

Links between the Work Habits from the Ontario Skills Passport and the Learning Skills and Work Habits from Growing Success

The *Growing Success* document identifies the learning skills and work habits that students need to succeed in school and in life. Students begin to develop them early in their schooling and, as they move through the grades, they develop and consolidate them in preparation for postsecondary education and the world of work.

The [Ontario Skills Passport](#) (OSP) provides clear descriptions of the **Essential Skills** and **work habits** important for **work, learning and life**. These work habits are defined as transferable in that students take with them from learning to work to life.

The reality is that we often use different terms when referring to similar types of skills and behaviours in school, at home, in the community and in the workplace. Whether teachers and students are describing the work habits from the OSP or the Learning Skills and Work Habits from *Growing Success*, their focus should be on the skills and behaviours and why they are important and transferable to different contexts, and not on the terminology.

This chart provides sample behaviours to show the similarities and overlap in these two different ways of classifying and describing these learning skills and work habits. The behaviours are meant to help teachers and students understand the correspondence between the two, and not to imply that there is a one-to-one match. The sample behaviours identified in the chart are provided for guidance and are not intended to be restrictive.

Work Habits from the Ontario Skills Passport	Sample Behaviours	Learning Skills and Work Habits from <i>Growing Success</i>	Sample Behaviours
Work Safely	Works in a manner that prevents injury to self and others	Responsibility	Takes responsibility for and manages own behaviour
	Uses and wears all protective equipment and devices		Initiative
	Participates in health and safety training as required	Fulfills responsibilities and commitments within the learning environment	
	Reports unsafe conditions	Recognizes and advocates appropriately for rights of self and others	
Teamwork	Works willingly with others	Collaboration	Accepts various roles and equitable share of work within a group
	Takes responsibility for his or her own share of the work		Responds positively to the ideas, opinions, values and traditions of others
	Shows respect for ideas and opinions of others		Shares information, resources and expertise and promotes critical thinking to solve problems and make decisions.
	Contributes to the team efforts by sharing information resources and expertise		

Work Habits from the Ontario Skills Passport	Sample Behaviours	Learning Skills and Work Habits from <i>Growing Success</i>	Sample Behaviours
Reliability	Punctual	Responsibility	Fulfills responsibilities and commitments within the learning environment
	Gives attention to detail		Completes and submits class work, homework and assignments according to agreed upon timelines
	Uses time effectively and produces work on time		Takes responsibility for and manages own behaviour
	Acts in accordance with health and safety practices		
	Follows directions		
Organization	Organizes work priorities when faced with a number of tasks	Organization	Establishes priorities and manages time to complete tasks and to achieve goals
	Devises and follows a coherent plan to complete a task		Devises and follows a plan and process for completing work and tasks
	Revises the plan when necessary to complete a task or make improvements	Independent Work	Independently monitors, assesses and revises plans to complete tasks and meet goals
Working Independently	Accomplishes tasks independently	Independent Work	Follows instructions with minimal supervision
	Independently selects, evaluates and uses appropriate materials, tools, resources and activities	Organization	Identifies, gathers, evaluates, and uses information, technology and resources to complete tasks
	Uses prior knowledge and experience to solve problems and make decisions	Self-Regulation	Assesses and reflects critically on own strengths, needs and interests
Initiative	Begins and completes tasks with little prompting	Initiative	Looks for and acts on new ideas and opportunities for learning
	Approaches new tasks with confidence and a positive attitude		Approaches new tasks with a positive attitude
	Seeks assistance when necessary	Self-Regulation	Seeks clarification and assistance when needed

Work Habits from the Ontario Skills Passport	Sample Behaviours	Learning Skills and Work Habits from <i>Growing Success</i>	Sample Behaviours
Self-advocacy	Asks questions and seeks clarification where appropriate	Self-Regulation	Seeks clarification and assistance when needed
	Identifies and makes use of appropriate resources and support when needed		Identifies learning opportunities, choices and strategies to meet personal needs and achieve goals
	Is proactive regarding individual rights and responsibilities where appropriate	Initiative	Recognizes and advocates appropriately for the rights of others
Customer Service	Listens effectively to determine and meet a client's needs	Collaboration	Responds positively to the ideas, opinions, ideas, traditions and values of others
	Interacts positively with co-workers, clients, and customers		Builds healthy peer to peer relationships through personal and media assisted interactions
	Creates a positive impression of the company or organization		
	Endeavors to meet and exceed expectations	Self-Regulation	Perseveres and makes an effort with responding to challenges
Entrepreneurship	Recognizes and acts on opportunities	Initiative	Looks for and acts on new ideas and opportunities for learning
	Is innovative and creative		Demonstrates the capacity for innovation and a willingness to take risks
	Is versatile and resourceful	Self-Regulation	Identifies learning opportunities choices and strategies to meet personal needs and achieve goals
	Shows perseverance		Perseveres and makes an effort when responding to challenges