

Ontario Skills Passport (OSP) Activities for Learners

Module 2: Essential Skills

This module has three activities with a review section at the end.

Activity 1

Essential Skills are used in nearly all occupations and throughout daily life.

Think of skills that are used in nearly all occupations and in everyday life. Write these skills in the table below. To help you get started, two Essential Skills have been listed for you.

I think these skills are used in nearly all occupations and in everyday life.
<ul style="list-style-type: none">• Reading• Writing

List of Essential Skills in the OSP

1. Go to the OSP website at www.ontario.ca/skillspassport.
2. Locate the **Skills in the OSP** section and click on **Essential Skills**.
3. Write the list of Essential Skills in the OSP below.

List of Essential Skills in the OSP
1.
2.
3.
4.
5.
6.
7.
8.
9.

List of Essential Skills in the OSP
10.
11.
12.
13.
14.
15.

Activity 2

Essential Skills have skill levels.

We use our Essential Skills everyday but we also use them at different levels of complexity or **skill levels** when performing tasks. Level 1 tasks are the least complex and level 4 or 5 tasks (depending upon the specific skill) are the most complex.

The following examples show how people use their **Document Use** skills to perform tasks in work, learning and life. The skill levels appear in brackets after the task statements.

Work

- Complete labels for shipments. (1)
- Use a map to locate where you need to pick up a customer. (2)
- Refer to graphs to compare data such as the number of parts produced per shift. (3)
- Interpret technical drawings to produce parts according to customers' specifications. (4)

Learning

- Record assignment due dates in agendas. (1)
- Complete student information forms. (2)
- Refer to graphs to examine data from an experiment such as temperature readings over time. (3)
- Read complex schematic drawings in equipment manuals to troubleshoot electrical problems in auto class. (4)

Life

- Interpret road signs when driving. (1)
- Read a restaurant menu to select a meal. (2)
- Complete a multi-page job application form. (3)
- Complete income tax forms by referring to income statements and other supporting documents such as receipts. (4)Optional: View short video clips for each Essential Skill.

1. Go to the OSP website at www.ontario.ca/skillspassport.
2. Locate the **Skills in the OSP** section.
3. Click on **Videos of Essential Skills and Work Habits in Action**.
4. Click on **Video Clips for Essential Skills** (skill levels 1 and 2).

These short video clips illustrate how people use Essential Skills at skill levels 1 and 2. You will have an opportunity to view more videos and search for more sample tasks, at different skill

levels, later on in this activity. *The Achievement Chart and Skill Level Ratings for Essential Skills*

Your teacher uses levels in the achievement chart to assess and evaluate your performance on course work. In the achievement chart, level 1 is 50-59%, level 2 is 60%-69% and so on. The top of the achievement chart is shown below.

Categories	50-59% (Level 1)	60-69% (Level 2)	70-79% (Level 3)	80-100% (Level 4)
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The achievement chart for school subjects is not the same as the skill level rating scale for Essential Skills. The two scales are very different and serve different purposes.

Essential Skill levels are associated with the task, not the person performing the task. If you perform an Essential Skills reading task at level 1 (read instructions on cleaning products) then you have performed that task - it is not the same as level 1 on the achievement chart.

We use our Essential Skills at different levels of complexity or skill levels. In the next section, you will get a chance to see more sample Essential Skills tasks in work, learning and life.

Search for Tasks in Work, Learning and Life

1. Go to the OSP website at www.ontario.ca/skillspassport.
2. Locate the **Search for Tasks** section and click on **In Work, Learning and Life**.
3. Select all three (3) contexts: Work, Learning and Life.


