

**Ontario Skills Passport (OSP) Tips for Learners and Job Seekers**  
<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 focuses on the **transferable skills** that learners (including high school students and adult learners) or job seekers can take from job to job, sector to sector and school to work.

**You can use the Ontario Skills Passport to help you:**

- identify and understand the skills and work habits that employers are looking for;
- show employers what you can do;
- prepare for your transition to the workforce;
- create a skills-based résumé, and communicate your skills in an interview;
- plan for ongoing skill development as you progress on your career path.

**When creating an OSP Work Plan:**

- keep it manageable for both you and your employer by focusing on a few skills that you really want to develop or demonstrate; and
- confirm with your teacher or job developer and your employer that the work plan is realistic in its expectations.



Use the OSP Work Plan to help you focus on a few skills you really want to develop or demonstrate. Celebrate your successes along the way!

**During your work experience placement:**

- use the quick and easy checklist format of the work plan to help you and your employer have focused discussions about your skills development;
- be open to receiving feedback and ask your employer questions about your strengths and how you can improve your performance. Start the dialogue with statements or questions such as:

*I really want to do a good job in my placement here. Do you have a couple of minutes to talk about how I can improve my skills and work habits?*

*Which skills and work habits have I done well with so far?*

*Which skills and work habits do you want me to focus on developing today or this week?*

*Can I check in with you next week to get more feedback?*

Your employer may suggest including different skills and tasks in your OSP Work Plan. You can add another page to your work plan and continue to build your skills with the help of your employer and teacher or job developer.



**After your work placement:**

- keep copies of completed OSP Work Plans in your employment portfolio so you have a record of skill development;
- continue to develop your skills and work habits by creating new work plans which focus on different skills and tasks, perhaps at higher levels of complexity;
- use the OSP Work Plan to help you update your résumé; and
- use the OSP Transfer Your Skills activity to help you communicate your skills and work habits to an employer.

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