>See Support Learning Resources for annotation and module correlation.</p>			
LRDC	<p><i>Everyday Career Development: Concepts and Practices: A Guidebook for Secondary School Educators.</i> Dave E. Redekopp. Alberta Education/Special Education Branch, 1994. Participant Guide and Facilitator Guide.</p> <p>This resource has been developed by Alberta educators for teachers, counsellors and administrators. Its purpose is to provide a reference to Alberta educators interested in helping students link school programs and career opportunities after completing school.</p>	1010	2010	3010
LRDC	<p><i>Expanding Your Horizons: A Career Guide.</i> Judi Misener and Susan Kearns. Toronto, ON: McGraw-Hill Ryerson Ltd., 1994. Teacher's Resource.</p> <p>See Basic Learning Resources for annotation and module correlation.</p>			
LRDC	<p><i>How to Start a Leadership Class.</i> Linda Teague Rogers. Reston, VA: National Association of Secondary School Principals, 1991.</p> <p>This "how to" handbook will be of use to teachers intending to focus the Leadership modules in the context of student governance/school councils.</p>	1020	2020 2030	3020 3030
LRDC	<p><i>Leadership 2000: Preparing Students for Success and Leadership in the Workplace.</i> D. Schilling et al. Innerchoice Publishing, 1994. Leader's Manual/Curriculum Guide and Student Materials.</p> <p>Note: Selected readings and activities may be considered sensitive by some students. Teachers should review all readings and activity sheets to assess their suitability for their students and their community.</p>	1020	2020 2030	3020 3030
LRDC	<p><i>Pathways: Program Overview.</i> (Pathways Series.) Nancy Hutchinson and John G. Freeman. Scarborough, ON: Nelson Canada, 1994.</p> <p>See Support Learning Resources for annotation and module correlation.</p>			

**Teaching Resources (continued)**

Distributor Code	Resources	Levels/Module No.		
		1	2	3
LRDC	<p><i>Safe Work Series</i>. Edmonton, AB: Christie Communications.</p> <p><i>An Introduction to Working Safely: Leader's Guide, 1993</i>  <i>Confined Spaces – The Worker's Role: Leader's Guide, 1993</i>  <i>Health and Safety Committees: Leader's Guide, 1994</i>  <i>Incident Investigation: Leader's Guide, 1993</i>  <i>Rescue in Confined Spaces: Leader's Guide, 1993</i>  <i>Worker's View of Ergonomics, A: Leader's Guide, 1994</i></p> <p>See Support Learning Resources for annotation and module correlation.</p>			
LRDC	<p><i>Success in the Workplace: A Student Guide</i>. L. Bulmer. Mississauga, ON: Copp Clark Longman Ltd., 1992. Teacher's Manual.</p> <p>See Basic Learning Resources for annotation and module correlation.</p>			
LRDC	<p><i>Transitions: A Practical Guide to the Workplace</i>. Linda Winder, Sonja Stih and Jim O'Connor. Don Mills, ON: Maxwell Macmillan Canada, 1992. Teacher's Resource Book.</p> <p>See Basic Learning Resources for annotation and module correlation.</p>			
LRDC	<p><i>WonderTech Work Skills Simulation (Facilitator's Manual)</i>. Kathleen V. Cairns and J. Brian Woodward, Toronto, ON. Trifolium Books Inc., 1994.</p> <p>The simulation kit is designed to teach students:</p> <ul style="list-style-type: none"> <li>• about how organizations may be structured</li> <li>• the roles and responsibilities of departments and individuals in a corporation</li> <li>• participation, communication and leadership skills</li> <li>• a broad range or employability skills.</li> </ul>	all	all	all



