

The Ontario Skills Passport Tracker

Name: _____ Date: _____

Track and plan your skills development!

The Ontario Skills Passport (OSP) offers tools and resources to **assess, build, document** and **track** your skills so you can **transfer** them to everyday life or the next place you go – whether it’s further education, training or the workplace.

This information will help you develop your Individual Pathways Plan (IPP) as you answer the questions: *Who am I? What are my opportunities? Who do I want to become? What is my plan for achieving my goals?*

Check off in the chart below the Essential Skills and work habits you demonstrate in work, learning and life. Use this information to plan further skills development, update your résumé and prepare for a job interview. The OSP has great tools to help you!

| Essential Skills | Skill Levels | | | | |
|--|--------------|---------|---------|---------|---------|
| | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
| Reading Text | | | | | |
| Writing | | | | | |
| Document Use | | | | | |
| Computer Use | | | | | |
| Oral Communication | | | | | |
| Numeracy | | | | | |
| Money Math | | | | | |
| Scheduling or Budgeting and Accounting | | | | | |
| Measurement and Calculation | | | | | |
| Data Analysis | | | | | |
| Numerical Estimation | | | | | |
| Thinking Skills | | | | | |
| Job Task Planning and Organizing | | | | | |
| Decision Making | | | | | |
| Problem Solving | | | | | |
| Finding Information | | | | | |
| Critical Thinking | | | | | |

Note: Level 1 tasks are the least complex and level 4/5 tasks are the most complex.

| Work Habits | | | | | |
|----------------|--------------------------|-----------------------|--------------------------|------------------|--------------------------|
| Working Safely | <input type="checkbox"/> | Organization | <input type="checkbox"/> | Self-advocacy | <input type="checkbox"/> |
| Teamwork | <input type="checkbox"/> | Working Independently | <input type="checkbox"/> | Customer Service | <input type="checkbox"/> |
| Reliability | <input type="checkbox"/> | Initiative | <input type="checkbox"/> | Entrepreneurship | <input type="checkbox"/> |

Note: There are no skill levels associated with work habits featured in the OSP.

Visit the OSP website for descriptions of the Essential Skills and skill levels, as well as the work habits.

ontario.ca/skillspassport

Individual Pathways Plan (IPP) Areas of Learning

Knowing Yourself

Complete an OSP self-assessment to learn about your Essential Skills and work habits. Identify the skills you are demonstrating inside and outside of the classroom.

Exploring Opportunities

View OSP Occupational Profiles and videos to see how people use these skills to perform tasks in the workplace and in everyday life.

Making Decisions and Setting Goals

Identify the skills you have and those you need to further develop for the kind of work and lifestyle that interests you.

Achieving Goals and Making Transitions

Identify the courses, programs, volunteer opportunities, part-time work and extracurricular activities that can help you develop these new skills.

Cooperative Education/Specialist High Skills Major Program/ Ontario Youth Apprenticeship Program

- Use OSP and SkillsZone resources to learn about Essential Skills, work habits and careers of interest to you.
- Create an OSP Work Plan in which employers record how you used your skills during the work placement.
- Use the OSP Tracker to track and plan further skills development.
- Use this information to create a résumé, conduct job searches and interview with confidence.

Community Involvement, Volunteer Opportunities (e.g., *SpeakUp* and *Students as Researchers* Projects) and Extracurricular Activities

Plan: Use the OSP “Search for Tasks” feature and the *SpeakUp* Project Worksheet to select tasks for your project, then identify deadlines and check points for them.

Act: Check off the tasks that you have completed, update your OSP Tracker and keep all skills records in your IPP.

Observe: Meet with team leader, members and supervisor to review what you have done, what you have learned, and how you could improve.

Reflect: See how your skills connect to your interests and goals and explore how you can further develop them.

