



## Ontario Skills Passport (OSP) Tips for Cooperative Education Teachers

<http://skills.edu.gov.on.ca>

### Some benefits of using an OSP Work Plan with Co-op students

- Students can use the work plan to help **initiate a dialogue** with their supervisors about their skills and plans for skill development.
- Students can have a **written record of their skills and work habits** to show future potential employers.
- Students will have another item to put in their **employment portfolios** that can help them describe the skills and work habits they have developed in their work placements.

### This Ontario Skills Passport (OSP) resource contains the following:

- Backgrounder for Co-op Teachers
- Key Messages to Consider in Using Ontario Skills Passport (OSP) Resources
- Tips for Cooperative Education Teachers
- Show Me What You've Got! Building Your Portfolio, Building Your Skills (Student Handout)
- Assessment and Evaluation Tool (formative)

### Preparing to use the OSP in the classroom

1. Have students complete their OSP Work Plans either in pre-placement or integration classes. As a pre-placement exercise, it can serve as a "reality check" for the tasks that may be expected in the workplace. As an integration exercise, it will ensure that the student is familiar with the tasks that he/she completes in the workplace, so that an accurate and realistic work plan can be created.
2. Ensure that you have other lesson materials to complete during the class period. Many students create their OSP Work Plans quickly, and they can then move onto other assignments or classroom activities.
3. Book a computer lab in your school. Make sure that your computers meet the requirements of the OSP Website, listed at <http://skills.edu.gov.on.ca/OSPWeb/jsp/en/faq.jsp?announcer=FAQs#101>. If you have an old computer lab, the website may not work properly! Please ensure that you have checked the functioning of the site on the computers prior to the class.
4. Essential Skills Research is dynamic and more occupations are being added to the OSP database. You may want to review the list of occupations at <http://skills.edu.gov.on.ca/OSPWeb/jsp/en/listofoccupationssortedbyNOC.jsp> prior to your class in the computer lab. If a student's occupation of choice is not currently listed in the database, they can choose a related occupation.
5. Materials required:
  - a. Computer and internet access with a printer
  - b. Floppy disks
  - c. Résumé paper
  - d. Student handouts/worksheets
6. The Student Handout guides students through the creation of a standard OSP Work Plan. The standard OSP Work Plan generates tasks, listed by skill and skill level, for the most important essential skills for an occupation. There is also an option to create a customized OSP Work Plan which allows the student to choose the skills they want to include in the work plan right from the beginning. In either case, whether the student begins with a standard or a customized work plan, they can further customize their OSP Work Plan by:

- deleting any tasks that are not appropriate due to age restrictions, qualification requirements or are not applicable to a particular workplace; and
- clicking on the “**Add tasks**” button at the bottom of the page which allows students to search the database for additional tasks to further enhance their work plans.

It is suggested that all OSP Work Plans include literacy and numeracy tasks to ensure that students are aware of these skill requirements in their workplaces.

### Using the OSP in the Co-op classroom

1. Create an introductory lesson that introduces Essential Skills to students. Some suitable introductory activities are available online at: <http://www.osca.ca/OSP/index.htm> (see “Changing Places Resource” and sample “OSP Bingo” cards) and at [www.osca.ca/osca-ocea/Day%201/HO0.doc](http://www.osca.ca/osca-ocea/Day%201/HO0.doc) (“Essential Skills Walkabout”).
2. Have students look up the NOC code for their jobs. They can look up their NOC codes at: <http://www23.hrdc-drhc.gc.ca/2001/e/generic/welcome.shtml> and they can find the NOC codes for the jobs that are listed on the OSP website at: <http://skills.edu.gov.on.ca/OSPWeb/jsp/en/listofoccupationsortedbyNOC.jsp>
3. Walk the students through the creation of their OSP Work Plans. There is a handout attached with this document which includes instructions for students on creating an OSP Work Plan.
4. Review the work plan with each student before they save it on a floppy disc to confirm that the tasks recorded are realistic for the placement and student (based on age, qualification, and appropriateness for the Co-op placement).
5. Once you have reviewed the work plan, the student can save it on a floppy disk. Print the work plan on résumé paper, to ensure that it looks important. (Printing the OSP Work Plan on high-end paper will make the final signed work plan look more professional in the student’s employment portfolio.)
6. Keep a copy of the student’s OSP Work Plan on file and have him/her take a nice-looking copy to work.
7. Request that the student discuss the OSP Work Plan with his/her supervisor. When the student reviews the work plan with the supervisor, it will open up a discussion about skills in the workplace. The employer can add or subtract relevant tasks on the work plan before completing the checklist.
8. Suggest to the supervisor that after he/she completes and signs the work plan, a photocopy be made for the student’s file at work. This will help to ensure that the student doesn’t tamper with the original document. The employer may wish to keep the work plan on hand until the student has demonstrated more of the listed skills and work habits at the placement.
9. If your students also have part-time jobs, encourage them to create OSP Work Plans for these jobs as well. Additional OSP Work Plans can also be printed out on résumé paper, and once completed, they can also be added to the students’ employment portfolios.

