

## Ontario Skills Passport Resource Backgrounder

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

Name of resource	Using the OSP in the IRS, EPP and JDPS Components of Job Connect
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Name school board or organization	Job Connect Counsellor/Job Developer
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Date resource was produced	January 19, 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  If yes, software or web pages required: MS. Word, MS PowerPoint, Internet
Fonts used in handouts	Verdana and Arial
Background information <u>and</u> a brief description of the process used to pilot and evaluate the resource	<p><b>The Ontario Skills Passport (OSP) can be used to:</b></p> <ul style="list-style-type: none"> <li>• support learning of the Essential Skills;</li> <li>• help individuals identify the skills they have and plan further skill development;</li> <li>• document demonstration of skills and work habits in the workplace; and</li> <li>• support successful transitions.</li> </ul> <p><b>This OSP resource contains the following:</b></p> <ul style="list-style-type: none"> <li>• Ontario Skills Passport Resource Backgrounder</li> <li>• Key Messages to Consider in Using an OSP Resource</li> <li>• Using the OSP in the Job Connect Program (PowerPoint presentation)</li> <li>• Using the OSP in the IRS and EPP Components of Job Connect</li> <li>• Using the OSP in the JDPS Component of Job Connect</li> </ul>
Purpose of Resource	<p>This resource introduces Job Connect career counsellors and job developers to the OSP website and provides step-by-step instructions on how to use the OSP to:</p> <ul style="list-style-type: none"> <li>• support learning of the Essential Skills;</li> <li>• help individuals identify the skills they have and plan further skill development;</li> </ul>

	<ul style="list-style-type: none"> <li>• help Job Connect participants build a skills-based résumé and prepare for interviews; and</li> <li>• complement the Job Connect Participant Training Plan. The OSP Work Plan can be used in conjunction with the Job Connect Participant Training Plan for subsidized and unsubsidized job placements as well as job trials.</li> </ul> <p><i>It is important to note that the OSP Work Plan complements the Job Connect Participant Training Plan but does not replace it.</i></p>
Recommended target group (e.g. grade levels, student ages, newcomers, unemployed youth, etc.)	Job Connect participants
Teacher/trainer notes	<p><b>Using the OSP in the Job Connect Program - PowerPoint presentation</b></p> <p>The PowerPoint presentation that accompanies this resource provides ideas on how to use the Ontario Skills Passport (OSP) in all three components of Job Connect: IRS, EPP and JDPS. The presentation contains screen shots of the OSP website to help explain how the OSP can be used to introduce Job Connect participants to Essential Skills, to help build skills-based résumés and how the OSP Work Plan can complement the Job Connect Participant Training Plan.</p> <p>The PowerPoint presentation has been created for Job Connect staff training purposes and can be used to help facilitate a conversation about how individual Job Connect agencies would like to use the OSP within their communities. It is not intended for use with Job Connect participants.</p> <p>Please note that there are notes that accompany each slide. To print out the notes along with the PowerPoint slides, go to the "File" menu and click on "Print". There is a "Print what" window on the left side with a drop down menu. Select "Notes pages" and then click on the "Print" button.</p> <p><b>Using the OSP in the IRS and EPP Components of Job Connect</b></p> <p>This provides more detailed step-by-step instructions on how to use the OSP in the IRS and EPP components of Job Connect.</p> <p><b>Using the OSP in the JDPS Component of Job Connect</b></p> <p>This provides more detailed step-by-step instructions on how to use the OSP in the JDPS component of Job Connect.</p> <p><i>It is important to note that the OSP Work Plan complements the Job Connect Participant Training Plan but does not replace it.</i></p>
Estimated time required for	This resource may be adapted to the needs of the individual Job

effective use of resource	Connect participant so time required to use this resource will vary.	
Connections to the curriculum and/or training materials/ programs	For general information on the Job Connect program, go to <a href="http://www.edu.gov.on.ca/eng/training/cepp/aboutjc.html">www.edu.gov.on.ca/eng/training/cepp/aboutjc.html</a>	
Information on Essential Skills Research (ESR) and the OSP that is relevant to the resource (see the attached key messages about ESR and OSP).	See attached "Key Messages to Consider in Using an Ontario Skills Passport (OSP) Resource".	
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).	Ontario Skills Passport: <a href="http://skills.edu.gov.on.ca">http://skills.edu.gov.on.ca</a>  For more information about Human Resources and Skills Development Canada's Essential Skills Research, go to <a href="http://srv600.hrdc-drhc.gc.ca/esrp/english/general/home_e.shtml">http://srv600.hrdc-drhc.gc.ca/esrp/english/general/home_e.shtml</a>	
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 type="checkbox"/> assessment and evaluation methods where appropriate <input 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)	<u>OSP Skills</u> <input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Use of documents <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Numerical estimation <input checked="" type="checkbox"/> Money math <input checked="" type="checkbox"/> Measurement and calculation <input checked="" type="checkbox"/> Scheduling or budgeting and accounting <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	<u>OSP Work Habits</u> <input checked="" type="checkbox"/> Working safely <input checked="" type="checkbox"/> Teamwork <input checked="" type="checkbox"/> Reliability <input checked="" type="checkbox"/> Initiative <input checked="" type="checkbox"/> Customer service <input checked="" type="checkbox"/> Entrepreneurship
Type of software used in creation of resource	MS Word and PowerPoint	
Permission has been obtained to reproduce and adapt this resource for educational purposes only.		