

Using the Ontario Skills Passport (OSP) to Complement Job Connect Participant Training Plans Notes for Job Developers

Job developers can use the Ontario Skills Passport (OSP) to:

- help familiarize Job Connect participants with the kinds of tasks they could encounter in the workplace. This could serve as kind of a pre-placement “reality check” and help manage expectations prior to placement.
- have focused discussions with employers about the tasks that a participant will have an opportunity to develop/demonstrate at the workplace. This would be especially valuable when meeting with an employer for the first time.
- complement the Job Connect Participant Training Plan. The OSP Work Plan can be used in conjunction with the Job Connect Participant Training Plan for subsidized and unsubsidized job placements as well as job trials.

It is important to note that the OSP Work Plan is complementary to the Job Connect Participant Training Plan but does not replace it.

Information about the Job Connect Participant Training Plan

When a subsidized placement is arranged with an employer, a Job Connect Participant Training Plan must be completed by the job developer, and signed by the Job Connect participant, employer and job developer before the employment start date.

The Job Connect Participant Training Plan is a formal document that contains the following sections:

1. **Key Placement/Employment Duties:** a brief description of the job duties and components of the job;
2. **Training goals and expected outcomes:** a brief description of the specific skills that the Job Connect participant is expected to achieve and timeframes; and
3. **Training and support that will be provided:** a brief description of the training approach and timeframes.

Please note that a PowerPoint presentation accompanies this resource. The presentation includes screenshots of the website and notes to help guide you through the process of using the OSP in the Information Referral Service (IRS), Employment Preparation and Planning (EPP) and Job Development Placement Support (JDPS) components of Job Connect.

Using the OSP to Complement the Job Connect Participant Training Plan

The OSP can be used to support two areas of the Job Connect Participant Training Plan:

- Key Placement/Employment Duties; and
- Training goals and expected outcomes.

Key Placement/Employment Duties

This section of the Job Connect Participant Training Plan requires a description of the job duties and components of the job. Job developers can use the Ontario Skills Passport website to find relevant information to help complete this section of the Job Connect Participant Training Plan.

1. Go to the Ontario Skills Passport website at <http://skills.edu.gov.on.ca>
2. Click on the “**Getting Started**” button on the homepage of the website.
3. Choose “**List of Occupations in the OSP Database**”. *Please note that you can also access the “List of Occupations in the OSP Database” in the black navigation bar at the top of the page.*
4. Choose “**Sorted by title**” or “**Sorted by NOC code**” and then click on the “**Next**” button.
5. Click on the title of any occupation and a brief description as well as a list of the most important essential skills for the occupation will appear. Once you have found an occupation that matches or is related to the placement, **copy and paste the description** into the “**Key Placement/Employment Duties**” section of the Job Connect Participant Training Plan. Also be sure to add any Job Connect participant specific job duties and responsibilities to this section so that the document is relevant to the Job Connect participant and the job they are doing.

Note: Essential Skills Research is dynamic. Currently there are 215 occupations in the OSP database. Approximately 170 of the occupations are at the C and D levels of the NOC. If you cannot find the exact occupation, try looking for another occupation that is in the same minor group (i.e. the same 3-digit NOC code). Often you can find many related tasks to help you build a great training plan. For further assistance, click on the “Getting Started” button on the homepage and then click on “Choosing an Occupation.”

6. Write down the **NOC code** for the occupation so that you have it handy when you create the OSP Work Plan.

Training Goals and Expected Outcomes

The “Training goals and expected outcomes” section of the Job Connect Participant Training Plan provides a description of specific skills that the Job Connect participant will be learning while on the job. This part of the training plan is developed in cooperation with the job developer, Job Connect participant and employer.

When using the OSP to complement the Job Connect Participant Training Plan, it is important that the employer understands and is committed to the use of the OSP with the Job Connect participant. The OSP Work Plan is an invaluable tool that can be used to help measure the Job Connect participants’ progress while working through a placement. For tips to help you introduce the OSP to employers and Job Connect participants, go to the OSP website at <http://skills.edu.gov.on.ca> and click on the “Links” section in the navigation bar at the top of the page. There is a link to “OSP Resources” where you can find and print out “**OSP Tips for Employers**” and “**OSP Tips for Students and Job Seekers**”.

Creating an OSP Work Plan to Complement the Training Goals and Expected Outcomes Section of the Job Connect Participant Training Plan

1. Click on “**Create a Work Plan**”.
2. Choose “**Option B**” and click on the “**Next**” button at the bottom.
3. Choose “**Option A**” and type in the **4-digit NOC code**. Click on the “**Next**” button at the bottom when you are ready.
4. Choose “**Let me create a customized work plan**” and click on the “**Next**” button.
5. **Choose the skills** (with a check mark) to include in the OSP Work Plan. Refer to the job ad or description that you received from the employer so that you can include skills that have been identified as important for that particular workplace. Discuss with the Job Connect participant which skills they would be interested in developing. This can help you negotiate specific training outcomes with the employer that are meaningful for the Job Connect participant’s skill development and are appropriate for the workplace. Click on the “**Next**” button when you are ready.
6. Sample tasks, listed by skill and skill level, have been pre-selected for you with a check mark. Delete any tasks that are inappropriate due to age requirements, licensing restrictions or that are not applicable for a particular workplace. Please note that you can use the “**Add tasks**” button at the bottom of the page to add skills and tasks from other occupations to further customize the work plan. After you have reviewed the work plan, click on the “**Next**” button at the bottom.
7. Continue to follow the prompts on the website to personalize the OSP Work Plan with the participant’s name and placement information and then save the OSP Work Plan in MS Word or WordPerfect so that you can make changes later.

TIP: When using the electronic version of the Job Connect Participant Training Plan simply cut and paste the content from the OSP Work Plan that you have saved on your computer directly into the Job Connect Participant Training Plan.

8. Print a copy of the OSP Work Plan and meet with the Job Connect participant and employer to discuss the work plan prior to placement.
9. During the meeting, the employer may suggest adding or deleting tasks from the original work plan. Additional tasks (i.e. from outside the OSP database) can be added to the “**Other tasks**” section of the work plan. *Please do not assign a skill or skill level to tasks that are from outside the OSP database.*
10. Explain that the employer and Job Connect participant can use the OSP Work Plan to discuss skill development at anytime during the placement. You can give the employer a copy of “**OSP Tips for Employers**” which includes ideas for how to discuss skill development.

Attaching the Work Plan to the Job Connect Participant Training Plan

To make a formal connection between the OSP Work Plan and the Job Connect Participant Training Plan, type “**See attached Ontario Skills Passport Work Plan**” in the “Training Goals and Expected Outcomes” section of the JC Training Plan.

At the end of the placement

The employer signs the OSP Work Plan and the job developer makes a copy to include in the participant’s file. The Job Connect participant keeps a copy of the completed OSP Work Plan in their employment portfolio so they have a record of skill development.

Job Connect participants can continue to use OSP Work Plans to:

- develop their skills and work habits by creating new work plans which focus on different skills and tasks, perhaps at higher levels of complexity;
- use the OSP Work Plan to help update their résumé and communicate their skills in an interview; and
- create sample work plans so they can research the kinds of tasks workers perform in different occupations. This information can help them make informed decisions about education, training, work placements, and jobs that will help them reach their career goals.