

Ontario Skills Passport

Strategies for Teaching Applied Courses

Overview

This resource outlines some strategies for using the [Ontario Skills Passport](#) in Ontario applied courses.

Teachers planning courses can use the Ontario Skills Passport (OSP) tools and resources to enhance classroom relevance and student engagement by:

- accessing real-world everyday tasks and job tasks from occupations related to the course and using them in developing learning goals and rich performance tasks;
- accessing OSP learning activities for the course that already link ES&WH to the curriculum;
- using [A Guide to Linking Essential Skills and the Ontario Curriculum 2015](#) to make these skills links in your existing activities;
- giving learners feedback on their demonstration of Essential Skills and work habits in the course and have them reflect on how their skills relate to their interests and goals;
- accessing real-world tasks to illustrate how and why Learning Skills and Work Habits from Growing Success are important in work, learning and life.

Learners in these courses can use the OSP tools and resources to:

- see that the Essential Skills and work habits they are developing and demonstrating in the course are relevant and are transferable to everyday life and the next place they go – whether it's further education, training or the workplace;
- research occupations and education, training, volunteer and employment opportunities;
- support the development of their [Individual Pathways Plan](#) 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?*

For information on Essential Skills and work habits, OSP tools and resources, employment and the labour market visit: OSP at www.ontario.ca/skillspassport or SkillsZone, a user-friendly gateway to the OSP, at www.skillszone.ca



onwin.ca
iwin.ca

Tools and Resources for Teachers

1. Read descriptions of [Essential Skills](#), [skill levels](#) and [work habits](#). View [videos](#) to see them in action in everyday life and in the workplace.
2. Review the resource in the OSP Teachers Section that outlines [Links between the Work Habits from the Ontario Skills Passport and the Learning Skills and Work Habits from Growing Success](#). The chart provides sample behaviours to show the similarities and overlap between these two different ways of classifying and describing these learning skills and work habits. Search for OSP Work Habits [sample tasks in work, learning and life](#) and use these to illustrate how and why learning skills and work habits are important in everyday life.
3. Select from over 400 [occupational profiles](#) featured in the OSP occupations that are related to the course; choose occupations from different pathways to support career exploration and pathways planning. Search for sample Essential Skill job tasks from the occupational profiles that are related to the curriculum expectations. Use these real-world tasks to develop learning goals and rich performance tasks and as examples of how what they are learning transfers to the workplace. Connecting learning with workplace applications enhances classroom relevance and student engagement.
4. Check out the [learning activities](#) which link curriculum expectations to Essential Skills and work habits and search for the ones developed for applied courses that you can use, or adapt for use, in your course. These learning activities make explicit reference to Essential Skills, work habits and authentic tasks from everyday life and the workplace. You can use them to give learners feedback on their demonstration of curriculum expectations as well as their skills demonstrations.
5. Use [A Guide to Linking the Essential Skills and the Ontario Curriculum 2015](#) to create new skills-focused learning activities as well as to identify and analyze the Essential Skills and work habits embedded in learning activities that you are already using. You may have to tweak the tasks so that they have this skills focus. By making these links you can give learners feedback on their demonstration of curriculum expectations as well as their skills demonstrations.

Note:

Key findings from the *Curriculum Essential Skills Linkages* Action Research (2009-2011) showed that linking instruction to Essential Skills and work habits, and giving students feedback on their skills demonstrations, enhanced classroom relevance and student engagement and helped learners make decisions regarding courses, programs, post-secondary pathways and careers.

Classroom teachers participating in this research contributed a number of activities to a sample activity database linking Essential Skills and the curriculum. These activities can be used with learners, even if they are not working towards a credit, to help them see that they are demonstrating Essential Skills and work habits important in everyday life and meeting curriculum expectations at the same time.

“When students use the OSP to track their demonstrations of Essential Skills, there is a change in how they think about math outside the classroom.”

