

## 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:**

- give a name to the skills that they already have and plan for further skill development;
- improve their understanding of the skills and work habits required for success in the workplace; and
- make connections between the skills they are demonstrating at school and how they can use these skills in the workplace.

**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.

**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 prepare résumés, complete job application forms, and prepare for interviews with confidence; and
- create sample work plans so they can research the kinds of tasks workers perform in different occupations. This information can help them make informed decisions about education, training, work placements, and jobs that will help them reach their career goals.
- 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!