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THEME				A	D	B	B	E	A	D	D	B	B	B	B	B	E	A	D	D	B	B	B	B	E		
	<i>Format</i>	<i>Status</i>	<i>Junior/Senior High</i>	Job Preparation	Leading by Example	Project 1A	Project 1B	Personal Safety Management	Job Maintenance	Taking the Lead	Governance & Leadership	Project 2A	Project 2B	Project 2C	Project 2D	Project 2E	Workplace Safety	Preparing for Change	Organizational Leadership	Leading for Change	Project 3A	Project 3B	Project 3C	Project 3D	Project 3E	Safety Management Systems	
Module Number				1010	1020	1110	1120	1210	2010	2020	2030	2110	2120	2130	2140	2150	2210	3010	3020	3030	3110	3120	3130	3140	3150	3210	
<b>Back Care in the Office</b>	v	S	J/S					X									X									X	
<b>Career Planner, The</b>	p	S	J/S	X					X																		
<b>Confined Space Safety: Part 1</b> (Includes Answer Key and Discussion Guide)	p,v	S	J/S					X									X									X	
<b>Consider the Flip Side: Get a ROPS and Seatbelt</b>	v	S	J/S					X									X									X	
<b>Creative Decision Making: Using Positive Uncertainty</b>	p	S	J/S		X	X	X	X		X	X	X	X	X	X	X			X	X	X	X	X	X	X		
<b>Effective Meeting Skills</b>	p	S	J/S		X					X	X								X	X							
<b>Employability Skills Portfolio: Creating My Future</b>				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Text	p	S	J/S																								
Instructor's Guide	p	T	J/S																								
<b>Equipped for Safety: Personal Protective Equipment</b>	v	S	J/S					X									X									X	
<b>Everyday Career Development: Concepts and Practices: A Guidebook for Secondary School Educators</b> (Participant Guide and Facilitator Guide)	p	T	J/S	X					X									X									
<b>Expanding Your Horizons: A Career Guide</b>				X					X									X									
Text	p	B	J/S																								
Teacher's Resource	p	T	J/S																								

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THEME				A	D	B	B	E	A	D	D	B	B	B	B	B	E	A	D	D	B	B	B	B	B	B	E	
	<i>Format</i>	<i>Status</i>	<i>Junior/Senior High</i>	Job Preparation	Leading by Example	Project IA	Project IB	Personal Safety Management	Job Maintenance	Taking the Lead	Governance & Leadership	Project 2A	Project 2B	Project 2C	Project 2D	Project 2E	Workplace Safety	Preparing for Change	Organizational Leadership	Leading for Change	Project 3A	Project 3B	Project 3C	Project 3D	Project 3E	Safety Management Systems		
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<b>Flammables, Combustibles and Explosives</b>	<i>v</i>	<i>S</i>	J/S					X									X										X	
<b>How to Start a Leadership Class</b>	<i>p</i>	<i>T</i>	J/S		X					X	X								X	X								
<b>Job Search Success System: Units 1, 2 and 3</b> (Instructor's Manual, Videos & Workbook Materials)	<i>p,v</i>	<i>S</i>	J/S	X					X									X										
<b>Job Seekers' Handbook</b>	<i>p</i>	<i>S</i>	J/S	X					X																			
<b>Leadership 2000: Preparing Students for Success and Leadership in the Workplace</b>	<i>p</i>	<i>T</i>	J/S		X					X	X								X	X								
<b>Leadership for Safety Excellence (1st Ed.)</b>	<i>p</i>	<i>S</i>	J/S					X									X										X	
<b>Learning to Lead: An Action Plan for Success (Fifty-Minute Series)</b>	<i>p</i>	<i>S</i>	J/S		X					X	X								X	X								
<b>Look Around: You have Rights</b>	<i>v</i>	<i>S</i>	J/S					X									X										X	
<b>Loss Control Management: Practical Loss Control Leadership</b>	<i>p</i>	<i>S</i>	J/S					X									X										X	
<b>Me and My Back: Back Safety</b> (Video includes Leader's Guide)	<i>p,v</i>	<i>S</i>	J/S					X									X										X	
<b>Medicine Demystified Video Series</b>								X									X										X	
Burnout	<i>v</i>	<i>S</i>	J/S																									
Burns	<i>v</i>	<i>S</i>	J/S																									
<b>Nero &amp; Ashcan on the Farm</b>	<i>v</i>	<i>S</i>	J/S					X									X										X	

