

Ontario Skills Passport Resource Backgrounder

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

Name of resource	Changing Places – Transfer Your Skills!
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Date resource was produced/updated	Date produced: June 2005 Date updated: January 2007
Original language submitted	<input checked="" type="checkbox"/> English <input type="checkbox"/> French
Computer use required when using this resource?	No* *Sample OSP Work Plans are included with this resource. However, if you would like students/learners to create an OSP Work Plan for a cooperative education placement, a Job Connect placement or an occupation of interest, you will need to book a computer lab for that part of the activity.
Fonts used in handouts	<input checked="" type="checkbox"/> Trebuchet <input checked="" type="checkbox"/> Original files created on a Mac computer <input checked="" type="checkbox"/> Images licensed to TDSB Cooperative and Career Education Department
Background information <u>and</u> a brief description of the process used to pilot and evaluate the resource	This lesson was designed to help introduce students and learners in employment preparation programs to the language of Essential Skills and the OSP Work Plan.
Purpose of Lesson	To teach students/learners about Essential Skills and how they are transferable from job to job and sector to sector. This lesson will also help to familiarize students/learners with the format of an Ontario Skills Passport Work Plan.
Recommended target group (e.g. grade levels, student ages, newcomers, unemployed youth, etc.)	This exercise can be used with cooperative education students as well as with students in Gr. 10 Career Studies, Gr. 10 Discovering the Workplace and/or Gr. 12 Navigating the Workplace courses. It can also be used with participants in the Job Connect program or other types of employment preparation programs.
Teacher/trainer notes	This exercise is meant as an introduction to Essential Skills, transferable skills and the Ontario Skills Passport. After completing this exercise, teachers/trainers can use a computer lab so that students/learners can create an OSP Work Plan. If students/learners do not have a cooperative education placement, work placement or part-time job, they can create an OSP Work Plan for an occupation of interest. Teachers/trainers may also wish to arrange a trip to a local employment resource centre so that students/learners can find out about employment-related resources in their communities.
Estimated time required for effective use of resource	Less than one 75-minute class period. This activity serves as a nice introduction to other Essential Skills-related activities, such as those found in “The Big Picture” (http://www.awal.ca/files/BigPictureOnt/BigPictureOnt.html).

Connections to the Ontario curriculum	<p>Gr. 10 Career Studies Course – GLC20 PC1.02: demonstrate understanding that career development is a lifelong process that will include transitions, changes, and lifelong learning</p> <p>Gr. 10 Discovering the Workplace Course – GLD20 ES1.03: describe how the essential skills are transferable from home to school, school to work, occupation to occupation, and sector to sector.</p> <p>Gr. 12 Navigating the Workplace Course – GLN40 ES4.04: document their ongoing development of selected workplace essential skills, including evidence of these skills from their Ontario Skills Passport</p>	
Information on Essential Skills Research (ESR) and the OSP that is relevant to the resource	See "Key Messages to Consider in Using Ontario Skills Passport (OSP) Resources"	
Relevant references and/or links to the Ontario Skills Passport website (and if appropriate, to the Human Resources and Skills Development Canada (HRSDC) Essential Skills Research website).	<p>To create an OSP Work Plan, go to the OSP website at http://skills.edu.gov.on.ca and click on the "Create a Work Plan" button located on the left side of the homepage. Follow the steps on the website to create a standard or a customized 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/learner to choose the skills they want to include in the work plan right from the beginning. In either case, whether the student/learner begins with a standard or a customized work plan, they can further customize their OSP Work Plan by:</p> <ul style="list-style-type: none"> • 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 student/learners to search the database for additional tasks to further enhance their work plans. <p>To view a list of occupations in the OSP database sorted by title or NOC code, go to the OSP website at http://skills.edu.gov.on.ca and click on "Occupations and Tasks" which is located in the navigation at the top of the page. Click on any of the occupation titles to view a description of the occupation as well as a list of the most important essential skills for each occupation.</p> <p>The Big Picture – a student-focused AWAL resource book. It is aligned to the overall and specific course expectations for the Gr. 7- 12 curriculum and the assessment and evaluation tools are aligned with ministry policy. This resource can be accessed online at http://opi.wrdsb.on.ca/essential.html</p>	
Also included: (please check all that apply)	<p><input type="checkbox"/> sample Authentic Workplace resources <input checked="" type="checkbox"/> sample OSP Work Plans to complement the resource <input type="checkbox"/> assessment and evaluation methods <input type="checkbox"/> glossary of terms <input checked="" type="checkbox"/> links to other resources and/or initiatives, bibliography</p> <p>Human Resources and Skills Development Canada (HRSDC) Essential Skills Research: http://srv600.hrdc-drhc.gc.ca/esrp/</p>	
OSP skills and work habits that are highlighted in this resource:	<p><u>OSP Skills</u></p> <p><input checked="" type="checkbox"/> Reading Text <input checked="" type="checkbox"/> Writing</p>	<p><u>OSP Work Habits</u></p> <p><input type="checkbox"/> Working Safely <input checked="" type="checkbox"/> Teamwork</p>

(please check all that apply)	<input checked="" type="checkbox"/> Document Use <input checked="" type="checkbox"/> Computer Use <input checked="" type="checkbox"/> Oral Communication <input checked="" type="checkbox"/> Money Math <input checked="" type="checkbox"/> Scheduling or Budgeting and Accounting <input checked="" type="checkbox"/> Measurement and Calculation <input checked="" type="checkbox"/> Data Analysis <input checked="" type="checkbox"/> Numerical Estimation <input checked="" type="checkbox"/> Job Task Planning and Organizing <input checked="" type="checkbox"/> Decision Making <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Finding Information	<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
Type of software used in creation of resource	Microsoft Word (Mac)	
Other important information	This resource contains images licensed to TDSB Cooperative and Career Education Department.	
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