

OSP SKILLS AND WORK HABITS TRACKER

Instructions to Student/Participant

The Ontario Skills Passport (OSP) is a resource that provides clear descriptions of the skills used in virtually all occupations. Focusing specifically on the Essential Skills in the workplace can help you understand and value the **transferability** of your skills from school to work, job to job and sector to sector.

Before the Job Shadowing Experience

- Review the list of skills and instructions on the **OSP Skills and Work Habits Tracker**.
- Reflect on how you **already** demonstrate these skills and work habits school, at home, and/or in the community (e.g. *Reading* – read an article in a snowboarding magazine; *Use of computers*– downloaded songs for MP3 player; *Writing*– wrote an informational paragraph about Alexander Graham Bell in English class).

During the Job Shadowing Experience

Use this OSP Skills and Work Habits Tracker sheet to record examples of the kinds of tasks that the worker demonstrates at his/her workplace. If the worker cannot think of an example for a skill, then skip it and go to the next skill.

After the Job Shadowing Experience

Submit your completed OSP Skills and Work Habits Tracker sheet to your teacher as well as other final assignment activities as required (see your “Job Shadowing Checklist”).

OSP Skills and Work Habits Tracker


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

Goal: To gain first hand information about how a worker uses Essential Skills at the workplace.




Instructions:



1. In the table below, you will find a list of the OSP Skills and Work Habits in the left column along with a sample task for each skill. There are sample tasks for each skill but they do not necessarily relate to the workplace you are visiting – they are just examples! Each sample task has been assigned a skill level (1–5). You can go to the OSP website (<http://skills.edu.gov.on.ca>) to find out more information about skill levels or to do research on occupations related to your job shadowing experience.
2. In the right hand column you will see sample questions you can ask the worker. Record your observations in the table below. Always try to ask follow-up questions so that you have a good understanding of how the worker demonstrates each skill and work habit on the job.
3. Ask the worker if you can bring back an Authentic Workplace Material to show to your class, such as an extra copy of a Health and Safety poster or perhaps an order form.




Tip: If the worker can't think of an example, you can show him/her the sample task listed under each skill. If the worker still can't think of an example, just skip to the next skill. There may be some skills that are more important than others at that particular workplace.

OSP Skills and Work Habits	Example(s) of a how the worker demonstrates this skill or work habit at the workplace
<p>Work Habits</p> 	<p>Which work habits to you consider really important for your workplace and can you give me an example of why they are important?</p>
<p>Reading: The comprehension of text consisting of sentences and paragraphs.</p>  <p>Sample task: read and interpret safety inspection manuals.(2) – Carpenters (NOC 7271)</p>	<p>Can you tell me what kinds of reading tasks you do on the job?</p>
<p>Writing: The preparation of written materials for a variety of purposes.</p>  <p>Sample task: write a short quality control report which is used to take corrective action when required.(3) – Quality Control Technicians (NOC 2233)</p>	<p>Can you show me an example of the kinds of writing tasks you are asked to do?</p>

<p><u>Use of documents:</u> The use of labels, lists, signs, graphs, charts, tables, forms, and other similar materials.</p>  <p>Sample task: read and interpret work orders and purchase orders.(2) – Signmakers (NOC 9498)</p>	<p>Can you show me a document (i.e. a form) that you use and could you explain why you use it? Do you have an example of any WHMIS documents that I might be able to take back and share with my class?</p>
<p><u>Use of computers:</u> The use of any type of computerized technology.</p>  <p>Sample task: use a database. For example, refer to customer information on a database.(2) – Bricklayers (NOC 7281)</p>	<p>Do you use a computer on the job? If so, in what way? Are there any particular applications that are especially important for your type of work?</p>
<p><u>Money Math:</u> The use of mathematical skills in making financial transactions, such as handling cash, preparing bills, and making payments.</p>  <p>Sample task: handle U.S. currency. Use an exchange rate chart or a calculator.(2) – Cashiers (NOC 6611)</p>	<p>I'd like to get a better idea of how you use your math skills on the job. Could you give me a specific example of how you handle cash, prepare bills or make payments?</p>

<p><u>Scheduling or budgeting and accounting:</u> Planning for the best use of time and money, as well as monitoring of the use of time and money.</p>  <p>Sample task: schedule the purchase of inventory over the period of a budget.(2) Other Aides and Assistants in Support of Health Services (NOC 3412)</p>	<p>Can you give me an example of a scheduling or budgeting and accounting task?</p>
<p><u>Measurement and calculation:</u> The measurement and calculation of quantities, areas, volumes, and/or distances.</p>  <p>Sample task: take measurements when reviewing floor plans and staging. (1) Special Events Coordinators and Special Events Managers (NOC 1226)</p>	<p>What types of measurement and calculation tasks do you demonstrate at your workplace?</p>
<p><u>Data analysis:</u> The collection and analysis of data in numerical form.</p>  <p>Sample task: do statistical analyses of attendance, such as calculating the percentage by demographic groups.(3) - Heritage Interpreters (NOC 5212)</p>	<p>Are you responsible for collecting and analyzing numerical data? If yes, how do you demonstrate this skill on the job?</p>

<p><u>Numerical estimation:</u> The production of estimates in numerical terms.</p>  <p>Sample task: estimate the price of a trip for a client who is looking for a general idea of costs. (1) – Travel Counsellors (NOC 6431)</p>	<p>Can you give me an example of how you would use the skill of numerical estimation?</p>
<p><u>Oral communication:</u> The use of speech for a variety of purposes.</p>  <p>Sample task: communicate with an apprentice to demonstrate and explain a work task.(2) – Construction Electricians (NOC 7241)</p>	<p>How do you communicate with your coworkers and/or clients and what is the purpose of the communication? Do you often speak in front of a group of people?</p>
<p><u>Job task planning:</u> The planning and organization of one’s own work.</p>  <p>Sample task: many of the tasks performed by furniture finishers and refinishers are repetitive; however, some variety may be introduced by the different types of furniture pieces and the nature of the work to be done. The work priorities of furniture finishers and refinishers are established by the deadlines associated with work orders or by production schedules. (3) – Furniture Finishers and Refinishers (NOC 9494)</p>	<p>How do you plan your day? Are you responsible for planning most of your day or is the schedule set for you?</p>

<p>Decision making: The making of any type of decision, using appropriate information.</p>  <p>Sample task: make decisions about business priorities.(3) – Restaurant and Food Service Managers (NOC 0631)</p>	<p>Can you give me an example of a decision you make on a daily basis? What factors do you take into consideration when making your decision?</p>
<p>Problem solving: The identification and solving of problems.</p>  <p>Sample task: the accounts are not balanced. Find and correct the error.(3) – Accounting and Related Clerks (NOC 1431)</p>	<p>Can you give me an example of a situation that requires you to do some problem solving?</p>
<p>Finding Information: The use of a variety of sources, including written text, people, computerized databases, and information systems.</p>  <p>Sample task: contact Help Desk personnel to get information about resolving computer problems.(3) – Retail First Level Managers (NOC 6211)</p>	<p>How do you find out information required for your work (i.e. Internet research, look up information in manuals, etc.)?</p>

Other skills that are important for this job:	Are there other skills that you consider to be important for your job (i.e. technical skills)?
--	--

Thank you for taking the time to answer all my questions about Essential Skills!
This will really help me to make connections between the skills I am demonstrating in school and how I could use these skills on-the-job.

Do you think you might be interested in conducting a workplace tour and/or being a career speaker at my school?

- Yes** **No** **Maybe**