

## Tips for using the Ontario Skills Passport (OSP) in Career Studies – GLC20 Strands with Overall Curriculum Expectations

*Career Studies teachers can use the OSP with learners to help them understand and value their Essential Skills and work habits and see how they matter in work, learning and life. Learners will be engaged and feel confident when they recognize that the Essential Skills and work habits they are developing and demonstrating at school are relevant and are transferable to all life activities. When you show learners how to use the OSP in Career Studies, they may also be inspired to use it in their skills journey throughout high school and beyond.*

### **Personal Management**

- use a self-assessment process to develop a personal profile for use in career development planning;
- evaluate and apply the personal-management skills and characteristics needed for school success, document them in their portfolio, and demonstrate their use in a variety of settings;
- demonstrate effective use of interpersonal skills within a variety of settings.



- ∞ Learn about Essential Skills and work habits used in work, learning and life.
- ∞ View videos to see how people use Essential Skills and work habits in everyday life (suggestion: first view with the “Skills Alert” button off, then view again with it on).
- ∞ Identify the Essential Skills they have developed through school, extra-curricular and/or community experiences and at home.



- ∞ Give learners copies of the OSP Action Plan for Learners, OSP Tracker, OSP brochure and postcards, and the Essential Skills and Work Habits Reference Sheets (order free copies of all OSP materials from Resources section of OSP site).
- ∞ Access **OSP Resources** developed by teachers including: the Essential Skills Walkabout which is an introductory exercise, “Changing Places” Resource which helps explain the notion of transferability of skills, and resources for use in cooperative education and Specialist High Skills Major (SHSM) which explain how to use the OSP tools in these programs.
- ∞ Use the OSP Action Plan for Learners to provide them with an overview of the OSP and how they may use it throughout their high school career and beyond.
- ∞ Encourage learners to use the OSP Tracker to track and plan their skills development throughout high school.
- ∞ Help learners build a skills portfolio and include in it all OSP documentation, including their résumé, OSP Work Plans from co-operative education placements, summer and part-time employment, etc.



- ∞ Choose a self-assessment to get information on their Essential Skills and work habits (suggestion: choose the self-assessment based on tasks they do in everyday life).

## Exploration of Opportunities

- use a research process to locate and select relevant career information from a variety of sources for inclusion in a portfolio;
- identify current trends in society and the economy and describe their effect on work opportunities and work environments;
- identify a broad range of options for present and future learning, work, and community involvement.



- ∞ Use the list of OSP Occupations as well as other resources such as Career Cruising to identify occupations of interest.
- ∞ Now use the OSP to see how these workers use their Essential Skills on-the-job.
- ∞ Find information on employment trends and opportunities in each OSP Occupational Profile.



- ∞ Compare their self-assessment results to occupations they are interested in.
- ∞ Choose activity sets to help them practice and build their Essential Skills (optional).

## Preparation for Transitions and Change

- use appropriate decision-making and planning processes to set goals and develop a career plan;
- analyse changes taking place in their personal lives, their community, and the economy, and identify strategies to facilitate smooth transitions during change;
- demonstrate an understanding of, and the ability to prepare for, the job-search process.



- ∞ Create an OSP Transition Plan to transfer their Essential Skills and work habits to a job or further education or training.
- ∞ Use this information to help them create a résumé and cover letter that are targeted to a job ad and prepare for an interview.



- ∞ Refer to the sample skills-based sample résumé and cover letter to help them develop their own résumé and cover letter and to prepare for an interview.
- ∞ Use the OSP Tracker to track and plan their skills development over time.



- ∞ Check learners' knowledge of the OSP, Essential Skills and work habits by playing one of the games on SkillsZONE.

## Guidance Continuum – The OSP and other Guidance Curriculum

This chart lists other guidance curriculum and programs with possible connections to the OSP. The OSP should be used multiple times through all high school curriculum as it helps learners to build competence, confidence and connections. Tools in the OSP will help guidance and career educators and all learners make informed decisions as part of the Annual Education Planning process, including decisions regarding: course selections, participation in programs such as Cooperative Education, Ontario Youth Apprenticeship Program and Specialist High Skills Majors, post secondary pathways, further skills development and careers. Promote and plan the use of OSP in your schools.

Refer to the OSP Flowchart and OSP webcast if you are a first time user of the OSP. Check the OSP News on a regular basis to find out what new occupational profiles, tools and resources have been added to the OSP.

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