

Key Messages to Consider in Using Ontario Skills Passport (OSP) Resources <http://skills.edu.gov.on.ca>

Resources will target different age groups and will have different learning objectives, such as helping learners (including high school students and adult learners) and job seekers to:

- understand Essential Skills and work habits;
- build their Essential Skills and work habits in school and training programs;
- demonstrate their Essential Skills and work habits in the workplace;
- communicate their Essential Skills and work habits (e.g. by using the language provided in an OSP Work Plan to create résumés, portfolios, cover letters, etc.); and
- track and plan for ongoing skills development.

Key Messages about Essential Skills

- Human Resources and Social Development Canada (HRSDC) has identified and validated Essential Skills that people need for work, learning and life.
- The Essential Skills are: Reading Text, Writing, Oral Communication, Document Use, Thinking, Numeracy, Computer Use, Working with Others, and Continuous Learning.
- Essential Skills are used in virtually all occupations and throughout daily life, albeit to varying degrees of complexity. They are **transferable** from school to work, job to job and sector to sector.
- Essential Skills **enable** people to perform tasks required by their jobs as well as adapt to change.
- Essential Skills provide the **foundation** for learning other skills, such as technical skills and job/workplace skills.
- Most of the Essential Skills have a **complexity rating scale**. This scale indicates the level of complexity involved in the use of a skill in a particular task. The least complex tasks are classified at level 1; the most complex tasks are classified at level 5 or level 4 if there are only 4 levels for a skill. It is important to note that skill levels are associated with workplace tasks and not the worker performing these tasks.
- HRSDC has developed **Essential Skills Profiles** which describe how each of the Essential Skills is used by workers in a particular occupation. The Essential Skills Profiles align with the **National Occupational Classification Matrix (NOC)**, a national standard for describing and collecting information about occupations in Canada. There are over 200 profiles available and more are under development. Go to <http://srv600.hrdc-drhc.gc.ca/esrp/> for more information on the Essential Skills Profiles.

Key Messages about the Ontario Skills Passport

- The OSP website includes a **searchable and interactive database** of thousands of workplace tasks, classified by skill, skill level and occupation.
- You can use the OSP to support learning of the Essential Skills, help individuals identify the skills they have and plan further skill development.
- The **OSP Work Plan** can be used to document the demonstration of skills and work

habits in the workplace.

- The **Create a Transition Plan** application can be used to help learners and job seekers communicate their skills and work habits to an employer.
- The OSP includes the following skills: Reading Text, Writing, Document Use, Computer Use, Money Math, Scheduling or Budgeting and Accounting, Measurement and Calculation, Data Analysis, Numerical Estimation, Oral Communication, Job Task Planning and Organizing, Decision Making, Problem Solving and Finding Information.
- The list of skills in the OSP is slightly different from HRSDC's list of Essential Skills. The chart below shows HRSDC's list of Essential Skills on the left and the corresponding OSP Skills on the right.

#	HRSDC's Essential Skills	OSP Skills
1.	Reading Text	Reading Text
2.	Writing	Writing
3.	Document Use	Document Use
4.	Computer Use	Computer Use
5.	Oral Communication	Oral Communication
6.	NUMERACY <ul style="list-style-type: none"> • Money Math • Scheduling or Budgeting and Accounting • Measurement and Calculation • Data Analysis • Numerical Estimation 	<ul style="list-style-type: none"> • Money Math • Scheduling or Budgeting and Accounting • Measurement and Calculation • Data Analysis • Numerical Estimation
7.	THINKING SKILLS <ul style="list-style-type: none"> • Job Task Planning and Organizing • Decision Making • Problem Solving • Finding Information 	<ul style="list-style-type: none"> • Job Task Planning and Organizing • Decision Making • Problem Solving • Finding Information
	<ul style="list-style-type: none"> • Significant Use of Memory 	<ul style="list-style-type: none"> • Significant Use of Memory is not included in the OSP database.
	<ul style="list-style-type: none"> • Critical Thinking 	<ul style="list-style-type: none"> • Critical Thinking is not included in the OSP database.
8.	Working with Others	<ul style="list-style-type: none"> • Working with Others is included as an OSP Work Habit.
9.	Continuous Learning	<ul style="list-style-type: none"> • Continuous Learning is not included in the OSP.