



Tips for Adult Educators

<http://skills.edu.gov.on.ca>

Welcome to the Ontario Skills Passport (OSP) Resource for Job Seekers. You can use the OSP as a platform to help learners explore options, build a portfolio and prepare for next steps.

So, what is the Ontario Skills Passport?

The Ontario Skills Passport is a web-based resource that provides clear descriptions of the Essential Skills and work habits needed in work, learning and life. Essential Skills, such as Document Use and Problem Solving, are used in nearly all occupations and are the foundation for learning other skills, including technical skills. Work habits, such as reliability and initiative, are also important for success. Essential Skills and work habits are transferable from school to work, job to job and sector to sector.

How can the OSP help learners?

The OSP can help learners assess and build their Essential Skills and work habits and transfer them to a job or further education and/or training. The flexible nature of this resource allows you and your learners to choose the OSP tools that will best meet their needs. Some learners may be ready to independently use the various OSP tools and resources outlined in the OSP Action Plan in the order that best suits their research and job search efforts.

Other learners, however, may feel more hesitant because they feel that they don't have adequate skills or they did not have the opportunity to use a range of skills in their previous job(s). You can use the OSP to help these learners understand that they do have valuable Essential Skills and work habits that they are using every day at home, in the workplace, as learners and as volunteers in their community. Once learners have built some awareness and confidence in their abilities, they can use the OSP tools to practice and build their Essential Skills and work habits and then transfer them to a job or further education or training. This can open up possibilities they had not considered.

When it comes down to it, learners who are looking for work want to be able to show employers they have the Essential Skills and work habits for the job. Learners who are working towards other goals want to feel confident about the skills and work habits they have already developed and identify training opportunities that will help them achieve their goals. The OSP can help them do that.

Let's get started.

Begin by printing an [OSP Action Plan](#). Make notes as you work through the resource and think about how you can integrate it into what you currently do. Encourage learners to keep

the OSP Action Plan in their portfolio along with other OSP documentation such as OSP Work Plans or OSP Training Plans.

The next step for you and your learners is to become familiar with two key sections of the OSP website. Start by clicking on [Essential Skills and Work Habits](#). In this section, you will learn about the Essential Skills and work habits and see how people use them in everyday life. Then click on [Occupations and Tasks](#) to see how Essential Skills are used on the job and get other relevant employment information about occupations of interest. As learners explore this section they can begin to think about how to transfer their Essential Skills to different occupations. They may also identify Essential Skills that they need to develop further. They can use the activity sets in the [Check-Up Tools](#) to practice and build their Essential Skills.

After you and your learners have visited these two key sections of the OSP website, click on any of the other icons on the webpage to access OSP tools and resources to learn more about Essential Skills and work habits and how to transfer them to a job or further education or training. This might just open up some possibilities learners have not yet considered.

Tip: Circle sections of the OSP Action Plan for learners to complete before their next class; this can help keep them motivated and focused on their goals between classes with you. You may also want to direct learners to the [Employment Ontario](#) website to find more information on programs and services and to the [211 Ontario](#) website to access community, social, health and related government services in Ontario so learners can access further supports during their job search.

Once again, welcome to the Ontario Skills Passport (OSP) Resource Job Seekers! When you are ready, go to the Essential Skills and work habits section of this resource for more helpful tips.

Essential Skills and Work Habits

Why do Essential Skills and work habits matter?

Essential Skills, such as Document Use and Problem Solving, are the generic skills used in nearly all occupations. We also use these skills in everyday life, such as when we are using a bus schedule to identify which bus will get us work on time or when we are figuring out how to deal with a scheduling conflict.

Essential Skills are the foundation for learning other skills, such as technical skills. They also help us adapt to change. It is no surprise that we say these skills are transferable from school to work and further education or training, as well as from job to job and sector to sector.

It is important to note, however, that we use these skills at different levels of complexity or skills levels when performing tasks in work, learning and life. For example, a Personal Support Worker ([NOC 3413](#)) is using Document Use at skill level 1 when reading lists of patient names, their requirements and care needs. When completing hospital admission forms a Personal Support Worker is using Document Use at skill level 2 because this task is more complex. An even more complex Document Use task at skill level 3 would be when we complete a multi-page job application form. These sample tasks show us that we use our Essential Skills in a variety of ways, at varying skill levels, in our daily life.

Since good work habits are important for success in the workplace, they are included in the Ontario Skills Passport, too. These work habits include working safely, reliability and excellent customer service. There are no skill levels associated with work habits in the OSP.

So, when learners are doing research into employment trends and opportunities, perhaps they are looking at occupations that are very different from what they have done before, it is helpful to look at the Essential Skills and work habits because they are common across occupations. However, it is also important to see how Essential Skills are used on the job by looking at the different skill levels required to perform job tasks for this occupation. This can help learners figure out what Essential Skills they can bring to a business or organization and then communicate with employers about how their previous experiences can help them succeed in a new workplace. It can also help them identify the Essential Skills to develop further to get the job they want.

