

Ontario Skills Passport (OSP) Tips for Employers

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



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

The Ontario Skills Passport (OSP) provides a common language for Essential Skills and work habits that can help employers in their recruitment and training practices.

You can use the Ontario Skills Passport to:

- prepare a job ad that focuses on the skills and work habits that are most important for your workplace;
- record the demonstration of skills and work habits in the workplace; and
- provide constructive feedback on job performance.

When reviewing the OSP Work Plan:

- keep it manageable for both you and the cooperative education student or worker by focusing on a few skills that you really feel they want to develop/demonstrate during the placement; and
- confirm with the student/worker and the teacher or job developer that the work plan is realistic in its expectations.



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)

During the work experience placement:

- use the quick and easy checklist format of the work plan to help you and the student or worker have focused discussions about the skills and work habits demonstrated as well as your expectations; and
- help create a situation in which students and workers feel comfortable receiving regular feedback. Here are some ways you can start to talk to workers about their performance:

I know you want to do a good job here so let's talk about your skills development.

So far, I think you are really doing well with the following skills and work habits: _____.

Today, I'd like you to focus on _____ (fill in skills/tasks).

I think you would really benefit from improving your _____ (fill in appropriate work habits).

I'd like to have regular discussions with you about your performance. We can meet again on _____.

You may even suggest including different skills and tasks in the OSP Work Plan. Your cooperative education student or worker can work with their teacher or job developer to generate another page to add to the work plan.



At the end of the work experience placement:

- encourage students 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 skill development.

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