

Creating an Ontario Skills Passport (OSP) Work Plan will help you:

- Discuss your Essential Skills and work habits demonstrations with your supervisor.
- Get feedback on your skills demonstrations and plan for further skills development opportunities.
- Show future employers the tasks you have completed in your cooperative education placement.

Steps to Creating an OSP Work Plan

Create your OSP Work Plan prior to, or within the first two weeks of, starting your cooperative education placement.

1. Go to www.ontario.ca/skillspassport and click on Create an OSP Work Plan in the Learner's section.
2. Follow the steps to create an OSP Work Plan for your cooperative education placement. If you cannot find the exact occupation in the OSP database, you can work with your teacher to choose tasks from related occupations.

Tip: Choose a few skills for your work plan that you really want to develop during the placement.

3. Save your completed OSP Work Plan.
4. Print two copies of the OSP Work Plan. Do not close the document until it is saved and printed.
5. Give one copy to your teacher, and take the second copy to your cooperative education placement.
6. At the beginning of your work placement, present your OSP Work Plan to your supervisor. When you review the work plan with your supervisor, ask him/her to delete or add any other tasks that are relevant in the work plan.
7. During your placement, be open to receiving feedback. Here are some ideas for conversations starters with your placement supervisor:

I want to do a good job in this placement. Do you have a few minutes to talk about my progress?

Which Essential Skills and work habits have I done well with so far?

What should I focus on this week?

Can I check in with you next week to get more feedback?

The checklist format of the OSP Work Plan makes it quick and easy for your supervisor to check off the tasks and work habits you have demonstrated at the workplace.

8. Once you have been in your work placement for awhile, you may want to identify other Essential Skills tasks, perhaps at higher skill levels, to perform at your placement. While you cannot “redo” your existing work plan, you can return to the OSP website and create a new page that can be added to the end of your original work plan. Consult with your cooperative education teacher and your supervisor to see if you will have the opportunity to perform these additional “reach ahead” tasks.
9. At the end of your placement, ask your supervisor to complete and sign the OSP Work Plan. Suggest that a photocopy of the signed copy be made and stored in your file at work. Your employer may wish to keep the work plan on hand until you have demonstrated more of the listed skills and work habits.
10. Place the completed, signed copy of the OSP Work Plan in your Individual Pathways Plan.

Tips for Tracking and Planning Skills Development

You are encouraged to:

- Keep your OSP Tracker and other OSP documents in your Individual Pathways Plan (IPP) to track and plan your skills development over time.
- Consider this skills information when making course, program, career and post-secondary pathway decisions as part of your 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.

