

## Key Messages

### How learners can use the OSP

- ∞ Learn about **Essential Skills and work habits important in work, learning and life** in a fun and interactive way (e.g. videos, games)
- ∞ **Assess** your skills and compare them to skills required in occupations of interest
- ∞ **Practice and develop** your skills using real workplace activities
- ∞ Maintain a skills **portfolio**
- ∞ Create a **résumé, covering letter** and prepare for a **job interview**
- ∞ Use the **OSP Tracker** and the **OSP Action Plan for Learners** as part of your Annual Education Planning process
- ∞ Get quick access to education, training and employment information

### How parents can use the OSP

- ∞ Talk with learners about Essential Skills and work habits and why they are **important at home and in the community**
- ∞ Encourage learners to be open to skills development opportunities at home, in their community involvement and in their volunteer and paid work
- ∞ Help learners use the OSP in making **decisions regarding courses, programs, postsecondary pathways and careers**
- ∞ Help learners **understand and value** their skills and **communicate** them in their résumé and job interviews, including summer and part-time employment
- ∞ Get quick access to education, training and employment information

### How employers can use the OSP

- ∞ Use the clear descriptions of Essential Skills and work habits in the OSP to help learners and employees **understand expectations in your workplace**
- ∞ Search the OSP database to identify **Essential Skills, work habits and tasks appropriate to your workplace**
- ∞ **Create job descriptions, job ads and interview check lists**
- ∞ Use the OSP Work Plan to **assess, record and give feedback on skills demonstrations**
- ∞ Use the OSP Training Plan to plan and track **workplace skills development**

### How teachers can use the OSP

- ∞ **Promote and plan use of the OSP** in your school as a common language and resource that help build **competence, confidence and connections**
- ∞ Help **all learners** understand, value, develop and demonstrate Essential Skills and work habits in classroom and experiential learning opportunities
- ∞ Engage learners and **enhance classroom relevance** using real workplace activities
- ∞ Help learners use the OSP in their **course, program, postsecondary pathway and career decisions** as part of the Annual Education Planning process