

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 <http://skills.edu.gov.on.ca> for descriptions of the Essential Skills and skill levels, as well as the work habits.



It can help you:

- > Learn about the Essential Skills and work habits that employers are looking for
- > Assess, practice and build your Essential Skills and work habits
- > Prepare a great résumé, complete job application forms and interview with confidence
- > Transfer your Essential Skills and work habits to a job or further education or training



Getting involved in student-led projects, such as **SpeakUp** projects, Community Involvement, and volunteer and extracurricular activities are great opportunities for skills development.

1. Plan

- Go to the OSP website and click on SkillsZone to get a copy of the work sheet that you can use in your project or activity.
- Meet with your team members, teacher or supervisor to identify tasks you will be doing.
- Start a record of what will be done and how.
- Identify your deadlines and check points.

A few sample tasks are shown below.

- Read a form to make an application for funding, such as *SpeakUp* or other student-led projects and volunteer activities. (Reading Text – level 2)
- Speak to the School Administration and teachers to seek approval for an event. (Oral Communication – level 2)
- Calculate the cost of supplies for a student-led project, multiplying quantities needed with costs per item. (Money Math – level 2)

2. Act

- Brainstorm ideas for a new project and make them happen. (Entrepreneurship)
- Come to meetings with the appropriate materials so you are prepared to participate. (Organization)

- Check off tasks in your work sheet as you complete them.
- Update the OSP Tracker (see other side) to track and plan your skills development over time.
- Keep copies of your completed work sheet and OSP Tracker in your portfolio so you have a record of your skills demonstrations.
- Use the skills information to create/update your résumé and clearly communicate your transferable skills.

A few sample tasks are shown below.

- Scan project schedules to identify timelines and tasks you have been assigned. (Document Use – level 2)

- Develop, upload and maintain a website for a student-led project or volunteer activity. (Computer Use – level 3)
- Compare ticket sales to expected sales to identify whether additional promotion may be required. (Data Analysis – level 1)
- Find expertise for upcoming projects by asking other students or teacher advisors. (Finding Information – level 2)
- Access the necessary people, information or community resources to help with any problems. (Self-advocacy)

3. Observe

Meet with your team leader or supervisor to:

- Review what you have done, note what you have learned and could improve, and celebrate your successes!
- Identify the Essential Skills and work habits you have demonstrated and the ones you would like to further develop.

4. Reflect

- Keep notes that you can refer to later when you reflect on your experiences.

As you plan for next steps, ask yourself questions like:

- Did this project/activity help strengthen my sense of belonging academically in school?
- Did this project/activity help strengthen my sense of belonging socially in school?
- How did this activity connect with my interests and goals?
- How are my Essential Skills and work habits transferable to other contexts, like a job, further education or training or independent living?
- What other projects or activities can I get involved in that will help me further develop my skills?