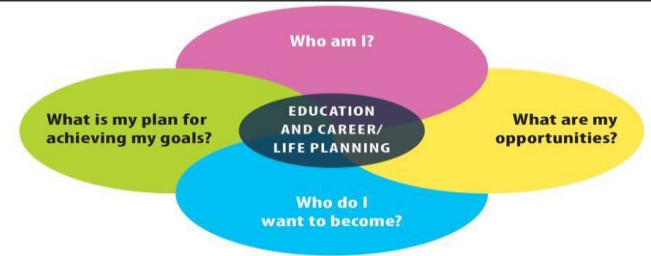




**Using Ontario Skills Passport
Tools and Resources to Develop the
Individual Pathways Plan (IPP),
Grades 7-12 (May 2013)**



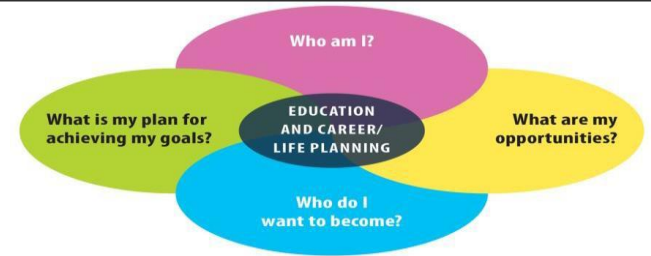
This chart suggests OSP tools and resources that can be used to answer the four inquiry questions in grades 7 to 12. While there is some repetition, the intent is for students to continuously build on their Essential Skills and work habits in the classroom, co-operative education and other experiential learning opportunities, Specialist High Skills Major and Ontario Youth Apprenticeship Programs, Community Involvement, volunteer opportunities (e.g. *Speak Up* and *Students as Researchers* projects) and extracurricular activities. Students are encouraged to reflect on their skills development as it relates to their interests and goals. In this way, students can make a personal connection to the value of their Essential Skills and work habits in ALL settings and in pathway and career planning.

This chart is intended for planning purposes only. When using the OSP with learners, please access the site at <http://www.ontario.ca/skillspassport>.

7	Who am I?	<p>Look at this list of Essential Skills (ES) and work habits (WH) video clips and view the ones you are not familiar with and/or that interest you.</p> <p>Complete the following OSP Website Activities: Module 1 - Work Habits and Module 2 - Essential Skills. Save your certificates.</p> <p>View an ES&WH in action in everyday life video and check the skills you observe in the ES&WH video work sheet. View the video again with the skills alert button on to see how well you did.</p> <p>Use the ES&WH work sheet to describe how you used 4 of your ES and 3 of your WH this week at home, in the community or at school.</p>
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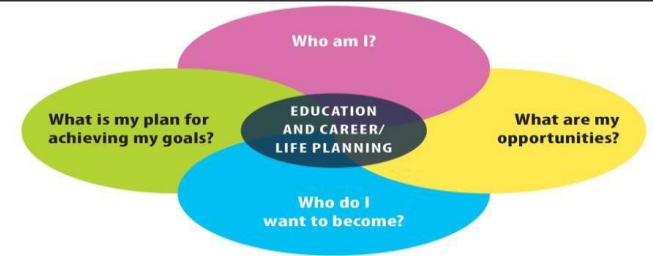
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7	What are my opportunities?	<p>Identify in your ES&WH work sheet 2 strengths and 2 that you want to develop.</p> <p>Use the Track Your ES&WH in Learning Activities resource to see the skills you are demonstrating and to see how skills are used in an occupation related to the course.</p>
	Who do I want to become?	<p>View ES&WH in action in the workplace video and check the skills you observe in the ES&WH video work sheet.</p> <p>Reflect and/or discuss why ES&WH are important in work, learning and life.</p>
	What is my plan for achieving my goals?	<p>Update your ES&WH work sheet with your skills demonstrations.</p> <p>Complete the OSP Reflection Worksheet to reflect on the skills you demonstrated in the classroom and experiential learning opportunities, and volunteer and extracurricular activities and how you can plan further skills development related to your goals.</p> <p>File all OSP records in your Individual Pathways Plan (IPP).</p>



