

Putting the OSP into ACTION in Guidance and Career Education



This article will show you why and how to use the Ontario Skills Passport (OSP) in your Guidance and Career Education Program and courses. With so many choices and decisions to make throughout high school, the OSP helps learners develop and demonstrate a common set of Essential Skills and work habits that are important in all courses, postsecondary pathways and careers.

The Essential Skills included in the OSP have been identified and

validated as generic skills by Human Resources and Skills Development Canada (HRSDC) and other national and international agencies. They are used in virtually all occupations and all facets of daily life, and include skills such as reading text, writing, document use, oral communication and problem solving.

Essential Skills are the foundation for learning other skills, such as technical skills, and they help people adjust to change. The OSP also includes important work

habits, such as working safely, teamwork, reliability and initiative. It is no surprise, then, that we refer to Essential Skills and work habits as 'transferable skills' that you bring with you from school to work and further education and/or training; as well as from job to job and sector to sector.

The Essential Skills and work habits in the OSP appear in the chart below (Refer to chart 1).

The OSP is a free, bilingual web-based resource that provides:

“I LIKED LEARNING ABOUT THE TASKS THAT GO WITH THE ESSENTIAL SKILLS. IT MADE IT EASIER TO UNDERSTAND WHAT THE ESSENTIAL SKILLS ARE.” – MICHELLE, GRADE 12

Chart 1

Essential Skills	Work Habits
Reading Text	Working Safely
Writing	Teamwork
Document Use	Reliability
Computer Use	Organization
Oral Communication	Working Independently
<i>Numeracy</i>	Initiative
Money Math	Self-Advocacy
Scheduling, Budgeting and Accounting	Customer Service
Measurement and Calculation	Entrepreneurship
Data Analysis	
Numerical Estimation	
<i>Thinking Skills</i>	
Job Task Planning and Organizing	
Decision Making	
Problem Solving	
Finding Information	
<i>There are skill levels associated with Essential Skills tasks. Level 1 tasks are the least complex and level 4/5 are the most complex.</i>	<i>There are no skill levels associated with work habits.</i>

- A common skills language with clear descriptions of the Essential Skills and work habits;
- Videos and sample tasks that illustrate how Essential Skills and work habits are used in work, learning and life;

The New OSP Resource for Career Studies will help teachers provide students with access to relevant career, education and training and labour market information. This will help them in their course, program, postsecondary pathway and career decisions. When you show learners how to use the OSP in Career Studies, they may also be inspired to use it in their skills journey throughout high school and beyond.

“WHEN I USED THIS SITE, I WAS AMAZED AT HOW INVOLVED
THE SKILLS AND TASKS ARE FOR THE JOB I RESEARCHED
(BARTENDER).” – JENNA, GRADE 12

- Sample job tasks that show how Essential Skills are used in more than 330 occupations;
- Tools that help students build confidence, competence and school-work connections; and
- Resources to help teachers use the OSP in a variety of educational contexts, including a new OSP resource for Career Studies.

ABCTs of the OSP: Awareness, Building, Communicating, Tracking and Transferring

There is no one way to use the OSP. When your learners use the OSP, you'll be helping them to:

- Learn about Essential Skills and work habits and see how they are used in work, learning and life;
- Demonstrate their knowledge of Essential Skills and work habits using SkillsZone games and other OSP resources;
- Recognize that they are developing and demonstrating their Essential Skills and work habits skills in all of their classes, experiential learning opportunities, community involvement and extra-curricular activities;
- Self-assess their Essential Skills and work habits and compare their results to occupations of interest;
- Practise and Build their Essential Skills using authentic workplace activity sets;

Curriculum Connections, Student Engagement and the OSP

Learners will be engaged and feel confident when they recognize the Essential Skills and work habits they are developing and demonstrating in all courses. They will see more relevance and be motivated when they realize they can transfer what they are learning in school to work or further education and/or training.

- Create an OSP Work Plan for use in work experience and co-operative education in which employers record their demonstration of their Essential Skills and work habits;
- Build a portfolio with evidence of their Essential Skills and work habits demonstrations;
- Create a great résumé and covering letter and prepare for an interview;
- Track and Plan further development of their Essential Skills and work habits using the OSP Tracker; and
- Create an OSP Transition Plan to transfer their Essential Skills and work habits to work or further education and/or training.

Some Examples

Here are just a few examples of how the OSP connects to guidance and career education courses:

GLC20 Career Studies

Overall Expectation

- Use a self-assessment process to develop a personal profile for use in career development planning.

Specific Expectation

- Identify the essential skills (e.g., reading text, computer use, working with others, numeracy) they have developed through school, extracurricular, and/or community experiences, and explain how these skills relate to career development.

GLD20

Overall Expectation

- Plan for, assess, and document their ongoing development and demonstration of selected workplace essential skills.

Specific Expectation

- Document their development of selected workplace essential skills, including evidence of demonstration of these skills from their Ontario Skills Passport.

GLN40

Overall Expectation

- Plan for, assess, and document their ongoing development and demonstration of selected workplace essential skills.

Specific Expectations

- Produce a gap analysis of their workplace essential skills by identifying the workplace essential skill requirements for a specific occupation, comparing the requirements with the skills they have, and identifying the skills they need to develop;
- Produce a plan for the development of the workplace essential skills that they require to complete specific tasks in the community or workplace.

OSP is Powered by Partnerships!

OSCA has been a long-time OSP partner helping us co-ordinate the OSP Web Development Project and Advisory Committee and helping us promote the OSP through conference workshops, e-communications and word of mouth. OSCA also sponsored the development of the new OSP resource for Career Studies as part of its new toolkit for guidance and career education courses.

Ontario WorkInfoNet, Career Cruising and Employer Registry are other OSP partners that help us reach more learners, more teachers and more employers.

We invite you to use the OSP and join the OSP team. For more information on the OSP, visit <http://skills.edu.gov.on.ca>.

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