



Tips for Teachers of Students with Special Education Needs

This resource outlines how teachers can use the OSP to help learners with special education needs 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, further education, training and/or the workplace. This information will inform the development of their Individual Pathways Plan (IPP) and Individual Education Plans (IEP) 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?*

Teachers can use [A Guide to Linking the Essential Skills and the Ontario Curriculum 2015](#) to learn the two-step method of identifying and analyzing Essential Skills tasks and work habits in classroom activities. SkillsZone has a database of sample activities in which teachers used this method to identify the Essential Skills and work habits in a range of activities connected to everyday life and a variety of courses, including Locally Developed Credit Courses (LDCC) and non-credit courses.

Introductory Resources for Teachers and Learners

Website	Location	Description
SkillsZone	SkillsZone Videos	<ul style="list-style-type: none"> Use the Discover Your Skills video to see how Essential Skills and work habits are used every day and why they are important. Use the Make Social Media Work for You video to get an introduction to using social media effectively. Use the Keeping Safe at Work video to illustrate how workers use their Essential Skills and work habits and exercise health and safety rights to keep safe at work.
SkillsZone	Essential Skills Introduction	<ul style="list-style-type: none"> Use the Essential Skills Introduction to view descriptions of Essential Skills, skill levels and see a video clip for each Essential Skill
SkillsZone	Work Habits Introduction	<ul style="list-style-type: none"> Use the Work Habits Introduction to view descriptions of work habits and see a video clip for each work habit.
OSP	Skills in the OSP	<ul style="list-style-type: none"> View descriptions of Essential Skills, skill levels and work habits. Use the descriptions and video clips to introduce learners to Essential Skills tasks at skill levels 1 and 2 and OSP Work Habits.

Website	Location	Description
SkillsZone	Use the OSP to support the development of the “All About Me” portfolio – Resources	<ul style="list-style-type: none"> Review the Ideas for Introducing Learners to Essential Skills and Work Habits in Kindergarten to Grade 6 Resource which includes lesson ideas. Teachers are encouraged to adapt the activities to meet the needs of all learners.
OSP	OSP News	<ul style="list-style-type: none"> Check out the OSP News on a regular basis to see what tools and resources have been added to the OSP and/or SkillsZone websites. You can now subscribe to receive the OSP News sent directly to your inbox. Check out the OSP Testimonials and submit your own skills story!
SkillsZone	Videos of Essential Skills and Work Habits in Action	<ul style="list-style-type: none"> View other videos, such as “A Trip to the Pharmacy” or “Renting an Apartment” that show how people use Essential Skills and work habits in everyday life. There is an audio feature and a “Skills Alert” button that displays the names of the skills and work habits demonstrated in some of the videos. Use student worksheets to identify and describe how the skills were used in the videos.
OSP	Search for Tasks In Work, Learning and Life	<ul style="list-style-type: none"> Search for sample tasks that illustrate how people use Essential Skills and work habits in work, learning and life. Use student worksheets to identify and describe how they are using their Essential Skills and work habits every day in the classroom, experiential learning, at home and the community. Learners can see how they have used their skills in different contexts and gather information to include in their résumés.
SkillsZone	Interactive Learning Resources and Games	<ul style="list-style-type: none"> Use the Linking Essential Skills and the Curriculum resource to link Essential Skills, skill-building activities and the Ontario curriculum, including locally developed compulsory credit courses. Use the Skills Pyramid to illustrate how Essential Skills are the foundation for learning other skills, such as technical skills. Select games focusing on Essential Skills and work habits.
OSP	Introduction and Tips for Learners	<ul style="list-style-type: none"> Review resources with learners such as the OSP Overview for Learners (including the <i>Five Key Approaches to Skills Development</i>), the Essential Skills Walkabout and reference sheets.

Website	Location	Description
SkillsZone	OSP Training Materials	<ul style="list-style-type: none"> Teachers can access training materials that focus on Essential Skills, skill-building activities and work habits. These materials can be adapted for different audiences.

Tip for Introducing Learners to Essential Skills and Work Habits

Use an interactive white board or cards to match OSP icons to the titles of each Essential Skill and work habit. Put the cards in a backpack to help illustrate the concept of transferable skills you take with you wherever you go.

