



Experiences in school, cooperative education and other types of work placements, volunteer work, hobbies and jobs all contribute to a person's skill development.

**You can use the Ontario Skills Passport (OSP) to:**

- support learning of the Essential Skills;
- help individuals identify the skills they have and plan further skill development;
- document demonstration of skills and work habits in the workplace; and
- support successful transitions.

**Tips for introducing the OSP and Essential Skills**

- Print out the list of **Skills and Work Habits** so that you can discuss the Essential Skills that are needed in virtually all occupations as well as work habits that are important for success in the workplace.
- Go to the **Occupations and Tasks** section to quickly find the "most important Essential Skills" for various occupations. This can be a great starting point for participants when they are creating a résumé or preparing for an interview.
- Go the **OSP Tutorial** for a more detailed introduction to the two main applications: **Search the Database and Create a Work Plan.**



The Conference Board of Canada\* interviewed employers who were providing Essential Skills training to their employees. Benefits that employers reported included:

- safer workplace – fewer accidents
- higher productivity and more efficiency
- greater retention rates
- lower absenteeism

\*"Building Essential Skills in the Workplace," (Human Resources and Skills Development Canada publication HIP-028-03-05E)

**Job Connect career counsellors and job developers can also use the OSP Work Plan to:**

- 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 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.

**When reviewing the OSP Work Plan prior to a placement:**

- keep it manageable for both the employer and the Job Connect participant by focusing on a few skills that they really feel they want to develop/demonstrate during the placement; and
- confirm with the participant and the employer that the work plan is realistic in its expectations.

**During the work experience placement:**

- encourage the participant and the employer to use the quick and easy checklist format of the work plan to have focused discussions about the skills and work habits that were demonstrated; and
- help employers and participants feel comfortable giving and receiving feedback on task performance (see "*Tips for Students and Job Seekers*" and "*Tips for Employers*" for ideas).

**At the end of the work experience placement:**

- encourage participants and workers to continue 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; and
- keep a copy of completed OSP Work Plans so you have a record of participants' skill development.
- use the OSP Transfer Your Skills activity to help participants communicate their skills and work habits to employers.

*Only employers can complete the entries and sign the OSP Work Plan.*