

Ontario Skills Passport (OSP) Tips for Parents

<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) focuses on **transferable skills** that a student or job seeker can take from job to job, sector to sector and school to work.

Students and job seekers can use the Ontario Skills Passport to help:

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

Before beginning a work placement, students and job seekers can:

- go to the OSP website to **look up information** on the kinds of tasks workers perform in various occupations. This can really help them know what to expect before they get into the workplace. They can ask themselves, and discuss with their parents, questions like:
 - *Are these the kinds of tasks that interest me?*
 - *Which skills and tasks do I want to focus on?*
- create an **OSP Work Plan**, with the assistance of their teacher or job coach. The work plan focuses on a few skills that they really want to develop/demonstrate during the work placement. When they get to the workplace, the employer confirms that the work plan is realistic in its expectations.



Students and job seekers can use the OSP to show employers their transferable skills!

During work experience placements, students and job seekers can:

- use the quick and easy checklist format of the work plan to help them have focused discussions with their employer about skills development;
- be open to receiving feedback and ask their employer questions about their strengths and how they can improve their performance. They can 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?*

At the end of the work placement, the employer completes the entries and signs the OSP Work Plan.



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After the work placement, parents can encourage students and job seekers to:

- keep copies of completed OSP Work Plans in their portfolio so they have a record of skill development;
- use the OSP Work Plan to help them update their résumé;
- use the OSP Transfer Your Skills activity to help them communicate their skills and work habits to an employer; and
- create work plans for summer, part-time work and volunteer work so that they can continue to build their skills and work habits and show employers what they can do!

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