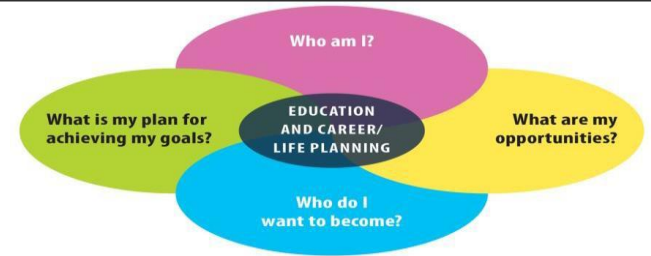
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8	Who am I?	<p>Complete the following OSP Website Activity: Module 3 - Search for Tasks by Occupation. Save your certificate.</p> <p>Search the OSP database to see how people use ES&WH in Work, Learning and Life (WLL). Select a context and some of the ES&WH that interest you or that you would want to learn more about.</p> <p>Use the ES&WH work sheet to describe and reflect on how you use your ES&WH in work, learning and life.</p>
	What are my opportunities?	<p>Use the Track Your ES&WH in Learning Activities resource to see the skills you are demonstrating and to see how skills are used in an occupation related to the course.</p> <p>Use an OSP learning activity focused on the skill(s) that you want to develop. <i>Teachers can use A Guide to Linking Essential Skills and the Curriculum to contextualize their own learning activities.</i></p>
	Who do I want to become?	<p>Look at the OSP Occupational Profiles to see how workers use their ES on-the-job for an occupation you are interested in.</p> <p>Self-assess your ES&WH and compare your results to an occupation that you are interested in. Note your strengths and the skills that you want to develop.</p>



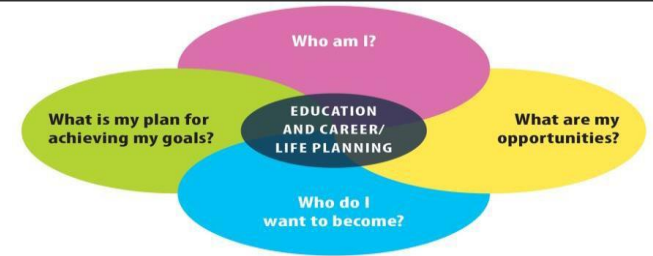
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8	What is my plan for achieving my goals?	<p>Create a résumé to showcase your skills in order to access opportunities: e.g. Community Involvement, volunteer, leadership.</p> <p>Use Ontario WorkInfoNet and iWIN to Identify volunteer opportunities that interest you and which can help you develop and demonstrate your ES&WH.</p> <p>Prepare an OSP Community Involvement Worksheet to document skills demonstrations and # of hours, to be signed by your volunteer supervisor.</p> <p>Update your OSP Tracker with your skills demonstrations and identify strengths and skills you want to develop.</p> <p>Complete the OSP Reflection Worksheet to reflect on the skills you demonstrated in the classroom and experiential learning opportunities, Community Involvement and volunteer and extracurricular activities and how you can plan further skills development related to your goals.</p> <p>File all OSP records in your Individual Pathways Plan (IPP).</p>
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9	Who am I?	<p>Complete the following OSP Website Activity: Module 4 - OSP Work Plan. Save your certificate.</p> <p>View the Skills Overview Video which illustrates Essential Skills as a foundation for learning technical and other skills.</p> <p>Use an OSP learning activity from SkillsZone focused on the skill(s) that you want to develop. <i>Teachers can use A Guide to Linking Essential Skills and the Curriculum to contextualize their own learning activities.</i></p> <p>Prepare an OSP Community Involvement Worksheet to document skills demonstrations and # of hours, to be signed by your volunteer supervisor.</p>
	What are my opportunities?	<p>Use the Track Your ES&WH in Learning Activities resource to see the skills you are demonstrating and to see how skills are used in at least 2 occupations related to the course. Pick occupations from different pathways.</p> <p>Use the Take Our Kids to Work Day ES&WH Worksheet and describe how you see people use ES&WH on the job. Share your findings with parents, peers and teachers and discuss the transferability of these skills to other jobs, to home and to the community.</p>