**The OSP Work Plan is a complement to the Personalized Placement Learning Plan (PPLP), not a replacement for the PPLP.** The OSP Work Plan focuses on the transferable skills that a student or job seeker can take from job to job, sector to sector and school to work.

1. The OSP Work Plan is the document that students can use to show future employers the skills and work habits that they have demonstrated in their Co-op placements. It is a document that students can put into their employment portfolios.
2. Since the Co-op teacher works with the employer, student and teacher of the related course to create the mandated PPLP, having students create an OSP Work Plan can give them a better

understanding of the connection between the skills that they are developing and the tasks that they complete in their Co-op placements.

- Although the language of the OSP and PPLP may be similar, they are very different documents. Some differences are outlined in the table below.

OSP Work Plan	PPLP
The OSP Work Plan outlines tasks that a student may perform in the work placement and the skills and work habits that are demonstrated by the student.	The PPLP outlines the course of study for the placement component and the basis for assessment and evaluation, and for the granting of one or more credits in the specific subject.
The OSP Work Plan is a single document with a checklist. The OSP Work Plan is returned to the student at the end of placement.	The PPLP is a descriptive outline of a student's learning expectations of a related course that the student will apply and further develop at the placement, including the employer's expectations and applicable expectations of the classroom component. The "master copy" is supplemented by documentation of the student's learning through a collection of dated anecdotal observations, performance appraisals jointly conducted by the teacher and employer, comments from the student, placement learning assessments (from monitoring visits), Work Education Agreement, logs, placement schedule and assessment and evaluation forms. The student, the placement supervisor, the cooperative education teacher and whenever possible, the teacher of the related course should each have a copy of the PPLP. The co-op teacher stores the PPLP in the student file which is kept under the direction of the principal for a minimum of one year.
The OSP Work Plan is a document that students can create online for themselves and then verify with the cooperative education teacher and the employer.	The PPLP is a document created by the teacher in consultation with the employer, the student and subject-specialists.
The OSP Work Plan has a checklist format and only employers can complete the entries and sign the OSP Work Plan.	The PPLP sets out specific criteria and strategies for assessment and evaluation, based on the achievement of the expectations identified.
The OSP Work Plan uses standard language that describes the tasks completed in a job.	The PPLP outlines the specific curriculum expectations from the related course(s) that the student will apply and further develop as well as the employer and classroom components that will be applied. Specific demonstrations of learning for each expectation that will be completed by the student at the work placement are detailed as well as the criteria and strategies to be used in assessing and evaluating.
The OSP Work Plan can be created once or repeatedly. Additional pages can be added to an OSP Work Plan as a student focuses on new tasks or skills. However, expansion of the document is not required or, in some cases, necessary.	The PPLP is a "living document" that is continuously adjusted as the student progresses at the placement. It should be revised as necessary to provide the student with appropriate learning opportunities and challenges.
The OSP Work Plan may include some tasks that are not demonstrated in the work placement. However, these incomplete tasks can indicate future steps that the student may plan to take, if he/she is interested in pursuing a career in this field.	When evaluating a student's overall achievement, the teacher should take into consideration the expectations included in the PPLP, the levels of achievement described in the related curriculum policy document, the student's performance on classroom assignments, and the supervisor's performance appraisals.
The OSP Work Plan is "checked off" and signed by the employer only. The employer can also provide additional comments and feedback in the comment section.	The completion of the documentation within the PPLP is the responsibility of the teacher. The employer and the teacher jointly evaluate the student's performance at the placement, but the teacher alone is responsible for the final grade.

## Lesson Plan

Attached with this resource is a handout/lesson that can be used to help students create an OSP Work Plan and to understand the skills that they are developing.

### Connections between the OSP and the Cooperative Education Curriculum

This resource supports the pre-placement orientation by:

- providing the language that will help students articulate their interest in a work opportunity; and
- corroborating classroom and placement expectations in the workplace.

This resource supports the integration of classroom and workplace learning by helping students:

- relate their placement experience to curriculum expectations of the related course;
- reflect on and analyse their placement experiences;
- reinforce the job-skills theory acquired in the classroom and the skills, techniques, and principles learned at the placement; and
- demonstrate an ability to access related career information.

### Essential Skills students will use in this activity

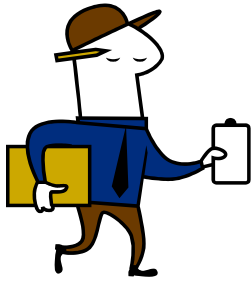
Essential Skill	Task Where The Skill Is Used
Reading	Reading descriptions of tasks and skills.
Use of documents	Creation and use of an Ontario Skills Passport Work Plan. Following written directions on handout.
Problem solving	Thinking about the tasks currently completed and possible to complete in their Co-op placements.
Finding information	Finding the appropriate tasks and skills to include in the work plan. Finding the appropriate NOC code.
Decision making	Deciding which tasks and skills to include in the work plan, and which tasks and skills to omit.
Use of computers	Use of a computer, the internet, and the Ontario Skills Passport website.

