

The Ontario Skills Passport Tracker

Track and plan your skills development!

Name: _____

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

Check off in the chart below the Essential Skills and work habits you demonstrate in work, learning and life. Use this information to plan further skills development, update your résumé and prepare for a job interview. The OSP has great tools to help you!

SKILL LEVELS

Essential Skills	Level 1	Level 2	Level 3	Level 4	Level 5
Reading Text					
Writing					
Document Use					
Computer Use					
Oral Communication					
Numeracy					
Money Math					
Scheduling or Budgeting and Accounting					
Measurement and Calculation					
Data Analysis					
Numerical Estimation					
Thinking Skills					
Job Task Planning and Organizing					
Decision Making					
Problem Solving					
Finding Information					

Note: Level 1 tasks are the least complex and level 4/5 tasks are the most complex.

Work Habits

- Working Safely
- Teamwork
- Reliability
- Organization
- Working Independently
- Initiative
- Self-advocacy
- Customer Service
- Entrepreneurship

Note: There are no skill levels associated with work habits featured in the OSP.

Visit the OSP website at <http://skills.edu.gov.on.ca> for descriptions of the Essential Skills and skill levels, as well as the work habits.

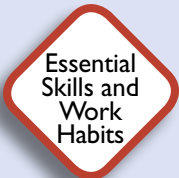


Getting a job or work placement is easier with the OSP

The Ontario Skills Passport (OSP) is a FREE bilingual, web-based resource that gives you clear descriptions of the Essential Skills and work habits employers are looking for. The Ontario Skills Passport is waiting for you right now at skills.edu.gov.on.ca.

It can help you:

- > Learn about the Essential Skills and work habits that employers are looking for
- > Assess, practice and build your Essential Skills and work habits
- > Prepare a great résumé, complete job application forms and interview with confidence
- > Transfer your Essential Skills and work habits to a job or further education or training



- > Learn about the Essential Skills and work habits for work, learning and life.



- > See how workers use Essential Skills on the job.



- > Access the OSP Tracker, brochure and other resources designed for use in a wide range of educational and training contexts.



- > Teachers/trainers can search for sample tasks by Essential Skill and occupation to make learning relevant.



- > You can create an OSP Work Plan that focuses on the Essential Skills, job tasks and work habits related to your work placement. Employers record your progress in this work plan.



- > You can create an OSP Transition Plan to transfer your Essential Skills and work habits to a job or further education or training.



- > Employers can create a job ad, job description or job interview checklist that focuses on the Essential Skills, tasks and work habits relevant for the job.



- > You can use these tools to assess, practice and build your Essential Skills and work habits.



- > Practitioners can use this intake, referral and planning tool to focus on your Essential Skills and work habits.

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The Ontario Skills Passport can be your ticket to a great job and a bright future. Check it out today! <http://skills.edu.gov.on.ca>

