



Ontario Skills Passport (OSP) Tips for Guidance Counsellors

This resource outlines how guidance counsellors can use the OSP to help learners understand and value their Essential Skills and work habits. Learners will be engaged and feel confident when they recognize that the Essential Skills and work habits they are developing and demonstrating at school are relevant and transferable to everyday life and the next place they go – whether it’s further education, training or the workplace. This information will help learners develop their Individual Pathways Plan (IPP) as they answer the four education and career/life planning inquiry questions: *Who am I? What are my opportunities? Who do I want to become? What is my plan for achieving my goals?*

Identifying Essential Skills and Work Habits

Website	Location	Description
OSP	Assess Skills Through an Interview	<ul style="list-style-type: none"> Use the OSP Check-In Tool to informally assess or gauge learners’ demonstrations of Essential Skills and work habits during an intake interview. The resource begins with sample questions to identify learners’ interests, goals and prior skills demonstrations. The observations and ideas gathered during the interview are then transferred to an Action Plan that supports further skills development related to the learner’s goal path. This resource may be especially helpful when working with learners in non-credit courses or other educational settings, such as Supervised Alternative Learning (SAL).

The OSP and the Guidance Curriculum

The chart below outlines how teachers can use the OSP with learners to meet curriculum expectations in the guidance curriculum. For additional information, teachers may wish to refer to the Tips for using the OSP in Career Studies and Tips for Classroom Teachers – All Subjects

Section in the OSP	Course Codes
Skills in the OSP	GLS10 GLD20 GLC20* GPP30 GWL30 GLS40 GLN40 *Check out Tips for using the OSP in Career Studies (GLC20).

Section in the OSP	Course Codes
Search for Tasks	GLD20 GLC20 GWL30 GLN40
Assess and Build Your Skills	GLC20 GLD20 GWL30 GLN40 GLS40
Create an OSP Work Plan	GLW30 GLN40
Create an OSP Training Plan	GLS10 GLD20 GPP30 GWL30 GLS40 GLN40
Create an OSP Transition Plan	GLC20 GLW30 GLN40 GLS40
Resources	GLS10 GLC20 GPP30 GLD20 GWL30 GLS40 GLN40
SkillsZone	GLS10 GLC20 GLD20 GPP30 GWL30 GLS40 GLN40

Tips for Tracking and Planning Skills Development

Learners are encouraged to:

- Keep their OSP Tracker, OSP Reflection Worksheet, and other OSP documents in their Individual Pathways Plan (IPP) to track, reflect, and plan their skills development over time.
- Consider this skills information when making course, program, career and post-secondary pathway decisions as part of their 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 their skills and transfer them to everyday life and the next place they go – whether it's further education, training or the workplace.