Assess, Practice and Build Essential Skills and Work Habits (*Who am I?*)

Website	Location	Description
OSP	Assess Skills Through an Interview	<ul style="list-style-type: none"> Teachers can 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 could be used to inform the development of an Individual Education Plan (IEP).
OSP	Assess and Build Your Skills	<ul style="list-style-type: none"> Individually or with teacher assistance, learners can complete self-assessments of their Essential Skills and work habits and compare their results to occupation(s) of interest. Teachers can select activity sets related to learners' goals.
SkillsZone	SkillsZone Videos – Keeping Safe at Work Facilitator's Guide	<ul style="list-style-type: none"> Use the Keeping Safe at Work Video 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.

Career Exploration (*What are my opportunities?*)

Website	Location	Description
OSP	Search for Tasks	<ul style="list-style-type: none"> Search for sample job tasks in over 400 OSP Occupational Profiles for all pathways, including entry-level occupations.

The OSP and the Curriculum

Website	Location	Description
SkillsZone	Learning Activities Linked to Essential Skills and Work Habits	<ul style="list-style-type: none"> • Access A Guide to Linking the Essential Skills and the Ontario Curriculum 2015 which outlines a two-step process for identifying and analyzing Essential Skills (ES) tasks embedded in classroom activities. • Search for sample activities connected to everyday life and a variety of courses, including Locally Developed Credit Courses (LDCC) and non-credit courses.
SkillsZone	Interactive Learning Resources	<ul style="list-style-type: none"> • Go to the Linking Essential Skills and the Curriculum resource to get more examples connecting skill-building activities, Essential Skills tasks and courses. Teachers can use it as a communication tool with learners and parents to show how classroom activities link to learners' goals outside the classroom.

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.

Here is how a Special Education teacher, who participated in this research, responded to the following survey question: "Did learners like activities linked to Essential Skills and work habits?"

"They LOVED THEM!!! They found them relevant and useful and wanted more. For the grade 10's it fed in nicely to the unit as they saw there was a reason and a purpose to the activities."

Cheryl Rivelis-Mittleman, Special Education Teacher, Toronto District School Board (2011)

OSP Tracking and Planning Tools (*Who do I want to become? What is my plan for achieving my goals?*)

Website	Location	Description
SkillsZone	Use the OSP to support the development of the "All About Me" portfolio – Activity Sheets	<ul style="list-style-type: none"> • Use the Connecting Essential Skills and Work Habits to Guest Speakers as learners listen to a visitor in the classroom. • Research a Career – Have learners see how workers use Essential Skills on the Job by completing the Essential Skills in Jobs form and Career Reflection Worksheet.

Website	Location	Description
SkillsZone	Use the OSP to support the development of the “All About Me” portfolio – Activity Sheets	<ul style="list-style-type: none"> • Use the Learning Skills and Work Habits - Setting Goals to Keep Improving to track and plan further skills development so that learners can achieve their goals.
OSP	Create an OSP Work Plan	<ul style="list-style-type: none"> • Create an OSP Work Plan* that focuses on the Essential Skills, job tasks and work habits related to a cooperative education placement or other experiential learning opportunities. • Employers document learners’ skill demonstrations in the work plan.
OSP	Create an OSP Training Plan	<ul style="list-style-type: none"> • Create an OSP Training Plan that focuses on Essential Skills, job tasks and work habits related to learning activities. • Teachers document learners’ skill demonstrations in the training plan.
OSP	Create an OSP Transition Plan	<ul style="list-style-type: none"> • Create an OSP Transition Plan to identify opportunities to further develop and/or transfer their Essential Skills and work habits to everyday life and the next place they go – whether it’s further education, training or the workplace. • Use this information to create a résumé and a cover letter that are targeted to a job advertisement and prepare for job interviews.
OSP	Track Your Skills	<ul style="list-style-type: none"> • Use the OSP Tracker to track and plan skills development. • Use the <i>SpeakUp</i> Project Worksheet to track skills demonstrations in Community Involvement, volunteer opportunities (e.g. <i>SpeakUp</i> and <i>Students as Researchers</i> Projects) and extracurricular activities. • Keep all OSP documentation in the IPP.

*See Page 7 for a sample OSP Work Plan

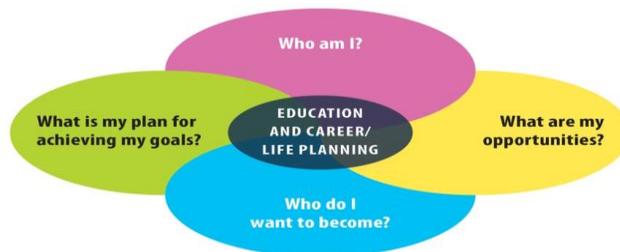
Tips for Tracking and Planning Skills Development

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 your skills development over time.
- Use the language of Essential Skills and work habits to understand tasks for experiential learning opportunities and develop goals in Individual Education Plans (IEPs).
- 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, further education, training and/or the workplace.