You can use the creation of an Ontario Skills Passport as a formative activity. The inclusion of a completed and signed OSP Work Plan may be something that is required in the student's Employment Portfolio assignment.

**To help you use the Ontario Skills Passport with your Co-op students, a handout and an assessment/evaluation tool are also provided.**

# Show What You've Got!

## Building Your Skills, Building Your Portfolio



Your employment portfolio  
helps you show potential employers  
what you have to offer!

### Skills Passport (OSP) Work Plan will help you to:

- discuss your skills and plan your skill development with your supervisor;
- demonstrate the tasks that you have completed in your Co-op placement, so that you can show future employers the skills that you have, and the tasks that you are familiar with; and
- have another official document to put in your portfolio.

### Before you begin, some vocabulary words:

**Skill:** An ability that an individual needs to have in order to perform a specific task. Skills can be acquired and improved with application, practice, and training. Many skills are transferable; that is, they can be transferred from one situation, or task, to another.

**Essential Skills:** The skills you will need to be successful in any workplace, at any time in your life. The OSP includes the following skills: reading, writing, use of documents, use of computers, money math, scheduling or budgeting and accounting, measurement and calculation, data analysis, numerical estimation, oral communication, job task planning, decision making, problem solving and finding information.

**Work habits:** The attitudes and behaviours that you demonstrate at work. Good work habits lead to success in the workplace! The OSP includes the following work habits: working safely, teamwork, reliability, initiative, customer service and entrepreneurship.

**NOC Code:** NOC stands for National Occupational Classification. Every occupation in Canada is classified by a numerical code.

### Instructions:

1. Look up the NOC code for your Co-op job at:  
<http://skills.edu.gov.on.ca/OSPWeb/jsp/en/listofoccupationsortedbyNOC.jsp> and make a note of your NOC code. Ask your teacher for help if you have any difficulty locating your job title.
2. Visit the Ontario Skills Passport website at: <http://skills.edu.gov.on.ca>
3. To create your OSP Work Plan:
  - a. Click on "Create a Work Plan".
  - b. Select "Option B" and click "Next".
  - c. Select "Option A" and enter the NOC code, then click the "Next" button.
  - d. Select "Show me the standard Work Plan" and click the "Next" button.
  - e. You will find a list of tasks. Leave any tasks that you complete or that you could potentially complete check-marked; follow the directions on the page to delete any tasks that you would *not* have the opportunity to complete in your Co-op placement.
  - f. Click on "Add Tasks".
  - g. Select the first option "Choose more tasks under [enter your NOC code]" and click "Next".

- h. From the pull-down list, select a skill that you would like to have the opportunity to develop/demonstrate at the workplace and then click “Next”.
  - i. Check the tasks that you think you will have the chance to demonstrate at the workplace. Remember you will have a chance to confirm this with your teacher and employer prior to your placement. Once you have finished selecting tasks, click “Add Tasks to Work Plan”.
  - j. Repeat steps “f to i” to continue adding more tasks to your work plan.
  - k. When you have finished adding tasks, review all of the tasks you have selected with your Co-op teacher.
  - l. Click “Next” after your teacher has reviewed and approved your work plan.
  - m. Type your information and your Co-op supervisor’s information into the appropriate fields.
4. Save your completed OSP Work Plan on a floppy disk in MS Word or WordPerfect format.
  5. Print two copies of the work plan on résumé paper.
  6. **Do not close the document until it is saved and printed!**
  7. Give one copy to your teacher, and take the second copy to your Co-op work placement.
  8. **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.
  9. **During your placement**, ask for feedback from your supervisor about your performance. Go to [http://www.osca.ca/OSP/OSPTIPS\\_students-jobseekers.htm](http://www.osca.ca/OSP/OSPTIPS_students-jobseekers.htm) to get ideas on how to talk to your supervisor about your job performance. 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. During your work placement or job, your employer may agree to provide you with the opportunity to perform more tasks. If so, consult with your cooperative education teacher and additional tasks may be added to your work plan.
  10. **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.
  11. Place the completed, signed copy of the OSP Work Plan in your employment portfolio.

Assessment - Formative	Checklist	Comments
Selection of job and NOC code is appropriate.	<input type="checkbox"/>	
Use of technology, through navigation of the OSP website and creation of an OSP Work Plan is completed with little direction.	<input type="checkbox"/>	
Selection of tasks on the OSP Work Plan is appropriate for the Co-op placement.	<input type="checkbox"/>	

**Bright Idea:**



**If you have a part-time job, you can create an OSP Work Plan in consultation with your employer. Once completed, add the work plan to your employment portfolio.**