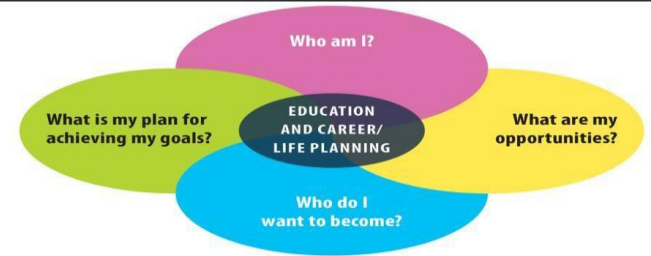
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<p>Who do I want to become?</p>	<p>Self-assess your ES&WH and compare your results to an occupation that you are interested in. Note your strengths and the skills that you want to develop.</p> <p>Look at OSP Occupational Profiles to see how skills are used on-the- job in at least 2 occupations that interest you. Pick occupations from different pathways.</p> <p>Find information about skills, education, training and employment opportunities from the OSP Occupational Profiles, Ontario WorkInfoNet and iWIN.</p> <p>Identify Community Involvement, volunteer and Take Your Kids to Work opportunities to learn more about these occupations.</p>
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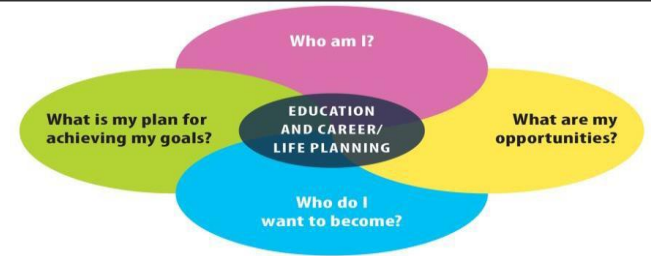
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9	What is my plan for achieving my goals?	<p>Update your résumé to showcase your skills to access opportunities: e.g. Community Involvement, volunteer (e.g. <i>Speak Up and Students as Researchers</i> projects), and leadership.</p> <p>Update your OSP Tracker with your skills demonstrations and identify strengths and skills you want to develop.</p> <p>Complete the OSP Reflection Worksheet to reflect on the skills you demonstrated in the classroom and experiential learning opportunities, Community Involvement and volunteer and extracurricular activities and how you can plan further skills development related to your goals.</p> <p>File all OSP records in your Individual Pathways Plan (IPP).</p>
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10	Who am I?	Use an OSP learning activity from SkillsZone that is focused on the skill(s) that you want to develop. <i>Teachers can use A Guide to Linking Essential Skills and the Curriculum to contextualize their own learning activities.</i> Prepare an OSP Community Involvement Worksheet to document skills demonstrations and # of hours, to be signed by your volunteer supervisor.
	What are my opportunities?	Use the Track Your ES&WH in Learning Activities resource to see the skills you are demonstrating and to and see how skills are used in at least 2 occupations related to the course. Pick occupations from different pathways. Create an OSP Work Plan to document skills demonstrations for use in part-time or summer employment; to be signed by your workplace supervisor.
	Who do I want to become?	Self-assess your ES&WH and compare your results to 4 occupations of interest, selecting occupations from at least 2 different pathways. Take note of your ES&WH strengths and those that you want to develop. Look at OSP Occupational Profiles to see how skills are used on-the- job in at least 4 occupations that interest you. Pick occupations from different pathways. Find information about skills, education, training and employment opportunities from the OSP Occupational Profiles , Ontario WorkInfoNet and iWIN . Identify Community Involvement, volunteer, experiential learning, part-time and summer employment opportunities to learn more about these occupations.



