

St. Lawrence Secondary School

Essential Skills at the Placement

The Ontario Skills Passport (OSP) provides clear descriptions of the Essential Skills and work habits important for work, learning and life. Essential Skills are used in virtually all occupations and are transferable from school to work, job to job and sector to sector.

Essential skills included in the OSP are reading, writing, document use, computer use, oral communication, numeracy and thinking/problem solving skills, while the work habits included in the OSP consist of working safely, teamwork, reliability, organization, working independently, initiative, self-advocacy, customer service and entrepreneurship.

Your task is to create a work plan that highlights the essential skills that you are using on a daily basis while at your placement. Once completed, your work plan can be used to assess and monitor your progress associated with the various essential skills and work habits.

1. Go to the following website:
<http://skills.edu.gov.on.ca/OSPWeb/jsp/en/login.jsp>
2. Click on **Create a Work Plan** (the middle orange circle).
3. Click on **Create an OSP Work Plan**
4. Check off **Option B – I am ready to create an OSP work plan**, then click next.
5. Click on **Option B – Searching using keyword(s)** and in the space provided type the name of your job title at your coop placement, then click next.
6. Chose the correct occupation from the list provided and click next.
7. Check off **Let me create a customized OSP work plan step by step**, then click next.
8. You will be given a list of most important essential skills for your occupation. These will already be selected. **DO NOT EDIT THIS SECTION.** You will also be given a list of other skills. Check off any of these other skills that you use and click next.
9. You are now supplied with a list of tasks that you may perform while at your placement. Read the instructions provided on the website to choose the appropriate tasks for your situation. (Any tasks that you complete at your placement should have a check mark beside them) Click next once you have selected the appropriate tasks.
10. You must personalize your work plan by filling in the information asked for (you do not have to include supervisor's email or the first 3 digits of your postal code). The duration of the placement is February 13th 2012 until June 15th 2012. Click next to obtain a copy of your OSP.
11. Review your work plan. If everything is okay then save and print your work plan.
Make sure to hand it in to your coop teacher.