

Ontario Skills Passport Resource Backgrounder

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

Name of resource	Ontario Skills Passport Icons
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Date resource was produced	September 2005 Updated: Jan. 2007
Original language submitted	<input checked="" type="checkbox"/> English <input type="checkbox"/> French
Computer use required when using this resource?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (to download the icons)
Fonts used in handouts	N/A
Background information	<p>Teachers and trainers can use the OSP icons to help introduce students or participants in job training programs to the OSP skills and work habits.</p> <p>Highlighting the Essential Skills and work habits that students/ participants are demonstrating as they complete activities can help them to:</p> <ul style="list-style-type: none"> • put a name to the skills they already have and plan for further skill development; • improve their understanding of the skills and work habits required for success in the workplace; and • make school-work connections.
Recommended target group (e.g. grade levels, student ages, newcomers, unemployed youth, etc.)	The OSP icons can be used in any class or job training program to help support learning of the Essential Skills.
Teacher/trainer notes	<div style="background-color: black; color: white; padding: 5px;">Ideas for how to use the icons and stickers</div> <ul style="list-style-type: none"> ○ Use the stickers as “rewards” for good work. ○ Devise fun games like “skill bingo” or “name that skill” as warm-up activities and use the icons or stickers as game pieces or paste them onto game cards. ○ Use the stickers as reminders in student day-planners about homework or assignments. ○ If students are forgetful, they can stick the stickers on their hands as reminders. (A math icon indicates math homework, etc.) ○ Have students “label” their assignments, indicating their understanding of what skills they have used in each assignment. ○ Decorate your classroom with the icons, to help students become familiar with the Essential Skills. ○ Stickers can be stuck on magnets, which can be stuck on the fridge or a magnetic blackboard, filing cabinets, etc. ○ Copy and paste the icons onto handouts, to indicate which

	<p>skills will be required in the assignment.</p> <ul style="list-style-type: none"> o Keep a selection of icons by your schools' photocopying machine, so that teachers can "add" them to the top of handouts, to indicate which skills are being used in an assignment. o Use the icons as "mix and match" tokens/tickets to be drawn out of a hat when you are dividing the class up for group activities. 								
	<p>How to import the icons into documents</p> <ol style="list-style-type: none"> 1. Click on the icon that you would like to transfer to a handout, etc. 2. Copy the icon, and paste it into your document. 3. If you need to re-size the icon in your handout, hold the shift key as you drag the corner up or down, to keep the dimensions the same. 								
	<p>How to create stickers</p> <ol style="list-style-type: none"> 1. Purchase full-sheet white labels at 8.5" x 11" (Avery #05265) 2. Choose which version of the stickers you would like to print. You can print them in colour or in black and white. You also have the choice to print the stickers without the skill titles. 3. Place the labels appropriately into your computer printer. 4. Print the label template from the PDF file onto the sticker paper. 5. Cut out the stickers (or have your students cut them out). 								
Estimated time required for effective use of resource	N/A								
Connections to the curriculum and/or training materials/ programs	The icons can be used in any grade level to help introduce students to the Essential Skills.								
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).	Ontario Skills Passport website: http://skills.edu.gov.on.ca . Click on "OSP Skills and Work Habits" in the navigation bar at the top of the page. HRSDC's Essential Skills website: http://www15.hrdc-drhc.gc.ca/								
Also included: (please check all that apply)	<ul style="list-style-type: none"> <input type="checkbox"/> sample Authentic Workplace resources <input type="checkbox"/> sample OSP Work Plans to complement the resource where appropriate <input type="checkbox"/> assessment and evaluation methods where appropriate <input checked="" type="checkbox"/> glossary of terms, if appropriate <p>See "Key Messages to Consider in Using Ontario Skills Passport (OSP) Resources"</p> <ul style="list-style-type: none"> <input type="checkbox"/> links to other resources and/or initiatives, bibliography 								
OSP skills and work habits that are highlighted in this resource: (please check all that apply)	<table border="1"> <thead> <tr> <th><u>OSP Skills</u></th> <th><u>OSP Work Habits</u></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Reading Text</td> <td><input checked="" type="checkbox"/> Working Safely</td> </tr> <tr> <td><input checked="" type="checkbox"/> Document Use</td> <td><input checked="" type="checkbox"/> Teamwork</td> </tr> <tr> <td><input checked="" type="checkbox"/> Writing</td> <td><input checked="" type="checkbox"/> Reliability</td> </tr> </tbody> </table>	<u>OSP Skills</u>	<u>OSP Work Habits</u>	<input checked="" type="checkbox"/> Reading Text	<input checked="" type="checkbox"/> Working Safely	<input checked="" type="checkbox"/> Document Use	<input checked="" type="checkbox"/> Teamwork	<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Reliability
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	<input checked="" type="checkbox"/> Computer Use <input checked="" type="checkbox"/> Oral Communication <input checked="" type="checkbox"/> Money Math <input checked="" type="checkbox"/> Measurement and Calculation <input checked="" type="checkbox"/> Scheduling or Budgeting and Accounting <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 checked="" type="checkbox"/> Organization <input checked="" type="checkbox"/> Working Independently <input checked="" type="checkbox"/> Initiative <input checked="" type="checkbox"/> Self-advocacy <input checked="" type="checkbox"/> Customer service <input checked="" type="checkbox"/> Entrepreneurship
Type of software used in creation of resource	Adobe Illustrator. Files converted to MS Word or PDF for publication.	
Other important information	These icons were created specifically for the Ministry of Education, and they are free of copyright from the creators. The Ministry of Education owns the rights to these images, which may be reproduced for education purposes only.	
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