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<b>Noise Induced Hearing Loss: No Second Chance</b> (Leader's Guide and Video)	<i>p,v</i>	<i>S</i>	J/S					X									X										X
<b>Occupational Health and Safety Act, The: A Worker's Guide and An Employer's Guide</b>	<i>p</i>	<i>S</i>	J/S					X									X										X
<b>Office Safety: It's A Jungle in There</b>	<i>v</i>	<i>S</i>	J/S					X									X										X
<b>Parliamentary Principles Made Simple: The Basics</b>	<i>v</i>	<i>S</i>	J/S		X					X	X								X	X							
<b>Pathways Series</b>				X	X	X	X		X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	
Anger Management on the Job	<i>p</i>	<i>S</i>	J/S																								
Knowing about Yourself	<i>p</i>	<i>S</i>	J/S																								
Knowing about Others	<i>p</i>	<i>S</i>	J/S																								
Succeeding with the Resume and the Application	<i>p</i>	<i>S</i>	J/S																								
Succeeding with the Interview	<i>p</i>	<i>S</i>	J/S																								
Solving Problems on the Job	<i>p</i>	<i>S</i>	J/S																								
Program Overview	<i>p</i>	<i>T</i>	J/S																								
<b>Personal Safety in Tanker Truck Loading and Off-Loading</b>	<i>v</i>	<i>S</i>	J/S					X									X										X
<b>Plan to Get Out Alive: Family Fire Safety Video</b>	<i>v</i>	<i>S</i>	J/S					X									X										X

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<b>Project Management</b>	<i>p</i>	<i>S</i>	J/S		X					X	X								X		X						
<b>Safety Essentials</b>								X									X										X
Avoiding Slips, Trips and Falls	<i>v</i>	<i>S</i>	J/S																								
Back Care & Safety	<i>v</i>	<i>S</i>	J/S																								
Eye Care & Safety	<i>v</i>	<i>S</i>	J/S																								
Hearing Conservation and Safety	<i>v</i>	<i>S</i>	J/S																								
Personal Protective Equipment	<i>v</i>	<i>S</i>	J/S																								
<b>Safe Work Series</b>								X									X										X
An Introduction To Working Safely: CD Rom	<i>s</i>	<i>S</i>	J/S																								
An Introduction To Working Safely	<i>p</i>	<i>S/T</i>	J/S																								
Confined Spaces - The Worker's Role	<i>p</i>	<i>S/T</i>	J/S																								
Health and Safety Committees	<i>p</i>	<i>S/T</i>	J/S																								
Incident Investigation	<i>p</i>	<i>S/T</i>	J/S																								
Rescue in Confined Spaces	<i>p</i>	<i>S/T</i>	J/S																								
Worker's View of Ergonomics, A	<i>p</i>	<i>S/T</i>	J/S																								
<b>Success in the Workplace: A Student Guide</b>				X					X									X									
Student Guide	<i>p</i>	<i>B</i>	J/S																								
Teacher's Manual	<i>p</i>	<i>T</i>	J/S																								
<b>Superleadership: Leading Others to Lead Themselves</b>	<i>p</i>	<i>S</i>	J/S		X					X	X								X	X							



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	<i>Format</i>	<i>Status</i>	<i>Junior/Senior High</i>																							
Module Number				1010	1020	1110	1120	1210	2010	2020	2030	2110	2120	2130	2140	2150	2210	3010	3020	3030	3110	3120	3130	3140	3150	3210
<b>Taking the Lead Video Series</b>					X					X	X								X	X						
At the Helm: Styles and Leadership	<i>v</i>	<i>S</i>	J/S																X	X						
Running the Show: Influence, Power and Authority	<i>v</i>	<i>S</i>	J/S																							
<b>Team Building: An Exercise in Leadership</b>	<i>p</i>	<i>S</i>	J/S		X					X	X								X	X						
<b>Transitions: A Practical Guide to the Workplace</b>				X					X									X								
Text	<i>p</i>	<i>B</i>	J/S																							
Teacher Resource Book	<i>p</i>	<i>T</i>	J/S																							
<b>Transportation of Dangerous Goods</b> (Training Course, Employer's Guide and Video)	<i>p/v</i>	<i>S</i>	J/S					X									X									X
<b>What Everybody Should Know About Toxicology</b> (Video includes Leader's Guide)	<i>p/v</i>	<i>S</i>	J/S					X									X									X
<b>WHMIS Handbook</b>	<i>p</i>	<i>S</i>	J/S					X									X									X
<b>WHMIS "Self-Teach" Training Manual</b>	<i>p</i>	<i>S</i>	J/S					X									X									X
<b>WHMIS: Working to Protect Your Health</b> (Video Includes Leader's Guide)	<i>p/v</i>	<i>S</i>	J/S					X									X									X
<b>WonderTech Work Skills Simulation</b>				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Forms and Memos for Duplication	<i>s</i>	<i>S</i>	J/S																							
Administration Department	<i>s</i>	<i>S</i>	J/S																							
Production Department	<i>s</i>	<i>S</i>	J/S																							
Materials Department	<i>s</i>	<i>S</i>	J/S																							
Sales and Marketing Department	<i>s</i>	<i>S</i>	J/S																							
Facilitator's Manual	<i>s</i>	<i>T</i>	J/S																							
<b>Work Experience Planner, The</b>	<i>p</i>	<i>S</i>	J/S	X					X									X								
<b>Young Worker Awareness Program Series</b>								X									X									X
Safety First	<i>v</i>	<i>S</i>	J/S																							
Work Smart: Work Safe	<i>v</i>	<i>S</i>	J/S																							