“Both parents and employers understand the language of Essential Skills and work habits. This is a great resource for developing annual goals in Individual Education Plans (IEPs).”

Kim Slomka, Special Education Consultant, Halton Catholic District School Board (2010)



Ontario Skills Passport Work Plan



Skills and Tasks

Skill levels are assigned to workplace tasks:

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

Name: sample

Occupation: Grocery Clerks and Store Shelf Stockers (NOC Code: 6622)

Writing	
Tasks Performed	Check
Write notes to the supervisors, indicating special requests from customers which involve placing new orders. (1)	<input type="checkbox"/>
Problem Solving	
Tasks Performed	Check
You are having difficulty fitting new products into existing displays. Integrate the products into the display without ruining its appearance. (Store shelf stockers) (1)	<input type="checkbox"/>
Oral Communication	
Tasks Performed	Check
Listen for cashiers paging packers on the intercom. (1)	<input type="checkbox"/>
Interact with customers to help them find products. (1)	<input type="checkbox"/>
Document Use	
Tasks Performed	Check
Read shelf labels, sale-price signs and product code lists. (1)	<input type="checkbox"/>

Decision Making	
Tasks Performed	Check
Decide which fruit and vegetables to throw away when stocking the produce area. (1)	<input type="checkbox"/>
Data Analysis	
Tasks Performed	Check
Compare the amount of fat in one product with another, when helping customers make purchasing decisions. (1)	<input type="checkbox"/>

Other Tasks	
Tasks Performed	Check

Working Safely	
Description	Check
Working in a manner that prevents injury to self and others	<input type="checkbox"/>
Reporting unsafe conditions	<input type="checkbox"/>
Participating in health and safety training, as required	<input type="checkbox"/>
Using and wearing all required protective equipment and devices	<input type="checkbox"/>
Teamwork	
Description	Check
Working willingly with others	<input type="checkbox"/>
Showing respect for the ideas and opinions of others	<input type="checkbox"/>
Taking responsibility for his or her share of the work	<input type="checkbox"/>
Contributing to the team effort by sharing information, resources, and expertise	<input type="checkbox"/>

Reliability	
Description	Check
Being punctual	<input type="checkbox"/>
Following directions	<input type="checkbox"/>
Giving attention to detail	<input type="checkbox"/>
Using time effectively and producing work on time	<input type="checkbox"/>
Acting in accordance with health and safety practices	<input type="checkbox"/>
Organization	
Description	Check
Organizing work priorities when faced with a number of tasks	<input type="checkbox"/>
Devising and following a coherent plan to complete a task	<input type="checkbox"/>
Revising the plan when necessary to complete a task or to make improvements	<input type="checkbox"/>
Working Independently	
Description	Check
Accomplishing tasks independently	<input type="checkbox"/>
Independently selecting, evaluating, and using appropriate materials, tools, resources, and activities	<input type="checkbox"/>
Using prior knowledge and experience to solve problems and make decisions	<input type="checkbox"/>
Initiative	
Description	Check
Beginning and completing tasks with little prompting	<input type="checkbox"/>
Approaching new tasks with confidence and a positive attitude	<input type="checkbox"/>
Seeking assistance when necessary	<input type="checkbox"/>

Self-advocacy

Description	Check
Asking questions and seeking clarification, where appropriate	<input type="checkbox"/>
Identifying and making use of appropriate resources and support when needed	<input type="checkbox"/>
Being proactive regarding individual rights and responsibilities, where appropriate	<input type="checkbox"/>

Customer Service

Description	Check
Listening effectively to determine and meet clients' needs	<input type="checkbox"/>
Interacting positively with both co-workers and clients/customers	<input type="checkbox"/>
Endeavouring to meet and exceed expectations	<input type="checkbox"/>
Creating a positive impression of the company or organization	<input type="checkbox"/>

Entrepreneurship

Description	Check
Recognizing and acting on opportunities	<input type="checkbox"/>
Showing perseverance	<input type="checkbox"/>
Being innovative and creative	<input type="checkbox"/>
Being versatile and resourceful	<input type="checkbox"/>

Employer Information

Company Name	Supervisor's Name	Phone Number	Email	Duration of Placement

Employer Comments

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Employer Signature

Date

<http://www.ontario.ca/skillspassport>