

Track Your Essential Skills and Work Habits in Learning Activities

It's about connecting what you are doing now to what you want to do in the future!

Name: _____

Date: _____

This resource will help you track the Essential Skills and work habits you are developing and demonstrating in classroom learning activities and see how people use them on the job. This information can 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?*

Part 1 – Identify and Describe Your Essential Skills and Work Habits

1. Look at the list of Essential Skills and work habits on the next two pages.
2. Put a checkmark beside the Essential Skills and work habits you demonstrated in your learning activity.
3. Fill in the first two columns in the **Worksheet**:
 - Tasks I did today
 - Essential Skills and work habits I used

Part 2 - OSP Occupational Profiles

Your teacher/instructor may give you printed copies of the OSP Occupational Profiles or ask you to go to the OSP website to see how workers use their Essential Skills on-the-job. Instructions for accessing the OSP occupational profiles are shown below.

1. Go to the OSP website at www.ontario.ca/skillspassport.
2. Look for the **Search for Tasks** section and click on **In Occupations**.
3. Choose one (1) occupation that may be related to your course or class.
4. Now click on the **checkmark** beside the occupation to view **sample tasks**.

- Each sample task has a skill level shown in brackets after the task. e.g. Read recipes and use them to prepare food. (2)
- Skill levels are assigned to tasks: Level 1 tasks are the least complex and level 4/5 tasks are the most complex. For more information on skill levels, go to the OSP website and click on Essential Skills.

5. Review sample tasks for the Essential Skills that you listed on your Worksheet. For example, if you listed Document Use on your worksheet, find Document Use in the occupational profile.

6. Record a sample task, including the skill level, for each skill in the **“How do workers use these skills on-the-job?”** column.
7. Repeat the steps for another occupation.
8. Now look at the work habits you used and think about how workers in these occupations use them on the job. Record your ideas in the **“How do workers use these skills on-the-job?”** column.

Essential Skills

Put a checkmark beside the Essential Skills you demonstrated in your learning activity.

	Essential Skill	Definition
<input type="checkbox"/>	 Reading Text	Reading materials in the form of sentences or paragraphs such as notes, letters, memos, manuals, specifications, books, reports and journals.
<input type="checkbox"/>	 Writing	The preparation of written materials for a variety of purposes. Completing such tasks as filling in forms, writing text and using computers to write.
<input type="checkbox"/>	 Document Use	Reading different types of material such as labels, signs, lists, tables, graphs, forms, diagrams, blueprints and other similar material.
<input type="checkbox"/>	 Computer Use	The use of any type of computerized technology.
<input type="checkbox"/>	 Oral Communication	Using verbal skills to exchange ideas and information with others.

Numeracy

<input type="checkbox"/>	 Money Math	The use of mathematical skills in making financial transactions, such as handling cash, preparing bills, and making payments.
<input type="checkbox"/>	 Scheduling or Budgeting and Accounting	Planning for the best use of time and money, as well as monitoring of the use of time and money.
<input type="checkbox"/>	 Measurement and Calculation	The measurement and calculation of quantities, areas, volumes, and/or distances.
<input type="checkbox"/>	 Data Analysis	The collection and analysis of data in numerical form.
<input type="checkbox"/>	 Numerical Estimation	The production of estimates in numerical terms.

Thinking Skills

<input type="checkbox"/>	 Job Task Planning and Organizing	Planning and organizing your own work.
<input type="checkbox"/>	 Decision Making	Making a choice among options using appropriate information.
<input type="checkbox"/>	 Problem Solving	The identification and solving of problems.
<input type="checkbox"/>	 Finding Information	The use of a variety of sources, including written text, people, computerized databases, and information systems.
<input type="checkbox"/>	 Critical Thinking	Making judgments by using criteria to evaluate ideas and information and the related consequences.

Skill levels are assigned to tasks: Level 1 tasks are the least complex and level 4/5 tasks are the most complex.

Work Habits

Put a checkmark beside the work habits you demonstrated in your learning activity

	Work Habit	Descriptors
<input type="checkbox"/>	 Working Safely	<ul style="list-style-type: none"> Working in a manner that prevents injury to self and others Reporting unsafe conditions Participating in health and safety training, as required Using and wearing all required protective equipment and devices
<input type="checkbox"/>	 Teamwork	<ul style="list-style-type: none"> Working willingly with others Showing respect for the ideas and opinions of others Taking responsibility for his or her share of the work Contributing to the team effort by sharing information, resources, and expertise
<input type="checkbox"/>	 Reliability	<ul style="list-style-type: none"> Being punctual Following directions Giving attention to detail Using time effectively and producing work on time Acting in accordance with health and safety practices
<input type="checkbox"/>	 Organization	<ul style="list-style-type: none"> Organizing work priorities when faced with a number of tasks Devising and following a coherent plan to complete a task Revising the plan when necessary to complete a task or to make improvements
<input type="checkbox"/>	 Working Independently	<ul style="list-style-type: none"> Accomplishing tasks independently Independently selecting, evaluating, and using appropriate materials, tools, resources, and activities Using prior knowledge and experience to solve problems and make decisions
<input type="checkbox"/>	 Initiative	<ul style="list-style-type: none"> Beginning and completing tasks with little prompting Approaching new tasks with confidence and a positive attitude Seeking assistance when necessary
<input type="checkbox"/>	 Self-Advocacy	<ul style="list-style-type: none"> Asking questions and seeking clarification, where appropriate Identifying and making use of appropriate resources and support when needed Being proactive regarding individual rights and responsibilities, where appropriate
<input type="checkbox"/>	 Customer Service	<ul style="list-style-type: none"> Listening effectively to determine and meet clients' needs Interacting positively with both co-workers and clients/ customers Endeavouring to meet and exceed expectations Creating a positive impression of the company or organization
<input type="checkbox"/>	 Entrepreneurship	<ul style="list-style-type: none"> Recognizing and acting on opportunities Showing perseverance Being innovative and creative Being versatile and resourceful

**Track Your Essential Skills and Work Habits in Learning Activities
Worksheet**

Tasks I did today	Essential Skills and work habits I used	How do workers use these skills on-the-job?
<ul style="list-style-type: none"> E.g. Referred to graphs to examine data from an experiment 	Essential Skill: Document Use	NOC Code: 6242 NOC Title: Cook Sample Task: Read and enter data on the freezer temperature recording chart. (1)*
<ul style="list-style-type: none"> E.g. Worked well with my partner and did my fair share of the work 	Work Habit: Teamwork	Cooks need to work with all the restaurant staff to ensure that customers get their meals on time.

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Part 3

1. Describe how the Essential Skills and work habits you demonstrated in the learning activity are **transferable** to different occupations.

E.g. I demonstrated my Document Use skills when I examined temperature reading data in the experiment. Cooks also read and enter data on the freezer temperature recording chart. (1)
Essential Skills, like Document Use, are transferable to nearly all occupations.

2. Describe how the Essential Skills and work habits you are practising and building in this class or course are important to your interests and goals.

3. Describe other opportunities where you demonstrate your Essential Skills and work habits.

You are encouraged to:

- Keep your OSP Tracker and other OSP documents in your Individual Pathways Plan (IPP) to track and plan your skills development over time.
- Consider this skills information when making course, program, career and post-secondary pathway decisions as part of your Individualized Pathways Planning process.
- Use this information to conduct job searches, create a résumé and cover letters, and prepare for job interviews.
- Look for opportunities to continuously build on your skills and transfer them to everyday life and the next place you go – whether it's further education, training or the workplace.

