

## APPENDIX K

### Using the Ontario Skills Passport to Track Development of Essential Skills and Work Habits


The Ontario Skills Passport (OSP) is a bilingual web-based resource that provides easy-to-understand descriptions of Essential Skills and work habits, as well as practical tasks that illustrate how they are used in everyday life and on the job. The Essential Skills and work habits included in the OSP are based on extensive research and consultation by Human Resources and Skills Development Canada and the Ontario Ministry of Education. For more information on Essential Skills, work habits, and the OSP, go to <http://skills.edu.gov.on.ca>.

The OSP Action Plan for Learners and the OSP Action Plan for Job Seekers provide an overview of the OSP and ways in which it can be used to track and plan skills development.

Evidence of development of Essential Skills and work habits can be gathered in several ways:

- **Observation** (e.g., If the student is going to the workplace or attending a program on a regular basis and calls in to say that he or she is going to be late or absent, then the student would be demonstrating the work habits of “reliability” and “initiative”.)
- **Employer evaluation** (e.g., If the employer gives the student a task to complete by a specified time and if he or she successfully gets it done within the allotted time, then the student would be demonstrating the Essential Skill(s) involved in the tasks, as well as the work habit of “reliability.”)
- **Student tasks on the job** (e.g., The student may produce a piece of work that clearly demonstrates one or more Essential Skills and work habits.)

The OSP Tracker (see below) is a handy resource that helps students track their development of Essential Skills and work habits. Each of the Essential Skills in the OSP has a complexity rating scale, ranging between 1 and 4 or 5 depending on the skill, which describes the skill level associated with a task. This scale allows each Essential Skills task to be assessed for its relative difficulty. Work habits in the OSP do not have complexity rating scales, but performance indicators are given for each one.



Skills and Work Habits for the Workplace

### The Ontario Skills Passport Tracker

Track and plan your skills development!

Name: \_\_\_\_\_

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

Check off in the chart below the Essential Skills and work habits you demonstrate in work, learning and life. Use this information to plan further skills development, update your résumé and prepare for a job interview. The OSP has great tools to help you!

**SKILL LEVELS**

Essential Skills	Level 1	Level 2	Level 3	Level 4	Level 5
Reading Text					
Writing					
Document Use					
Computer Use					
Oral Communication					
Numeracy					
Money Math					
Scheduling or Budgeting and Accounting					
Measurement and Calculation					
Data Analysis					
Numerical Estimation					
Thinking Skills					
Job Task Planning and Organizing					
Decision Making					
Problem Solving					
Finding Information					

Note: Level 1 tasks are the least complex and level 4/5 tasks are the most complex.

#### Work Habits

- Working Safely
- Teamwork
- Reliability
- Organization
- Working Independently
- Initiative
- Self-advocacy
- Customer Service
- Entrepreneurship

Note: There are no skill levels associated with work habits featured in the OSP.

Visit the OSP website at \_\_\_\_\_ for descriptions of the Essential Skills and skill levels, as well as the work habits.

