

# Ontario Skills Passport Resource Backgrounder

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

Name of resource	Resource for Cooperative Education Teachers
Name(s) and professional title(s) of writer(s)	Laura Crane, Continuous Intake Cooperative Education Teacher, TDSB
Contact information	416-394-6958 laura.crane@tdsb.on.ca
Date resource was produced/updated	Resource produced: December 2005 Resource updated: Feb.10, 2006
Original language submitted	<input checked="" type="checkbox"/> English <input type="checkbox"/> French
Computer use required when using this resource?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Computers used in the classroom, using the OSP website.)  If yes, software or web pages required: Ontario Skills Passport Website <a href="http://skills.edu.gov.on.ca">http://skills.edu.gov.on.ca</a>
Fonts used in handouts	Arial
Background information and a brief description of the process used to pilot and evaluate the resource	<p>This resource has been created to help Cooperative Education teachers teach their students about Essential Skills and work habits. It is also designed to help teachers enhance students' understanding of their development of skills and work habits in the workplace, while simultaneously adding to their employment portfolios by creating Ontario Skills Passport (OSP) Work Plans.</p> <p>This resource contains the following:</p> <ul style="list-style-type: none"> <li>• Ontario Skills Passport (OSP) Resource Backgrounder (this document)</li> <li>• Key Messages to Consider in Using Ontario Skills Passport (OSP) Resources</li> <li>• Tips for Cooperative Education Teachers</li> <li>• Show What You've Got! Building Your Skills, Building Your Portfolio (Student Handout)</li> <li>• Assessment and Evaluation Tool (formative)</li> </ul> <p><b>Note:</b> The "Show What You've Got!" student handout and the "Assessment and Evaluation Tool" all print out together with the "Tips for Cooperative Education Teachers." This was done so that you only have to print out one document.</p> <p>Also, please note that since many students create their work plans quite quickly, teachers should have other classroom activities planned for the same class period.</p>
Purpose of Lesson	<p>This resource is designed to help Cooperative Education teachers understand how the Ontario Skills Passport can fit into their lessons and to help students learn about Essential Skills. The final product is also helpful for building students' employment portfolios.</p> <p>Co-op teachers can use the lesson/handout with students during pre-placement <u>or</u> integration classes. The creation of the work plans will take place in class, the use of the OSP Work Plans will take place at student placements, and the final signed work plans will be placed in student employment portfolios.</p>
Recommended target group (e.g. grade levels, student ages, newcomers, unemployed youth, etc.)	Grade 9 to 12 students
Teacher/trainer notes	Step-by-step instructions are available "Tips for Cooperative Education Teachers".

	<p>Note that you will need to book a <b>computer lab</b> at the school, so that students can create their OSP Work Plans. Please ensure in advance that the website is compatible with your school's computers. You can confirm system requirements for the site at <a href="http://skills.edu.gov.on.ca/OSPWeb/jsp/en/faq.jsp?announcer=FAQs#02">http://skills.edu.gov.on.ca/OSPWeb/jsp/en/faq.jsp?announcer=FAQs#02</a>. You can also take this opportunity to familiarize yourself with the OSP website prior to having students use the site.</p> <p>Please also have the following available:</p> <ul style="list-style-type: none"> <li>- <b>résumé paper</b>, so that students' printed work plans look important and professional;</li> <li>- a <b>stapler</b>, since the work plans are multiple pages, and</li> <li>- <b>floppy disks</b> so that students can save their work plans on disk in MS Word or WordPerfect formats.</li> </ul>	
Estimated time required for effective use of resource	N/A	
Connections to the curriculum and/or training materials/ programs	<p>This resource is designed for Cooperative Education teachers.</p> <p><b>This resource relates to co-op pre-placement expectations by:</b></p> <ul style="list-style-type: none"> <li>• providing the language that will help students articulate their interests in work opportunities; and</li> <li>• confirming school and placement expectations in the workplace</li> </ul> <p><b>This resource relates to Co-op integration expectations by helping students:</b></p> <ul style="list-style-type: none"> <li>• relate the placement experience to curriculum expectations related to cooperative education;</li> <li>• reflect on and analyse their placement experiences;</li> <li>• reinforce the job-skills theory acquired in the classroom and the skills, techniques, and principles learned at the placement; and</li> <li>• demonstrate an ability to access related career information.</li> </ul>	
Information on Essential Skills Research (ESR) and the OSP that is relevant to the resource	See the attached "Key Messages about Essential Skills Research and the OSP".	
Relevant references and/or links to the Ontario Skills Passport website (and if appropriate, to the Human Resources and Skills Development Canada (HRSDC) Essential Skills Research website).	<p>The resource is created to help Cooperative Education teachers use the Ontario Skills Passport Work Plans with their students, to enhance their Co-op experiences. The OSP website can be found at <a href="http://skills.edu.gov.on.ca">http://skills.edu.gov.on.ca</a>.</p> <p>It is suggested that an introductory exercise be completed prior to having students complete their OSP Work Plans. Some useful lesson materials can be found at: <a href="http://www.osca.ca/OSP/index.htm">http://www.osca.ca/OSP/index.htm</a> (see "Changing Places Resource", sample "OSP Bingo" cards, etc.) or at <a href="http://www.osca.ca/osca-ocea/Day%201/HO0.doc">www.osca.ca/osca-ocea/Day%201/HO0.doc</a> ("Essential Skills Walkabout").</p>	
Also included: (please check all that apply)	<input type="checkbox"/> sample Authentic Workplace resources <input type="checkbox"/> sample OSP Work Plans to complement the resource where appropriate <input checked="" type="checkbox"/> assessment and evaluation methods where appropriate <input checked="" type="checkbox"/> glossary of terms, if appropriate <input checked="" type="checkbox"/> links to other resources and/or initiatives, bibliography	
OSP skills and work habits that are highlighted in this resource: (please check all that apply)	<p><u>OSP Skills</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Reading</li> <li><input checked="" type="checkbox"/> Use of documents</li> <li><input checked="" type="checkbox"/> Writing</li> <li><input checked="" type="checkbox"/> Numerical estimation</li> <li><input checked="" type="checkbox"/> Money math</li> <li><input checked="" type="checkbox"/> Measurement and calculation</li> <li><input checked="" type="checkbox"/> Scheduling or budgeting and accounting</li> </ul>	<p><u>OSP Work Habits</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Working safely</li> <li><input checked="" type="checkbox"/> Teamwork</li> <li><input checked="" type="checkbox"/> Reliability</li> <li><input checked="" type="checkbox"/> Initiative</li> <li><input checked="" type="checkbox"/> Customer service</li> <li><input checked="" type="checkbox"/> Entrepreneurship</li> </ul> <p>NB: All skills and work habits are included, since students create and OSP Work Plan in the lesson.</p>

	<input checked="" type="checkbox"/> Data analysis <input checked="" type="checkbox"/> Oral communication <input checked="" type="checkbox"/> Decision making <input checked="" type="checkbox"/> Problem solving <input checked="" type="checkbox"/> Job task planning <input checked="" type="checkbox"/> Use of computers <input checked="" type="checkbox"/> Finding information	
Type of software used in creation of resource	Microsoft Word.	
Other important information	This resource contains information for Cooperative Education teachers, as well as a plan for using the OSP in the classroom and a handout for students.	
Permission has been obtained to reproduce and adapt this resource for educational purposes only.		