## ADDITIONAL SOURCES

Available to Career and Technology Studies (CTS) teachers, locally and provincially, are many sources of information that can be used to enhance CTS. These sources are available through the community (e.g., libraries, boards, committees, clubs, associations) and through government agencies, resource centres and organizations. Some sources, e.g., government departments, undergo frequent name and/or telephone number changes. Please consult your telephone directory or an appropriate government directory.

The following is a partial list of sources to consider:

### TEACHER-LIBRARIANS

Planned and purposeful use of library resources helps students grow in their ability to gather, process and share information. Research activities require access to an adequate quantity and variety of appropriate, up-to-date print and nonprint resources from the school library, other libraries, the community and additional sources. Some techniques to consider are:

- planning together
- establishing specific objectives
- integrating research skills into planning.

Cooperation between the teacher-librarian and the subject area teacher in the development of effectively planned resource-based research activities ensures that students are taught the research skills as well as the subject content. Also see *Focus on Research: A Guide to Developing Student's Research Skills* referenced in the Alberta Education resources section.

### ALBERTA EDUCATION SOURCES

Alberta Government telephone numbers can be reached toll free from outside Edmonton by dialing 310-0000.

The following monographs are available for purchase from the Learning Resources Distributing Centre. Refer to the Distributor Directory at the end of this section for address, telephone, fax and Internet address.

Please consult the "Support Documents" section or the "Legal, Service and Information Publications" section in the LRDC *Buyers Guide* for ordering information and costs.

### Developmental Framework Documents

- *The Emerging Student: Relationships Among the Cognitive, Social and Physical Domains of Development*, 1991 (Stock No. 161555)

This document examines the child, or student, as a productive learner, integrating all the domains of development: cognitive, social and physical. It emphasizes the need for providing balanced curriculum and instruction.

- *Students' Interactions Developmental Framework: The Social Sphere*, 1988 (Stock No. 161399)

This document examines children's perceptual, structural and motor development and how such physical development affects certain learning processes.

- *Students' Physical Growth: Developmental Framework Physical Dimension*, 1988 (Stock No. 161414)

This document examines children's normal physical growth in three areas: perceptual, structural and motor development. In none of these areas is the child's growth in a single continuous curve throughout the first two decades of life. Physical growth is characterized by periods of rapid growth and periods of slower growth. Consequently, differences and changes in growth patterns may affect the timing of certain learning processes.

#### Other

- *Focus on Research: A Guide to Developing Students' Research Skills*, 1990 (Stock No. 161802)

This document outlines a resource-based research model that helps students manage information effectively and efficiently, and gain skills that are transferable to school and work situations. This model provides a developmental approach to teaching students how to do research.

- *Teaching Thinking: Enhancing Learning*, 1990 (Stock No. 161521)

Principles and guidelines for cultivating thinking, ECS to Grade 12, have been developed in this resource. It offers a definition of thinking, describes nine basic principles on which the suggested practices are based, and discusses possible procedures for implementation in schools and classrooms.

#### ACCESS: The Education Station

ACCESS: The Education Station offers a variety of resources and services to teachers. For a nominal dubbing and tape fee, teachers may have ACCESS: The Education Station audio and video library tapes copied. ACCESS: The Education Station publishes listings of audio and video cassettes as well as a comprehensive programming schedule.

Of particular interest are the CTS videos, which are available with utilization guides. The guides outline key points in each video and suggest questions for discussion, classroom projects and other activities. Video topics are listed in the Support Learning Resources section of this guide. The videos and accompanying support material can be obtained from ACCESS: The Education Station. Refer to the Distributor Directory at the end of this section for address, telephone, fax and Internet address.

