

Ontario Skills Passport Resource Backgrounder

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

Name of resource	Job Twinning: Focusing On Essential Skills
Name(s) and professional title(s) of writer(s)	Josie Lorenzon Sharon Casey
Name school board or organization	Dufferin Peel Catholic District School Board
Date resource was produced/updated	Resource produced: August 11, 2005 Resource updated: Feb. 19, 2006
Original language submitted	English
Computer use required when using this resource? If yes, please specify the software or web pages required:	Yes Software or web pages required: <ul style="list-style-type: none"> • Ontario Skills Passport: http://skills.edu.gov.on.ca • Passport to Safety: http://www.passporttosafety.com • Human Resources and Skills Development Canada (HRSDC) Essential Skills Profiles: http://srv600.hrdc-drhc.gc.ca/esrp/english/general/default.shtml
Background information and a brief description of the process used to pilot and evaluate the resource	Job twinning is a one-on-one observation of a cooperative education student at his or her placement. Students participating in a job twinning experience "obtain a broader range of career information through observation in typical workplace environments" (<i>Cooperative Education and Other Forms of Experiential Learning 2000, p. 6</i>). Focusing specifically on the essential skills in the workplace helps students to understand and value the transferability of their skills from school to work, job to job and sector to sector.
Purpose of Lesson/Activities	To involve students in an experiential learning work experience and encourage students to take cooperative education. Materials that Accompany this Resource <ul style="list-style-type: none"> • OSP Resource Backgrounder • Key Messages to Consider in Using the Ontario Skills Passport (OSP) Resources • Notes for Teachers (includes sample forms, student handouts and assessment tools) • Job Twinning Process at a Glance
Recommended target group (e.g. grade levels, student ages, newcomers, unemployed youth, etc.)	This resource is recommended for students in the Gr. 10 Career Studies course; however, any student in any class can have one or more job twinning experiences throughout the semester.
Teacher/trainer notes	Please refer to Notes for Teachers for a sample consent form and student handouts. These activities require some assistance from Guidance department personnel, a cooperative education teacher and a cooperative education student. Parental consent is also required. It is strongly recommended that students take the Passport to Safety online test prior to their job twinning experience. Log onto the Passport to Safety website at http://www.passporttosafety.com/teacher_docs/teacher-info.pdf to obtain passwords and PIN Numbers ahead of time so that your students/participants can take the online test for free .

	Job Twinning Process At-A-Glance is a great visual to help explain the job twinning process.	
Estimated time required for effective use of resource	2-3 days	
Connections to the Ontario curriculum and/or training materials/programs	<p>Gr. 10 Career Studies Course (GLC20) EO2.08: demonstrate knowledge of selected occupations, including education/training requirements, duties, employment prospects and the knowledge and skills valued by employers</p> <p>EO1.03: identify questions that are appropriate for gathering career-related information and use them effectively in information interviews with people in selected fields of work</p> <p>EO1.04: Gr. 10 Discovering the Workplace (GLD20) - report on occupations in selected fields of work, using information gathered from interviews (e.g., by e-mail, in person, by telephone) and experiential learning (e.g., job shadowing, job twinning, simulations, site visits).</p>	
Information on Essential Skills Research (ESR) and the OSP that is relevant to the resource.	See " Key Messages to Consider in Using Ontario Skills Passport (OSP) Resources "	
Relevant references and/or links to the Ontario Skills Passport website (and if appropriate, to the Essential Skills Research website).	<p>List of OSP Skills and Work Habits - Go to the OSP website at http://skills.edu.gov.on.ca and click on "OSP Skills and Work Habits" in the navigation bar on the OSP website.</p> <p>Essential Skills Research - Go to the OSP website at http://skills.edu.gov.on.ca and click on "FAQs" in the navigation bar at the top of the page or visit HRSDC's Essential Skills Profiles: http://srv600.hrdc-drhc.gc.ca/esrp/english/general/default.shtml</p>	
Also included: (please check all that apply)	<p><input type="checkbox"/> sample Authentic Workplace resources</p> <p><input type="checkbox"/> sample OSP Work Plans to complement the resource where appropriate</p> <p><input checked="" type="checkbox"/> assessment and evaluation methods where appropriate</p> <p>Teachers can choose from the following assessment and evaluation tools:</p> <ul style="list-style-type: none"> • Student Organizer • Ready Set Go Whoa! Graphic Organizer • Reflection • Visual Report <p><input type="checkbox"/> glossary of terms, if appropriate</p> <p><input checked="" type="checkbox"/> links to other resources and/or initiatives, bibliography</p> <ul style="list-style-type: none"> • The Big Picture: "Job Twinning (Me and My Shadow)" - http://www.awal.ca/files/BigPictureOnt/BigPictureOnt.html 	
Essential skills and work habits that are highlighted in this resource: (please check all that apply)	<p><u>OSP Skills</u></p> <p><input checked="" type="checkbox"/> Reading</p> <p><input checked="" type="checkbox"/> Writing</p> <p><input checked="" type="checkbox"/> Use of documents</p> <p><input checked="" type="checkbox"/> Use of computers</p> <p><input type="checkbox"/> Money math</p> <p><input type="checkbox"/> Scheduling or budgeting</p>	<p><u>OSP Work Habits</u></p> <p><input checked="" type="checkbox"/> Working safely</p> <p><input checked="" type="checkbox"/> Teamwork</p> <p><input checked="" type="checkbox"/> Reliability</p> <p><input type="checkbox"/> Initiative</p> <p><input type="checkbox"/> Customer service</p> <p><input type="checkbox"/> Entrepreneurship</p>

	<ul style="list-style-type: none"> and accounting <input type="checkbox"/> Measurement and calculation <input type="checkbox"/> Data analysis <input type="checkbox"/> Numerical estimation <input checked="" type="checkbox"/> Oral communication <input checked="" type="checkbox"/> Job task planning <input type="checkbox"/> Decision making <input type="checkbox"/> Problem solving <input checked="" type="checkbox"/> Finding information 	
Fonts used in handouts	Lucinda Sans Unicode	
Type of software used in creation of resource	Microsoft Word	
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