Candice Timperio, Mathematics Teacher, Halton Catholic District School Board

“Focusing on Essential Skills and work habits when lesson planning produces a meaningful and engaging activity that, in turn, makes teaching the content easier and more effective.”

Trevor Taylor, Science Teacher, District School Board of Niagara

*“I find the OSP a **great and effective tool** that all students should utilize. The OSP allowed me a greater understanding of the career I plan to succeed in.”*

Aaron Sabourin, Student, T.R. Leger School of Adult, Alternative and Continuing Education

Tools and Resources for Learners

<p><u>Who am I?</u></p>	<p>View videos to learn about Essential Skills and work habits (ES&WH) and see them in action in everyday life and in the workplace.</p> <p>Review the resource – Links between the Work Habits from the Ontario Skills Passport and the Learning Skills and Work Habits from Growing Success.</p> <p>Use the ES&WH Worksheet to describe and reflect on how you use your skills in work, learning and life.</p> <p>View the OSP Social Media Video and use the OSP Social Media Resource – Module 2 (to update your bio) and Module 3 (to critically review and build your online reputation or “personal brand”).</p> <p>Use the Keeping Safe at Work video and Facilitator’s Guide to see how workers use their Essential Skills and work habits and exercise health and safety rights to keep safe at work.</p>
<p><u>What are my opportunities?</u></p>	<p><u>Track Your ES&WH in Learning Activities:</u></p> <ul style="list-style-type: none"> • See the skills you are demonstrating in a course. • See how skills are used in 2 occupations related to the course – pick occupations from different pathways. <p>Use an OSP Learning Activity focused on the skill(s) you want to develop.</p> <p>Prepare an OSP Experiential Learning and/or Community Involvement Worksheet to document your skills demonstrations.</p> <p>Create an OSP Work Plan to document skills demonstrations for use in co-operative education linked to my applied course.</p> <p>Use the OSP Social Media Resource – Module 2 – to collect great social proof of your skills and accomplishments using OSP tools and resources.</p>
<p><u>Who do I want to become?</u></p>	<p>View OSP Occupational Profiles:</p> <ul style="list-style-type: none"> • See how workers use their ES on-the-job in 4 occupations that interest you – pick occupations from different pathways. <p>Self-assess your ES&WH and compare results to occupations:</p> <ul style="list-style-type: none"> • Assess your skills in workplace tasks that you think you can do or that you have done. Compare your results to 4 occupations of interest – select occupations from at least 2 different pathways. • Note your strengths and the ES&WH you want to develop. <p>Find information about skills, education, training and employment opportunities from the OSP Occupational Profiles, Ontario WorkInfoNet and iWin.</p> <p>Identify Community Involvement, volunteer, experiential learning, part-time and summer employment opportunities to learn more about these occupations.</p> <p>Use the OSP Social Media Resource – Module 1 – to conduct research about a future career.</p>
<p><u>What is my plan for achieving my goals?</u></p>	<p>Update and save your OSP Tracker with your skills demonstrations and identify strengths and skills you want to develop.</p> <p>Complete the OSP Reflection Worksheet.</p> <p>Update your résumé to showcase your skills to access opportunities. Check out the sample résumés and cover letters included on the OSP.</p> <p>Use the OSP Social Media Resource – Module 4 – to build and use your social media network as an important tool for realizing your personal and academic goals.</p> <p>File all OSP records in your Individual Pathways Plan (IPP).</p>

Background:

The Ontario Skills Passport (OSP) is a free, bilingual, web-based resource that provides teachers and students with clear descriptions of the “Essential Skills” and work habits important in work, learning, and life. It also includes videos and tasks that show how these skills are used in everyday life and in over 400 occupations from all pathways. Teachers planning programs for applied courses can engage students by using OSP tools and resources to show how what they learn in class can be applied in the workplace and in everyday life.

