

Changing Places: Transfer Your Skills!

Teacher/Trainer Notes



Purpose of Lesson

To introduce students/learners to Essential Skills and the Ontario Skills Passport.

Show students/learners that they can transfer skills and change jobs!

Materials Required

- “Changing Places” assignment
- Sample OSP Work Plans for the following occupations:
 - Retail Salesperson
 - Stay-at-Home Parent (Homemaker)
 - Bartender
 - Travel Agent
 - Server
 - Landscaper
- Reflection Sheet (optional)
- Assessment Tools are also included for teachers/trainers

Note that the OSP Work Plans that accompany this assignment contain sample tasks from all of the Essential Skills listed in the Ontario Skills Passport. This is so that students/learners can understand the concept of transferable skills, especially when they are changing jobs. However, when you are creating an OSP Work Plan for a cooperative education placement or work placement, focus on a few skills and a few tasks that the student/learners and employer really want to develop at the workplace. This means that an actual OSP Work Plan is considerably shorter than the sample work plans that accompany this assignment.

Teachers/trainers may want to choose different occupations for this assignment to reflect occupations that are in high demand in their respective areas or occupations in which students/learners have previously expressed an interest. Go to the OSP website at <http://skills.edu.gov.on.ca> and click on the “Occupations and Tasks” to browse through the occupations in the OSP database.

To create an OSP Work Plan, go to the OSP website at <http://skills.edu.gov.on.ca> and click on the “Create a Work Plan” button located on the left side of the homepage. Follow the steps on the website to create a standard or a customized OSP Work Plan. The standard OSP Work Plan generates tasks, listed by skill and skill level, for the most important essential skills for an occupation. There is also an option to create a customized OSP Work Plan which allows the student/learner to choose the skills they want to include in the work plan right from the beginning. In either case, whether the

student/learners begins with a standard or a customized work plan, they can further customize their OSP Work Plan by:

- deleting any tasks that are not appropriate due to age restrictions, qualification requirements or are not applicable to a particular workplace; and
- clicking on the “Add tasks” button at the bottom of the page which allows students to search the database for additional tasks to further enhance their work plans.

Lesson Set-Up

- Arrange the classroom into six groups of tables.
- Place a different Ontario Skills Passport Work Plan on each table.
- Divide the class into six groups, with one group per table.
- Have the students/learners complete the chart on the “Changing Places” worksheet for the job, listing the Essential Skills that are required.
- Then have students/learners rotate to the next table, and tell them that they have changed jobs! What skills can they transfer? They can list the transferable skills on their charts.
- Once students/learners have “changed jobs” and compared all of the work plans and transferable job skills, discuss with them the importance of Essential Skills in each and every profession and in life outside of work as well.

Other Information

Transferable Skills and Essential Skills

Many skills are transferable to different occupations. However, the Essential Skills are used in nearly all occupations and throughout daily life, albeit to varying degrees of complexity. They are transferable from school to work, job to job and sector to sector. Providing students/learners with an opportunity to find out how the Essential Skills are demonstrated in different occupations can really help them to make school-work connections and appreciate how one job can lead to another job.

Job Titles

In some cases, the job titles used in this resource are slightly different from the National Occupation Classification (NOC) titles listed in the OSP. For example, “travel agents” is listed as “travel counsellors” in the OSP. It is good for students/learners to recognize that the same type of work can have a different job title depending on the workplace.

Most Important Essential Skills

During the interviews, workers were asked to identify the Essential Skills that they considered to be fundamental to success in their particular occupations. HRSDC refers to them as “the most important Essential Skills” for the occupation. The “most important Essential Skills” for occupations listed in this assignment are as follows:

Retail Salesperson - NOC 6421: Continuous Learning, Finding Information, Oral Communication and Working with Others

Stay-at-Home Parent (Homemaker) - related NOC 6474 - Babysitters, Nannies and Parents' Helpers: Problem Solving, Oral Communication and Decision Making

Bartender - NOC 6452: Job Task Planning and Organizing, Measurement and Calculation, Money Math, Oral Communication and Significant Use of Memory

Travel Agent - NOC 6431: Finding Information, Money Math, Numerical Estimation, Oral Communication and Computer Use

Server - NOC 6453: Job Task Planning and Organizing, Money Math, Numerical Estimation, Oral Communication.

Landscaper - NOC 8612: Oral Communication and Reading.

Note: Some of the Essential Skills listed are not included in the OSP because they do not have a complexity rating scale. Students/learners can go to HRSDC's Essential Skills Profiles if they want to find sample tasks for skills like significant use of memory, continuous learning, working with others or critical thinking (http://srv600.hrdc-drhc.gc.ca/esrp/english/general/home_e.shtml).