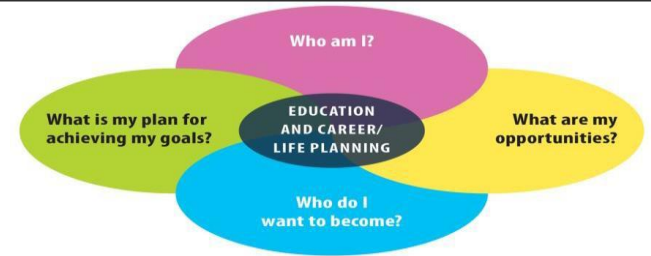
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10	What is my plan for achieving my goals?	<p>Update your OSP Tracker with your skills demonstrations.</p> <p>Complete the OSP Reflection Worksheet to reflect on the skills you demonstrated in the classroom and experiential learning opportunities, Community Involvement, volunteer and extracurricular activities, and summer and part-time employment and how you can plan further skills development related to your goals.</p> <p>Update your résumé to showcase your skills to access opportunities: e.g. Community Involvement, volunteer (e.g. <i>Speak Up and Students as Researchers</i> projects), leadership, summer and/or part-time employment.</p> <p>File all OSP records in your Individual Pathways Plan (IPP).</p>
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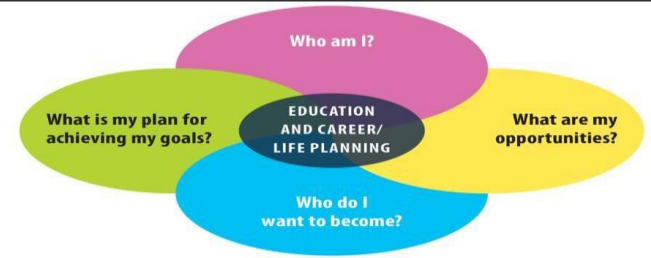
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11	Who am I?	<p>Look at the resource that shows the Links between the OSP Work Habits and the Learning Skills and Work Habits from Growing Success. Learn that while the sample behaviours are mostly the same, the terms used to describe these important work habits may differ depending on the context, such as school, home, the community or the workplace. Discuss this with your peers, teachers and parents and see if there are other terms used for similar behaviours and/or if there are other work habits that they consider important in work, learning and life.</p> <p>Use the ES&WH work sheet to describe how you demonstrate your skills in school, home, the community and the workplace. Reflect on why these skills are important.</p>
	What are my opportunities?	<p>Use the Track Your ES&WH in Learning Activities resource to see the skills you are demonstrating and to and see how skills are used in at least 2 occupations related to the course. Pick occupations from different pathways.</p> <p>Use an OSP learning activity from SkillsZone that is focused on the skill(s) that you want to develop. <i>Teachers can use A Guide to Linking Essential Skills and the Curriculum to contextualize their own learning activities.</i></p> <p>Create an OSP Work Plan to document skills demonstrations for use in co-operative education and other experiential learning opportunities, part-time or summer employment, to be signed by your workplace supervisor.</p> <p>Prepare an OSP Community Involvement Worksheet to document skills demonstrations and # of hours, to be signed by your volunteer supervisor.</p>



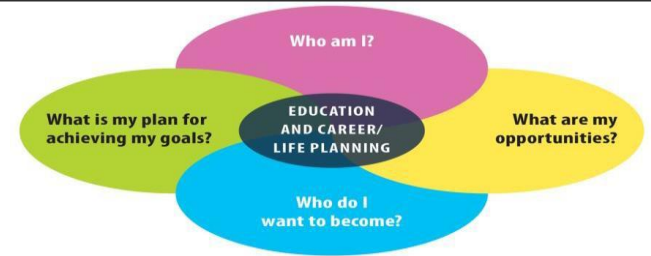
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Who do I want to become?	<p>Self-assess your ES&WH and compare your results to 4 occupations of interest, selecting occupations from at least 2 different pathways. Take note of your ES&WH strengths and those that you want to develop.</p> <p>Look at OSP Occupational Profiles to see how skills are used on-the- job in at least 4 occupations that interest you. Pick</p>
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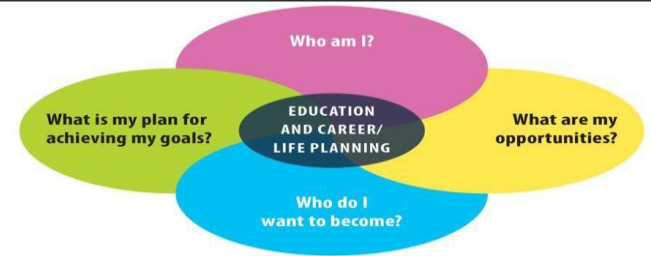
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		<p>occupations from different pathways.</p> <p>Find information about skills, education, training and employment opportunities from the OSP Occupational Profiles, Ontario WorkInfoNet and iWIN.</p>
11	<p>What is my plan for achieving my goals?</p>	<p>Update your OSP Tracker with your skills demonstrations and identify strengths and skills you want to develop.</p> <p>Complete the OSP Reflection Worksheet to reflect on the skills you demonstrated in the classroom and experiential learning opportunities, Community Involvement, volunteer and extracurricular activities, and summer and part-time employment and how you can plan further skills development related to your goals.</p> <p>Update your résumé to showcase your skills to access opportunities: e.g. Community Involvement, volunteer (e.g. <i>Speak Up and Students as Researchers</i> projects), leadership, summer and/or part-time employment.</p> <p>File all OSP records in your Individual Pathways Plan (IPP).</p>