Search for Tasks in Everyday life



Select the context

Work Learning Life

4. Choose **any two (2)** Essential Skills and then choose **All**.

 **Select Essential Skills and Skill Levels**

Select	Skill Name	Skill Levels
Essential Skills		
<input checked="" type="checkbox"/>	Writing	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> All
<input checked="" type="checkbox"/>	Reading Text	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> All

5. Review the sample tasks and click on different skill levels to learn more.

Search Results

Tasks	Skill Level	Context
Writing Skills		
Write a short e-mail to a classmate reminding him of a project group meeting.	1	Learning
Write a short note to remind yourself about homework to complete.	1	Learning

6. Fill in the chart below based on your search for sample tasks in two Essential Skills. An example is shown below.

Essential Skill	Sample Tasks in Work, Learning and Life with Skill Levels
Reading Text (example)	Work: Read instructions on cleaning products. (1) Learning: Read an article in a newsletter to learn about upcoming or past events. (2) Life: Read a movie review to decide if you want to go and see it. (2)
	Work: Learning:

Essential Skill	Sample Tasks in Work, Learning and Life with Skill Levels
	Life:
	Work: Learning: Life:

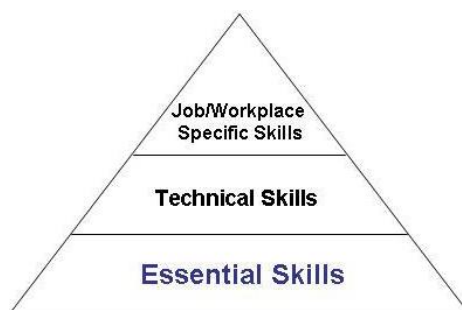
To learn more about Essential Skill levels, go to the OSP website and click on **Essential Skills**. Now click on any Essential Skill title to view descriptions of skill levels.

Activity 3

Essential skills are the foundation for learning other skills.

Essential Skills are the **foundation** for learning other skills, such as technical skills or job/workplace specific skills. Some people refer to the Essential Skills as “Velcro skills” because all other skills stick to them.

The image below shows the Essential Skills in the base of a pyramid because they are the foundation for other skills, like technical skills and job/workplace skills. Once you have a strong base, you can build on these other skills.



Here is an example of how Security Guards (NOC 6651) use Essential Skills, technical skills and job/workplace skills on-the-job.

A Security Guard uses:

Skills	Tasks
Essential Skills to:	<ul style="list-style-type: none">• Write incident and special occurrence reports detailing events which occurred during their shift. (Writing level 2)• Deal with a variety of difficult people, such as intruders, workers who refuse to open briefcases for inspection or those who feel that security rules do not apply to them. (Problem Solving level 2)
Technical skills to:	<ul style="list-style-type: none">• Apply the skills required in the security industry including patrolling, radio communication, traffic control and building/ perimeter protection.
Job/workplace specific skills to:	<ul style="list-style-type: none">• Follow company’s policy, procedures and standards when dealing with a security breach on the premises.

Skills Overview Video

1. Go to the OSP website at www.ontario.ca/skillspassport.
2. Locate the **Skills in the OSP** section and click on **Videos of Essential Skills and Work Habits in Action**.
3. Choose the **Skills Overview Video**.
4. Watch the video and fill in the chart below with examples of how a nurse uses Essential Skills, technical skills and job/workplace skills on-the-job.

A Nurse uses:	
Essential Skills to:	•
Technical skills to:	•
Job/workplace specific skills to:	•

Essential Skills are also called transferable skills.



So far in this activity, you have learned that:

- Essential Skills have skill levels. Level 1 tasks are the least complex and level 4 or 5 tasks (depending upon the specific skill) are the most complex.
- Essential Skills provide the foundation for learning other skills, like technical skills and job/workplace specific skills.

Essential Skills have another important feature: they are transferable. Essential Skills are called transferable skills because you can transfer them (or take them with you) to further education, training, the workplace and to your everyday life; they are also transferable from job to job.

When you make a change in your life, like starting a new school or a new job, your Essential Skills go with you and help you adapt to new situations.

Many of the tasks that you do at school are Essential Skills tasks or skill-building activities that lead up to the demonstration of Essential Skills tasks. You are building your Essential Skills, your transferable skills, in every course you are taking at school.






