



## Tips for using the Ontario Skills Passport (OSP) in Career Studies (GLC2O)

This resource outlines how teachers of the Career Studies course (GLC2O) can use the OSP with learners to meet curriculum expectations and 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?* Check out the e-Career Studies Course – [“Oh, the Places You’ll Go!”](#) – to see how learners can use the OSP to support the development of their IPP.

### Tips for using the OSP in Career Studies (GLC2O)

#### Personal Management (*Who am I? Who do I want to become?*)

- Use a self-assessment process to develop a personal profile for use in career development planning;
- Evaluate and apply the personal-management skills and characteristics needed for school success, document them in their portfolio, and demonstrate their use in a variety of settings;
- Demonstrate effective use of interpersonal skills within a variety of settings.

Website	Location	Description
SkillsZone	SkillsZone Videos	<ul style="list-style-type: none"> <li>• Use the <a href="#"><u>Discover Your Skills</u></a> video to see how Essential Skills and work habits are used every day and why they are important.</li> <li>• Use the <a href="#"><u>Make Social Media Work for You</u></a> video to get an introduction to using social media effectively.</li> <li>• Use the <a href="#"><u>Keeping Safe at Work</u></a> video to illustrate how workers use their Essential Skills and work habits and exercise health and safety rights to keep safe at work.</li> <li>• See videos that show how people use Essential Skills and work habits in the workplace and 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.</li> <li>• Use <a href="#"><u>student worksheets</u></a> to identify and describe how the skills were used in the videos.</li> </ul>

SkillsZone	Essential Skills Introduction	<ul style="list-style-type: none"> <li>Use the <a href="#">Essential Skills Introduction</a> to view descriptions of Essential Skills, skill levels and see a video clip for each Essential Skill</li> </ul>
SkillsZone	Work Habits Introduction	<ul style="list-style-type: none"> <li>Use the <a href="#">Work Habits Introduction</a> to view descriptions of work habits and see a video clip for each work habit.</li> </ul>
OSP	Skills in the OSP	<ul style="list-style-type: none"> <li>Read descriptions of Essential Skills, skill levels and work habits.</li> <li>See a video clip for each Essential Skill and work habit.</li> </ul>
OSP	Search for Tasks in Work, Learning and Life	<ul style="list-style-type: none"> <li>Search for sample tasks that illustrate how people use Essential Skills and work habits in work, learning and life.</li> <li>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 in the community. Learners can see how they have used their skills in different contexts and gather information to include in their résumés.</li> </ul>
OSP	Assess and Build Your Skills	<ul style="list-style-type: none"> <li>Choose a self-assessment to help learners get information on their Essential Skills and work habits (Part 1 of the self-assessment tool).</li> </ul>
OSP	Resources and Links	<ul style="list-style-type: none"> <li>Review resources with learners such as the <a href="#">OSP Overview for Learners</a> (including the Five Key Approaches to Skills Development) and OSP Tracker.</li> </ul>
SkillsZone	SkillsZone Videos – OSP Social Media Resource	<ul style="list-style-type: none"> <li>Use the <a href="#">OSP Social Media Resource, Module 2</a> to provide learners with the opportunity to create a great bio to make a terrific impression and to create online content that genuinely reflects who they are while showcasing their transferable Essential Skills and work habits.</li> <li>Use the <a href="#">OSP Social Media Resource, Module 3</a> to critically review and build their online reputation or “personal brand” so that they stand out from other people who are interested in pursuing the same career and learning or training opportunities.</li> </ul>
SkillsZone	SkillsZone Videos – Keeping Safe at Work Facilitator’s Guide	<ul style="list-style-type: none"> <li>Use the <a href="#">Keeping Safe at Work Video Facilitator’s Guide</a> to see how workers use their Essential Skills and work habits and exercise health and safety rights to keep safe at work.</li> </ul>

SkillsZone	Games & Interactive Learning Resources	<ul style="list-style-type: none"> <li>Use the games and interactive resources such as the Skills Pyramid to illustrate how Essential Skills are the foundation for learning other skills, like technical skills. There is a <a href="#">Skills Overview</a> video showing how a nurse uses Essential Skills, technical skills and job/workplace specific skills on-the-job.</li> </ul>
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### Exploration of Opportunities (*What are my opportunities?*)

- Use a research process to locate and select relevant career information from a variety of sources for inclusion in a portfolio;
- Identify current trends in society and the economy and describe their effect on work opportunities and work environments;
- Identify a broad range of options for present and future learning, work, and community involvement.

Website	Location	Description
OSP	Search for Tasks	<ul style="list-style-type: none"> <li>Search for sample job tasks in over 400 OSP Occupational Profiles; get information on career planning, education and training, and employment and volunteer opportunities.</li> </ul>
OSP	Assess and Build Your Skills	<ul style="list-style-type: none"> <li>Compare self-assessment results to occupation(s) of interest (Part 2 of the self-assessment tool).</li> <li>Choose activity sets to help learners practise and build their Essential Skills.</li> </ul>
SkillsZone	SkillsZone Videos – OSP Social Media Resource	<ul style="list-style-type: none"> <li>Use the <a href="#">OSP Social Media Resource, Module 2</a>, to collect great social proof of their skills and accomplishments using OSP tools and resources such as the OSP Work Plans and OSP Community Involvement Worksheets.</li> </ul>
OSP	Track Your Skills	<ul style="list-style-type: none"> <li>Use the OSP Tracker and OSP Reflection Worksheet to track, reflect and plan skills development.</li> <li>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.</li> <li>Keep all OSP documentation in the IPP.</li> </ul>

## Preparation for Transitions and Change (Who do I want to become? What is my plan for achieving my goals?)

- Use appropriate decision-making and planning processes to set goals and develop a career plan;
- Analyze changes taking place in their personal lives, their community, and the economy, and identify strategies to facilitate smooth transitions during change;
- Demonstrate an understanding of, and the ability to prepare for, the job-search process.

Website	Location	Description
OSP	Track Your Skills	<ul style="list-style-type: none"> <li>• Use the OSP Tracker along with the OSP Reflection Worksheet to identify Essential Skills and work habits they need to further develop to meet their goals.</li> </ul>
OSP	Introduction & Tips for Learners	<ul style="list-style-type: none"> <li>• Regularly update the Learner Checklist for using the Ontario Skills Passport (OSP) in Career Studies (GLC20).</li> </ul>
OSP	Create an OSP Transition Plan	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Use this information to create a résumé and a cover letter that are targeted to a job advertisement and prepare for job interviews.</li> </ul>
SkillsZone	SkillsZone Videos – OSP Social Media Resource	<ul style="list-style-type: none"> <li>• Use the <a href="#">OSP Social Media Resource, Module 4</a>, to find out how to create, build and use their social media network as an important tool for realizing their personal and academic goals.</li> </ul>
OSP	Resources and Links – Ontario WorkInfoNet and iWin	<ul style="list-style-type: none"> <li>• Find information about skills, education, training as well as employment and volunteer opportunities at the provincial and local levels on the <a href="#">Ontario WorkInfoNet</a> and <a href="#">iWIN</a> websites.</li> </ul>
OSP	OSP News	<ul style="list-style-type: none"> <li>• Check out the <a href="#">OSP News</a> 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.</li> <li>• Check out the <a href="#">OSP Testimonials</a> and submit your own skills story!</li> </ul>

## 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.

