

Ontario Skills Passport Overview for Learners

Here's how you can use the Ontario Skills Passport (OSP) to **assess, build, document** and **track** your Essential Skills and work habits and **transfer** them to everyday life and the next place you go – whether it's further education, training or the workplace. You can demonstrate these skills in the classroom, co-operative education and other experiential learning opportunities, Specialist High Skills Major and Ontario Youth Apprenticeship Programs, Community Involvement, volunteer opportunities (e.g., *SpeakUp* and *Students as Researchers* Projects) and extracurricular activities.

Name: _____

<p>Skills in the OSP</p>	<ul style="list-style-type: none"> • View descriptions of Essential Skills and work habits. • See videos that show how people use these skills in the workplace and in everyday life. 	<p>OSP Work Plan</p>	<ul style="list-style-type: none"> • Create an OSP Work Plan that focuses on the Essential Skills, job tasks and work habits related to your co-operative education placement or other experiential learning opportunities. • Employers document how you used your skills in the work plan. 	<p>Track Your Skills</p>	<ul style="list-style-type: none"> • Use the OSP Tracker to track and plan your skills development. • Use the <i>SpeakUp</i> Project Worksheet to track how you used your skills in Community Involvement, volunteer opportunities (e.g., <i>SpeakUp</i> and <i>Students as Researchers</i> Projects) and extracurricular activities. • Identify how you used your skills in the <i>Track Your Essential Skills and Work Habits in Learning Activities</i> resource.
<p>Search for Tasks</p>	<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. • Search for sample job tasks in over 400 OSP Occupational Profiles; get information on career planning, education and training, as well as employment and volunteer opportunities. 	<p>OSP Training Plan</p>	<ul style="list-style-type: none"> • Create an OSP Training Plan that focuses on Essential Skills, tasks and work habits related to learning activities. • Teachers document how you used your skills in the training plan. 	<p>SkillsZone and other Resources</p>	<ul style="list-style-type: none"> • Go to SkillsZone for games and interactive learning activities. • Go to Resources and Links to get sample résumés and cover letters and more.
<p>Assess and Build Your Skills</p>	<ul style="list-style-type: none"> • Choose a self-assessment to get information on your Essential Skills and work habits and compare your results to occupation(s) of interest. • Choose activity sets to practice and build your skills. 	<p>OSP Transition Plan</p>	<ul style="list-style-type: none"> • Create an OSP Transition Plan to help you transfer your Essential Skills and work habits to everyday life and the next place you go – whether it's further education, training or the workplace. 	<p>Five Key Approaches to Skills Development</p>	<ul style="list-style-type: none"> • Follow your heart: Believe in yourself and use your strengths and interests, Essential Skills and work habits to turn your passion into a career. • Team up with others: Ask people for feedback on your skills and for opportunities to further develop them. • Be open to change: Essential Skills and work habits will help you adapt to change in work, learning and life. • Keep on learning: Take advantage of every learning opportunity to practice and build your Essential Skills and work habits. • Focus on the journey: Skills development is a lifelong journey. Continually develop your Essential Skills and work habits to get a job, progress in the workplace and contribute to your community.