#### GOVERNMENT SOURCES

##### National Film Board of Canada (NFB)

The NFB has numerous films and videotapes that may be suitable for Career and Technology Studies strands. For a list of NFB films and videotapes indexed by title, subject and director, or for purchase of NFB films and videotapes, call 1-800-267-7710 (toll free) or Internet address: <http://www.nfb.ca>

ACCESS: The Education Station and some school boards have acquired duplication rights to some NFB videotapes. Please contact ACCESS: The Education Station or consult the relevant catalogues in your school or school district.

The Edmonton Public Library and the Calgary Public Library have a selection of NFB films and videotapes that can be borrowed free of charge with a Public Library borrower's card. For further information, contact:

Edmonton Public Library  
Telephone: 403-496-7000

Calgary Public Library  
Telephone: 403-260-2650

For further information contact:

##### Statistics Canada

Regional Office  
8th Floor, Park Square  
10001 Bellamy Hill  
Edmonton, AB T5J 3B6  
Telephone: 403-495-3027  
Fax: 403-495-5318  
Internet address: <http://www.statcan.ca>

Statistics Canada produces periodicals, reports, and an annual year book.

## **Resource Centres**

### ***Urban Resource Centres***

#### **Instructional Services**

Elk Island Public Schools  
2001 Sherwood Drive  
Sherwood Park, AB T8A 3W7  
Telephone: 403-464-8235  
Fax: 403-464-8033  
Internet Address: <http://ei.educ.ab.ca>

#### **Learning Resources Centre**

Red Deer Public School Board  
4747 – 53 Street  
Red Deer, AB T4N 2E6  
Telephone: 403-343-8896  
Fax: 403-347-8190

#### **Instructional Materials Centre**

Calgary Separate School Board  
6220 Lakeview Drive SW  
Calgary, AB T3E 5T1  
Telephone: 403-298-1679  
Fax: 403-249-3054

#### **School, Student, Parent Services Unit**

Program and Professional Support Services  
Sub Unit  
Calgary Board of Education  
3610 – 9 Street SE  
Calgary, AB T2G 3C5  
Telephone: 403-294-8542  
Fax: 403-287-9739

After July 1, 1997, please contact the School, Student, Parent Services Unit regarding the relocation of the Loan Pool Resource Unit.

#### **Learning Resources**

Edmonton Public School Board  
Centre for Education  
One Kingsway Avenue  
Edmonton, AB T5H 4G9  
Telephone: 403-429-8387  
Fax: 403-429-0625

#### **Instructional Materials Centre**

Medicine Hat School District No. 76  
601 – 1 Avenue SW  
Medicine Hat, AB T1A 4Y7  
Telephone: 403-528-6719  
Fax: 403-529-5339

#### **Resource Centre**

Edmonton Catholic Schools  
St. Anthony's Teacher Centre  
10425 – 84 Avenue  
Edmonton, AB T6E 2H3  
Telephone: 403-439-7356  
Fax: 403-433-0181

#### **Instructional Media Centre**

Northern Lights School Division No. 69  
Bonnyville Centralized High School  
4908 – 49 Avenue  
Bonnyville, AB T9N 2J7  
Telephone: 403-826-3366  
Fax: 403-826-2959

### ***Regional Resource Centres***

#### **Zone 1**

Zone One Regional Resource Centre  
P.O. Box 6536  
10020 – 101 Street  
Peace River, AB T8S 1S3  
Telephone: 403-624-3187  
Fax: 403-624-5941

#### **Zone 2/3**

Central Alberta Media Services (CAMS)  
182 Sioux Road  
Sherwood Park, AB T8A 3X5  
Telephone: 403-464-5540  
Fax: 403-449-5326

#### **Zone 4**

Information and Development Services  
Parkland Regional Library  
5404 – 56 Avenue  
Lacombe, AB T4L 1G1  
Telephone: 403-782-3850  
Fax: 403-782-4650  
Internet Address: <http://rtt.ab.ca.rtt/prl/prl.htm>

## **Zone 5**

South Central Alberta Resource Centre  
(SCARC)  
Golden Hills Regional Division  
435A Hwy 1  
Westmount School  
Strathmore, AB T0J 3H0  
Telephone: 403-934-5028  
Fax: 403-934-5125

## **Zone 6**

Southern Alberta Learning Resource Centre  
(SALRC)  
Provincial Government Administration Building  
909 Third Avenue North, Room No. 120  
Box 845  
Lethbridge, AB T1J 3Z8  
Telephone: 403-320-7807  
Fax: 403-320-7817

