

## Tips for Classroom Teachers – All Subjects

This resource outlines how classroom teachers can:

- Use [A Guide to Linking the Essential Skills and the Ontario Curriculum 2015](#) to engage learners and enhance classroom relevance by linking Essential Skills and work habits to the curriculum, to give feedback to them on their skills development in classroom activities, and to help them see how these skills are used on-the-job and in everyday life. SkillsZone has a database of activities for a range of courses, grades and subjects linked to these skills.
- Help learners use this information to develop 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?*

### Introductory Resources for Teachers and Learners

Website	Location	Description
SkillsZone	SkillsZone Videos	<ul style="list-style-type: none"> <li>• Use the <a href="#">Discover Your Skills</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="#">Make Social Media Work for You</a> video to get an introduction to using social media effectively.</li> <li>• Use the <a href="#">Keeping Safe at Work</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> </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>
SkillsZone	Videos of Essential Skills and Work Habits in Action	<ul style="list-style-type: none"> <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="#">student worksheets</a> to identify and describe how the skills were used in the videos.</li> </ul>

Website	Location	Description
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>
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 <a href="#">student worksheets</a> 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.</li> </ul>
SkillsZone	Interactive Learning Resources	<ul style="list-style-type: none"> <li>• Use the Skills Pyramid to illustrate how Essential Skills are the foundation for learning other skills, such as 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>
OSP	Introduction and Tips for Learners	<ul style="list-style-type: none"> <li>• Access resources such as the <a href="#">OSP Overview for Learners</a> (including the Five Key Approaches to Skills Development) and OSP Tracker.</li> </ul>
OSP	Track Your Skills	<ul style="list-style-type: none"> <li>• Go to the <a href="#">Track Your Essential Skills and Work Habits in Learning Activities</a> resource to add both a skills focus and career connections to the course.</li> </ul>
SkillsZone	OSP Training Materials	<ul style="list-style-type: none"> <li>• Teachers can access training materials that focus on Essential Skills, skill-building activities and work habits. These materials can be adapted for different audiences.</li> </ul>

## The OSP and the Curriculum (*Who am I?*)

Website	Location	Description
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> <li>• Choose activity sets to help learners practice and build their Essential Skills.</li> </ul>

Website	Location	Description
SkillsZone	Sample Activity Database	<ul style="list-style-type: none"> <li>• <a href="#">A Guide to Linking the Essential Skills and the Ontario Curriculum 2015</a> which outlines a two-step process for identifying and analyzing Essential Skills (ES) tasks embedded in classroom activities.</li> <li>• Teachers can use the <i>Guide</i> to create Contextualized Learning Activities (CLAs) that assess, practice and build Essential Skills and work habits and meet curriculum expectations at the same time.</li> <li>• A number of courses, such as Discovering the Workplace, Navigating the Workplace and all technological education courses, reference Essential Skills and work habits within the curriculum expectations. More courses are doing the same as the curriculum documents are being revised.</li> <li>• All teachers can search for sample activities connected to everyday life and a variety of courses, including Locally Developed Credit Courses (LDCC) and non-credit courses. Teachers can also search for sample tasks in the OSP database that connect classroom learning to the workplace and everyday life.</li> </ul>
SkillsZone	Interactive Learning Resources	<ul style="list-style-type: none"> <li>• Go to the <a href="#">Linking Essential Skills and the Curriculum</a> 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.</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>

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.

*“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 (2011)

### **Tips for Integrating the Language of Essential Skills and Work Habits into Classroom Routines**

- Display a list of Essential Skills and work habits to reference at any time.
- Ask learners to identify the Essential Skills and work habits they are demonstrating in classroom activities and make relevant school-work-life connections.
- Use [A Guide to Linking the Essential Skills and the Ontario Curriculum 2015](#) to identify and analyze Essential Skills tasks in classroom activities and search for sample activities connected to a variety of courses.

### **Career Exploration (*What are my opportunities?*)**

<b>Website</b>	<b>Location</b>	<b>Description</b>
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 practice and build their Essential Skills.</li> </ul>
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> <li>• If a specific NOC code is not in the OSP database, teachers can search for tasks in related occupations or go to Human Resources and Skills Development Canada’s National Occupational Classification (NOC) for more information.</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 Tracking and Planning Tools (*Who do I want to become? What is my plan for achieving my goals?*)**

Website	Location	Description
OSP	Create an OSP Work Plan	<ul style="list-style-type: none"> <li>• Create an OSP Work Plan that focuses on Essential Skills, job tasks and work habits related to a cooperative education placement or other experiential learning opportunity.</li> <li>• Employers document learners’ skill demonstrations in the work plan.</li> </ul>
OSP	Create an OSP Training Plan	<ul style="list-style-type: none"> <li>• Create an OSP Training Plan that focuses on Essential Skills, job tasks and work habits related to learning activities.</li> <li>• Teachers document learners’ skill demonstrations in the training plan. Skill-building activities can be recorded in the “other tasks” section of the training plan.</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>
OSP	Track Your Skills	<ul style="list-style-type: none"> <li>• Use the OSP Tracker to track and plan skills development.</li> <li>• Use the SpeakUp Project Worksheet to track skills demonstrations in Community Involvement, volunteer opportunities (e.g. SpeakUp and Students as Researchers Projects) and extracurricular activities.</li> <li>• Keep all OSP documentation in the IPP.</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>

## 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.

