

Ontario Skills Passport (OSP) in Volunteer Work - Tips for Employers

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



The experiences people have in school, cooperative education, in volunteer work, hobbies and workplaces all contribute to their skill development.

The Ontario Skills Passport (OSP) can provide employers and volunteers with a clear **skills development framework**. It can help ensure that a volunteer's time is well utilized and that they recognize that the skills they are building through volunteer work are **transferable** to many different situations.

You can use the OSP Work Plan to:

- prepare a volunteer job description that focuses on the skills and work habits that are most important for your workplace;
- assess and record the demonstration of skills and work habits in the workplace; and
- provide constructive feedback on volunteer job performance.

When reviewing the OSP Work Plan:

- keep it manageable for both you and the volunteer by focusing on a few skills that the individual wants to develop/demonstrate and by including tasks that the volunteer will have an opportunity to perform; and
- confirm with the volunteer that there are important skills and work habits to be developed, as well as valuable work experience to be gained, in a volunteer work placement.



The OSP Work Plan can provide volunteers and employers with a clear framework for skills development. The work plan focuses on the **transferable skills** that volunteers can take with them to many different situations and use throughout their career.

During the volunteer work placement:

- use the quick and easy checklist format of the OSP Work Plan to help you assess and record the demonstration of skills and work habits by the volunteer;
- add additional tasks under the "Other Tasks" section of the OSP Work Plan, if appropriate; and
- use the OSP Work Plan to provide feedback to the volunteer on their job performance and to identify additional tasks and skills. Here are some ways you can start to talk to volunteers about their performance:

- *I really appreciate the work you are doing. I know you want to do a good job here so let's talk about your skills development.*
- *So far, I think you are really doing well with the following skills and work habits: _____*
- *Today, I'd like you to focus on _____ (fill in skills/tasks).*
- *I think you would really benefit from improving your _____ (fill in appropriate work habits).*
- *I'd like to have regular discussions with you about your performance. We can meet again on _____.*

Employers can provide additional feedback in the comment section of the OSP Work Plan. The OSP Work Plan can be used on an on-going basis throughout the volunteer work experience.



At the end of the volunteer work placement:

- encourage the volunteer to continue to develop his/her skills and work habits by creating OSP Work Plans for paid and volunteer work which focus on different tasks and skills, perhaps at higher levels of complexity;
- keep a copy of completed and signed OSP Work Plan so you have a record of the volunteer's demonstration of skills and work habits in your workplace; and
- sign the community involvement documentation provided by the student, if appropriate.

Only employers can complete the entries and sign the OSP Work Plan.