Helpful Tips

Here are some helpful tips to keep in mind as you explore the Essential Skills and Work Habits section of the OSP.

- Click on any Essential Skill to learn about [skill levels](#).
- Click on the “work, learning and life” icons to [view videos](#) that show how you use your Essential Skills and work habits in everyday situations like going to the pharmacy. “The Essential Skills and Work Habits in Action” video shows the transferability of

these skills within the workplace and to everyday life. Learners may be surprised how many Essential Skills and work habits they use every day!

Next Steps

After exploring this section, learners can go to the Occupations and Tasks section to see how experienced workers use Essential Skills on the job and get other employment-related information.

Occupations and Tasks

The Occupations and Tasks section of the OSP begins with a list of occupations included in the OSP, as well as the level of occupation or training required for each occupation. If you click on the checkmark beside any occupation title, you will see a chart that illustrates the Essential Skills and skill levels used in this occupation. You will also find sample workplace tasks, grouped by Essential Skill and skill level, which show you how people use their Essential Skills on the job. You can print different OSP Occupational Profiles for future reference.

But that's not all. Scroll down the page in any occupational profile for links to information on career exploration, education and training as well as employment trends and opportunities. Click on the Canada Futures link in any profile to get information on wages and salaries and job requirements for that occupation. As you can see, the OSP Occupational Profiles allow you and your learners to access a lot of employment information in just one place.

The OSP currently has over 350 occupations in the database with more on the way. If your learner is interested in an occupation is not currently in the OSP, go to the [National Occupational Classification \(NOC\)](#). The NOC provides information on the duties and responsibilities as well as the level of education and training required for different occupations.

Next Steps

After learners have visited the Occupations and Tasks section and written down some NOC codes of occupations they are interested in, they are ready to go to the next section of this resource or return to the homepage to check out another OSP tool.

The flexible nature of this resource allows you and your learners to move through it in the order provided or skip to another section so you can customize it fit the needs of your learners.

Check-Up Tools

Learners can choose an OSP Self-Assessment to get information on their Essential Skills and work habits based on tasks they do or think they can do.

Learners who have not yet had a lot of work experience can choose the first self-assessment which focuses on tasks they do in everyday life. It can be a real confidence booster for learners who think they do not have any skills.

The second self-assessment is designed for learners who have had work experience and the third self-assessment is an option for any learner who wants to complete a general self-assessment of tasks they think they can do in the workplace.

All of these options will allow learners to:

- Compare their results to occupation(s) they are interested in
- See how their Essential Skills can be transferred to different settings
- Decide which Essential Skills they need to develop for the job they want
- Decide which OSP [activity sets](#) can help them practice and build their Essential Skills
- Use the information to create and update their résumé
- Use the results to prepare for a job interview
- Explore other options, including registering for a literacy, college, apprenticeship or university program

When learners have completed a self-assessment please encourage them to keep it in their portfolio for future reference. They can also complete real workplace [activity sets](#) to help them practice and build their Essential Skills.

[Check out](#) the OSP Self-Assessments.

Next Steps

At this point, learners can create an OSP Work Plan or OSP Training Plan to:

- Find out how experienced workers use their Essential Skills and work habits in occupations they are interested in
- Identify training opportunities
- Practice and build their Essential Skills and work habits

At any time, learners can return to the homepage to check out other OSP tools and resources.

As an Adult Educator, you may want to take this opportunity to find out about the OSP Check-In Tool to see if this is something that you could incorporate into your intake interview with learners. The [OSP Check-In Tool](#) is a resource that you can use during an intake interview with learners to informally assess their Essential Skills and work habits. This information can help individuals understand their Essential Skills and work habits and plan for next steps. *The OSP Check-In Tool can support the development of, but not replace, an individualized training plan or a Return to Work Action Plan (RTWAP).*

OSP Work Plan and OSP Training Plan

Create OSP Work Plans or an OSP Training Plans to help learners:

- Understand how experienced workers use their Essential Skills and work habits in occupations they are interested in
- Identify training opportunities
- Practice and build their Essential Skills and work habits
- Record the demonstration of Essential Skills and work habits in a training program or work placement

So, what is the difference between an OSP Work Plan and an OSP Training Plan?

- OSP Work Plans can be created for **work placements** in cooperative education or in programs such as [Job Connect](#). **Employers** record progress in this work plan.
- OSP Training Plans can be created for learners enrolled in **training programs** such as [Ontario Skills Development](#), [Second Career](#) or [Literacy and Basic Skills](#). **Trainers/Adult Educators** record the demonstration of Essential Skills and work habits in the training program.

