

INSTRUCTIONAL RECOMMENDATIONS – DOCUMENT USE LEVEL 5

The purpose of this document is to provide recommendations for instructors who are using TOWES™ Focus results to develop learning plans for clients. These recommendations relate to planning instruction for clients who achieved Level 5 in Document Use on a TOWES™ Focus assessment. The first two rows of information are provided to clients as part of their score reports. The two rows that follow are instructional recommendations, from general to specific.

CLIENT REPORT STATEMENTS	
INTERPRETATION	<p>A score at Level 5 in Document Literacy, indicates that you have the skills needed to be able to transfer existing knowledge to new contexts or situations and to integrate information from multiple sources to solve a problem or make a decision and to generate new content or information displays.</p> <p>At Document Literacy Level 5, your skills include the ability to:</p> <ul style="list-style-type: none"> • use complex documents containing multiple pieces of information organized in multiple sections, with additional components such as colour coding. • locate multiple pieces of information using the results of one search in a subsequent search. • make abstract inferences.
LEARNER RECOMMENDATIONS	Your document literacy skills are strong and you are well prepared to benefit from academic, technical or on-the-job training.

INSTRUCTIONAL RECOMMENDATIONS

**SPECIFIC
RECOMMENDATIONS
DOCUMENT USE
LEVEL 5**

- Individuals at Level 5 have advanced literacy-based comprehension skills. At Level 5, individuals can function easily beyond the literal level of information provided in a task and the information source. They have the ability to consistently and thoughtfully apply their background information and knowledge to all tasks they encounter.
- Individuals at Level 5 have mastered completing tasks that are based on multiple abstract conditions and unspecified outcomes. At Level 5, individuals have also mastered the ability to deal with competing or distracting information at any point in the completion of a task or process.