The Essential Skills identified in the OSP are:

- Reading Text
- Writing
- Document Use
- Computer Use
- Oral Communication
- Numeracy: Money Math; Scheduling or Budgeting and Accounting; Measurement and Calculation; Data Analysis; and Numerical Estimation
- Thinking Skills: Job Task Planning and Organization; Decision Making; Problem Solving; Finding Information; and Critical Thinking.

There is a complexity rating scale for each Essential Skill which indicates the skill level involved in the use of the skill in a particular task. The least complex tasks are classified at level 1; the most complex tasks are classified at level 5 or at level 4 depending on the skill. It is commonly understood that complexity level 3 of Essential Skills corresponds to completion of secondary school. The OSP includes skill-building activities that support the development of a skill at level 1. Essential Skills provide a skills framework that allows for the planning of skills development and the tracking of skill gains for all learners.

Work habits specified in the OSP are: working safely, teamwork, reliability, organization, working independently, initiative, self-advocacy, customer service, and entrepreneurship. There are no skill levels for the work habits.

Essential Skills, such as Reading Text, Document Use, and Problem Solving, are used in virtually all occupations and are the foundation for learning other skills, including technical skills. OSP work habits such as organization, reliability, and working independently are reflected in the learning skills and work habits addressed in the provincial report card. Essential Skills and work habits are transferable from school to work, independent living, and further education or training, as well as from job to job and sector to sector.

Included in the OSP are over 275 learning activities that link Essential Skills and work habits to Ontario curriculum, including applied courses. These activities are based on authentic workplace and everyday life tasks that connect classroom learning to life outside of school, enhancing classroom relevance and student engagement. Teachers can also consult [A Guide to Linking the Essential Skills and the Ontario Curriculum 2015](#), which illustrates how to integrate explicit references to Essential Skills into classroom activities as well as how to give feedback to learners when they demonstrate these skills.



Sample Activity Sets Linked to Applied Level Courses in English and Mathematics

COURSE NAME AND CODE	OSP ACTIVITY SETS
English, Grade 9, Applied (ENG1P)	<ul style="list-style-type: none"> • Product Catalogue (English and French) • Bullies on the Internet – Investigating Cyberbullying (English and French)
English, Grade 10, Applied (ENG2P)	<ul style="list-style-type: none"> • Product Label (English and French) • Reservoir Dosage Chart (English and French)
English, Grade 11, College Preparation (ENG3C)	<ul style="list-style-type: none"> • Schedule of Events (English and French) • Who, What, When, Where and Why (English and French)
English, Grade 12, College Preparation (ENG4C)	<ul style="list-style-type: none"> • Terms of Success (English and French) • Independent Reading Assignment (English and French)
Foundations of Mathematics, Grade 9, Applied (MFM1P)	<ul style="list-style-type: none"> • A Caterer’s Dream (English and French) • Coaching – The Analysis Never Stops! (English and French)
Foundations of Mathematics, Grade 10, Applied (MFM2P)	<ul style="list-style-type: none"> • Floor Plan (English and French) • Product Label (English and French)
Foundations for College Mathematics, College Preparation (MBF3C)	<ul style="list-style-type: none"> • So You Want To Be A Cartographer (English) • Personal Finances Project – Times are Tough (English and French)
Mathematics for College Technology, College Preparation (MCT4C)	<ul style="list-style-type: none"> • A Surveyor’s Job (English and French) • Sugar Cubes (English and French)
Foundations for College Mathematics, Grade 12, College Preparation (MAP4C)	<ul style="list-style-type: none"> • How To Be A Millionaire by 55 (English and French) • Budget, Budget! (English and French)

The above list shows only a sample of the learning activities linked to each of these courses. There are currently 275 learning activities in the [OSP Learning Activities Database](#). Each learning activity links Essential Skills and work habits to some sample courses in the Ontario curriculum and provides examples of how people use these skills in specific occupations or in everyday life. The activities can be searched by course or other features, including Essential Skill or Occupation. Educators are invited to adapt these activities to meet the needs of their learners.