## **OTHER GOVERNMENT SOURCES**

### **Alberta Apprenticeship Program**

For more information, contact the Alberta Advanced Education and Career Development office nearest you or call the Alberta Career Information Hotline. 1-800-661-3753 (toll free)  
Edmonton: 403-422-4266

### **Alberta Health**

Environmental Health Services  
14<sup>th</sup> Floor, 10025 Jasper Avenue  
Edmonton, AB T5J 2N3  
Telephone: 403-427-2643

Alberta Health will issue a Certificate of Achievement in Food Sanitation and Hygiene to all successful applicants. The department also maintains a registry of certified food handlers.

### **Alberta Labour**

9940 – 106 Street  
Edmonton, AB T5K 2N2  
Telephone: 403-427-8848  
Fax: 403-427-0999

Offices are also in Calgary, Camrose, Edson, Fort McMurray, Grande Prairie, Lethbridge, Medicine Hat, Red Deer and Vermilion.

### **Communication Branch of Alberta Health**

18<sup>th</sup> Floor, Telus Plaza North Tower  
10025 – Jasper Avenue  
Edmonton, AB T5J 1S6

### **Health Canada**

Publications  
Public Affairs, Head Office  
Brooke Claxton Building  
de la Colombine  
Tunney's Pasture  
Ottawa, ON K1A 0K9

### **Health Protection Branch**

840, 9700 Jasper Avenue  
Edmonton, AB T5J 4C3  
Telephone: 403-495-2626  
Fax: 403-495-2624

Or

282, 220 – 4 Avenue SE  
Calgary, AB T2G 4X3  
Telephone: 403-292-4650  
Fax: 403-292-4644

### **Industry Canada**

Consumer Affairs  
#400, 639 – 5 Avenue SW  
Calgary, AB T2P 0M9  
Telephone: 403-292-4295  
<http://strategis.ic.gc.ca>

## **PROFESSIONAL ORGANIZATIONS**

### **ATEC**

12th Floor, Sterling Place  
9940 – 106 Street  
Edmonton, AB T5K 2N2  
Telephone: 403-422-0781  
Fax: 403-422-3430

- Resources previously available through ATEC may now be available from Training Resource Centre, Grant MacEwan Community College (see below).

## **POST-SECONDARY INSTITUTES**

### **Training Resource Centre**

Grant MacEwan Community College  
City Centre Campus  
Room 5-309, 10700 – 104 Avenue  
Edmonton, AB T5J 4S2  
Telephone: 403-497-5475  
Fax: 403-497-5677

- Memberships must be purchased.

## **ASSOCIATIONS**

Alberta Safety Council  
201, 10526 Jasper Avenue  
Edmonton, AB T5J 1Z7  
Telephone: 403-428-7555  
Fax: 403-428-7557

Canada Safety Council  
1020 Thomas Spratt Place  
Ottawa, ON K1G 5L5  
Telephone: 613-739-1535  
Fax: 613-739-1566





## DISTRIBUTOR DIRECTORY

The entries in the Distributor Directory are arranged alphabetically by code.

CODE	Distributor/Address	Contact Via
ACC	ACCESS: The Education Station 3270 – 76 Avenue Edmonton, AB T6B 2N9	403-440-7777 Fax: 403-440-8899 1-800-352-8293 <a href="http://www.ccinet.ab.ca/access">http://www.ccinet.ab.ca/access</a>
ALCS	Alberta Labour Client Services Division Occupational Health and Safety Division 9321 – 48 Street Edmonton, AB T6B 2R4	403-427-8848 Fax: 403-422-9645
ETS	Electrolab Training Systems P.O. Box 320 335 University Avenue Belleville, ON K8N 5A5	613-962-9577 Fax: 613-962-0284 1-800-267-7582
LRDC	Learning Resources Distributing Centre 12360 – 142 Street Edmonton, AB T5L 4X9	403-427-5775 Fax: 403-422-9750 <a href="http://ednet.edc.gov.ab.ca/lrdc">http://ednet.edc.gov.ab.ca/lrdc</a>
WCBP	Workers' Compensation Board Prevention Division 17 <sup>th</sup> Floor, 200 Front Street West Toronto, ON M5V 3J1	416-975-9728 Fax: 416-975-9775 1-800-465-5606