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12	Who am I?	<p>Look at the resource that shows the Links between the OSP Work Habits and the Learning Skills and Work Habits from Growing Success. Discuss and/or reflect on the reality that while the sample behaviours are mostly the same, the terms used to describe them may differ depending on the context, such as school, home, the community or the workplace.</p> <p>Use the ES&WH work sheet to describe how you demonstrate these skills in school, home, the community and the workplace and what you can do to further develop them.</p>
	What are my opportunities?	<p>Use the Track Your ES&WH in Learning Activities resource to see the skills you are demonstrating and to and see how skills are used in at least 2 occupations related to the course. Pick occupations from different pathways.</p> <p>Use an OSP learning activity from SkillsZone that is focused on the skill(s) that you want to develop. <i>Teachers can use A Guide to Linking Essential Skills and the Curriculum to contextualize their own learning activities.</i></p> <p>Create an OSP Work Plan to document skills demonstrations for use in co-operative education and other experiential learning opportunities, part-time or summer employment, to be signed by your workplace supervisor.</p> <p>Prepare an OSP Community Involvement Worksheet to document skills demonstrations and # of hours, to be signed by your volunteer supervisor.</p>



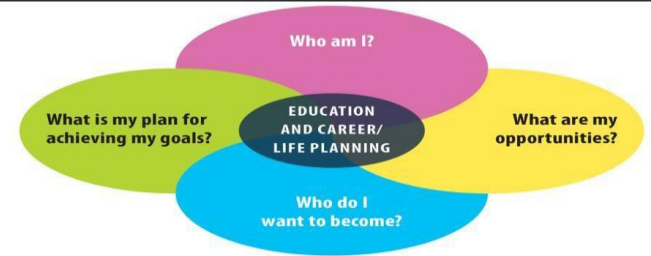
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<p>Who do I want to become?</p>	<p>Self-assess your ES&WH and compare your results to 4 occupations of interest, selecting occupations from at least 2 different pathways. Take note of your ES&WH strengths and those that you want to develop.</p> <p>Look at OSP Occupational Profiles to see how skills are used on-the-job in at least 4 occupations that interest you. Pick occupations from different pathways.</p>
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		<p>Find information about skills, education, training and employment opportunities from the OSP Occupational Profiles, Ontario WorkInfoNet and iWIN.</p>
12	<p>What is my plan for achieving my goals?</p>	<p>Update your OSP Tracker with your skills demonstrations and identify strengths and skills you want to develop.</p> <p>Complete the OSP Reflection Worksheet to reflect on the skills you demonstrated in the classroom and experiential learning opportunities, Community Involvement, volunteer and extracurricular activities, and summer and part-time employment and how you can plan further skills development related to your goals.</p> <p>Update your résumé to showcase your skills to access opportunities: e.g. Community Involvement, volunteer (e.g. <i>Speak Up and Students as Researchers</i> projects), leadership, summer and/or part-time employment, internship, mentorship and scholarship opportunities.</p> <p>File all OSP records in your Individual Pathways Plan (IPP).</p>