Videos of Essential Skills and Work Habits in Everyday Life











1. Go to the OSP website at www.ontario.ca/skillspassport.
2. Locate the **Skills in the OSP** section and click on **Videos of Essential Skills and Work Habits in Action**.
3. Choose one of the following videos and put a check beside the video you chose.
 - A Trip to the Pharmacy
 - Renting an Apartment
 - Obtaining a Driver's License
 - Getting a Pet
4. Identify the Essential Skills and work habits used during the video and describe how they are used. Fill in the charts on the next page.

Videos of Essential Skills and Work Habits in Everyday Life

Put a check mark beside the Essential Skills you see in the video.

Write an example of how this Essential Skills was used.










<input type="checkbox"/>	OSP Icon	Essential Skill	Example of how this Essential Skill was used in the video
<input type="checkbox"/>		Reading Text	
<input type="checkbox"/>		Writing	
<input type="checkbox"/>		Document Use	
<input type="checkbox"/>		Computer Use	
<input type="checkbox"/>		Oral Communication	

<input type="checkbox"/>	OSP Icon	Essential Skill	Example of how this Essential Skill was used in the video
Numeracy			
<input type="checkbox"/>		Money Math	
<input type="checkbox"/>		Scheduling or Budgeting and Accounting	
<input type="checkbox"/>		Measurement and Calculation	
<input type="checkbox"/>		Data Analysis	
<input type="checkbox"/>		Numerical Estimation	
Thinking Skills			
<input type="checkbox"/>		Job Task Planning and Organizing	
<input type="checkbox"/>		Decision Making	
<input type="checkbox"/>		Problem Solving	
<input type="checkbox"/>		Finding Information	
<input type="checkbox"/>		Critical Thinking	

Videos of Essential Skills and Work Habits in Everyday Life

Put a check mark beside the work habits you see in the video.

Write an example of how this work habit was used.

<input type="checkbox"/>	OSP Icon	Work Habit	Example of how this work habit was used in the video
<input type="checkbox"/>		Working Safely	
<input type="checkbox"/>		Teamwork	
<input type="checkbox"/>		Reliability	
<input type="checkbox"/>		Organization	
<input type="checkbox"/>		Working Independently	
<input type="checkbox"/>		Initiative	
<input type="checkbox"/>		Self-advocacy	
<input type="checkbox"/>		Customer Service	
<input type="checkbox"/>		Entrepreneurship	

Videos of Essential Skills and Work Habits in Everyday Life

Now watch the video again. This time, click on the **Skills Alert** button at the top. Check the Essential Skills and work habits you identified above.

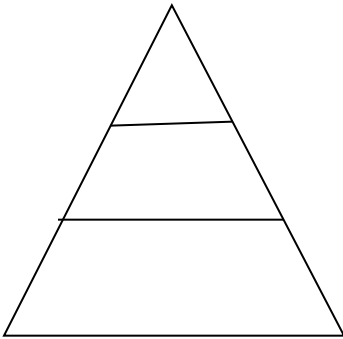
- Did you identify the correct Essential Skills?
- Did you identify the correct work habits?

Write your comments and observations below. For example, do you understand why the Essential Skill levels varied among the different Essential Skill tasks?

Review

Fill in the blanks below.

1. Essential Skills are:
 - Used in nearly all _____ and in _____ life.
 - The _____ for learning other skills, such as technical skills.
 - _____ to further education, training, the workplace and everyday life.
2. Essential Skills have _____. Level 1 tasks are the least complex and level 4 or 5 tasks (depending upon the specific skill) are the most complex.
3. Label the skills pyramid. Explain the three sections of the pyramid in your own words.

Skills Pyramid	Explanation
	

4. Essential Skills are called transferable skills because: (Hint: Check page 8.)

5. Go to the OSP website to **search for tasks in work, learning and life**.
 - Choose three (3) Essential Skills and click on **All** skill levels.
 - Review the list of sample tasks and choose tasks you do in your everyday life.
 - Fill in the chart below.

How I use my Essential Skills in everyday life

Essential Skill	Sample task(s) with skill level

Congratulations! You have completed Module 2 of the OSP Website Activity. Hand in your completed module so your teacher can add this to your certificate of completion.