How to Create an OSP Training Plan with Learners

Educators/trainers can use the information in the OSP Training Plan to design opportunities for learners to practice and build their Essential Skills using real workplace tasks. Learners should be encouraged to continue working towards the skill level demands of the occupation with the understanding that while they may not be required to satisfactorily demonstrate the most complex tasks when first entering a job, they need to continually develop their Essential Skills and work habits to keep a job and progress in the workplace.

Please note that the OSP Training Plan can also be used to support the development of but not replace an individualized educational training plan or a Return to Work Action Plan (RTWAP).

STEP 1: Choose to create an OSP Training Plan. Start by reviewing the OSP Training Plan with learners. Check off Essential Skills tasks and work habits to focus on during training. You may want to begin with a few skills and work habits at first, allowing learners to experience success and then check off more tasks at higher levels as the training progresses.

STEP 2: Educators/trainers record the learners' demonstration of Essential Skills and tasks in the right column of the OSP Training Plan and can write in the date demonstrated if appropriate.

STEP 3: Learners are encouraged to keep a copy of their OSP Training Plan(s) in their portfolio. These skill demonstrations can come in handy when preparing for job interviews to show employers what they can do. They can also use the OSP Tracker to track and plan their skills development over time.

How to Create an OSP Work Plan with Learners and Employers

The OSP Work Plan includes sample tasks, organized by Essential Skill and skill level, performed by experienced workers and not by individuals preparing for or entering the occupation for the first time. Adult Educators can use this information to discuss the kinds of the tasks that a learner will have an opportunity to develop/demonstrate at a workplace.

STEP 1: Choose to create an OSP Work Plan and then create a customized work plan for the work placement. Choose the skills (with a check mark) to include in the OSP Work Plan. Refer to the job ad or description so that you can include skills that have been identified as important for that particular workplace. Discuss with learners which skills they would be interested in developing. Click on the “Next” button when you are ready.

STEP 2: Sample tasks, listed by Essential Skill and skill level, have been pre-selected with a check mark. Delete any tasks that are inappropriate due to age requirements, licensing restrictions or that are not applicable for a particular workplace. Use the “Add tasks” button at the bottom of the page to add skills and tasks from other occupations to further customize the work plan. After reviewing the work plan, click on the “Next” button at the bottom.

STEP 3: Continue to follow the prompts to personalize the OSP Work Plan with the learner’s name and placement information and then save the OSP Work Plan in MS Word or WordPerfect so changes can be made later. Print a copy of the OSP Work Plan and meet with the learner and employer to discuss the work plan prior to placement.

STEP 4: During the meeting, the employer may suggest adding or deleting tasks from the original work plan. Additional tasks from outside the OSP database can be added to the “Other tasks” section of the work plan. Please do not assign a skill or skill level to tasks that are from outside the OSP database. Explain that the employer can use the OSP Work Plan to record the demonstration of skills and work habits at anytime during the placement.

Please note that the OSP Work Plan can be used to complement, but not replace, mandatory documentation such as the Job Connect Participant Training Plan or a Personalized Placement Learning Plan (PPLP).

STEP 5: At the end of the placement, employers sign the OSP Work Plan. Learners can keep a copy in their portfolios.

Learners can continue to use OSP Work Plans to:

- develop their skills and work habits by creating new work plans which focus on different skills and tasks, perhaps at higher levels of complexity
- update their résumé and communicate their skills in an interview

[Create](#) an OSP Work Plan or OSP Training Plan.

Next Steps

Learners can now create an OSP Transition Plan to transfer their Essential Skills and work habits to a job or further education or training or return to the homepage to check out other OSP tools and resources.

OSP Transition Plan

Encourage learners to create an OSP Transition Plan to transfer their Essential Skills and work habits to a job or further education or training. They can use this information to help them create a résumé and cover letter that are targeted to a job ad. Encourage learners to keep a copy in their portfolio.

This information can also help learners prepare for an interview. Creating an OSP Transition Plan can help them figure out what Essential Skills they can bring to a business and communicate with employers about how their previous experiences can help them succeed in a new workplace.

Encourage learners to keep a copy of the OSP Transition Plan in their portfolio.

[Create](#) an OSP Transition Plan.

Next Steps

Check out other useful resources in the OSP or return to the homepage.

Resources

Learners can access useful resources such as the OSP Action Plan and the OSP Tracker. They can also go to the OSP SkillsZone to show what they know about Essential Skills, work habits and the OSP.

[Download](#) an OSP Tracker and other OSP Promotional Materials.

Skills development is a lifelong journey. Learners need to continually develop their Essential Skills and work habits to get a job, keep a job and progress in the workplace. The OSP can help learners identify, practice and build their Essential Skills and work habits and then transfer them as they move to different jobs and workplaces or further education or training.

[Go](#) to Resources.