

Creating an Ontario Skills Passport (OSP) Work Plan will help you:

- Discuss your Essential Skills and work habits demonstrations with your supervisor.
- Get feedback on your skills demonstrations and plan for further skills development opportunities.
- Show future employers the tasks you have completed in your cooperative education placement.

Steps

Create your OSP Work Plan prior to, or within the first two weeks of, starting your cooperative education placement.

1. Go to the OSP website at www.ontario.ca/skillspassport and click on **Create an OSP Work Plan** in the **For Learners** section.

For Learners



- [Introduction and Tips](#)
- [Assess and build your skills](#)
- [Create an OSP Work Plan](#)
- [Track your skills in OSP Tracker](#)
- [Create an OSP Transition Plan](#)
- [SkillsZone-Games etc.](#)
- [Resources and Links](#)

For Teachers



- [Introduction and Tips](#)
- [Assess skills in learning activities](#)
- [Assess skills through an interview](#)
- [Create an OSP Training Plan](#)
- [SkillsZone-sample activities linked to curriculum etc.](#)
- [Resources and Links](#)

For Employers



- [Introduction and Tips](#)
- [Document skills in an OSP Work Plan](#)
- [Create a job ad/description](#)
- [Tips for interviewing and hiring](#)
- [Employer Registry](#)
- [Resources and Links](#)

2. Choose Occupation

- Choose the occupation.
- If you cannot find the exact occupation in the OSP database, you can click on the “Can’t find your occupation?” link or work with your teacher to choose tasks from related occupations.

Create an OSP Work Plan

- Create an OSP Work Plan that focuses on the Essential Skills, job tasks and work habits related to your cooperative education placement or other experiential learning opportunities.
- Employers document your skill demonstrations in the work plan.

[Tips](#)

CHOOSE OCCUPATION

Search by **NOC Code, NOC Title or Keyword**

Click here **for a list of occupations in the OSP.**

Can't find your occupation? Click here.

3. Choose Essential Skills

- Choose a few Essential Skills you would like to develop during the placement.
- Click on the Next button at the bottom of the screen.

Choose Essential Skills

- Choose Essential Skills to include in the work plan.
- Start with a few skills to keep it manageable for you and the employer.

General Office Clerks (1411)

Essential Skills

- Oral Communication
- Computer Use
- Problem Solving
- Job Task Planning and Organizing
- Measurement and Calculation
- Money Math
- Writing
- Reading Text
- Scheduling or Budgeting and Accounting
- Document Use
- Finding Information
- Decision Making
- Data Analysis
- Numerical Estimation

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4. Choose Essential Skills Tasks

- Review the tasks.
- In consultation with your teacher, delete any tasks that you feel are not appropriate or that you would not have the opportunity to demonstrate in the work experience.
- When you are ready, click on the Next button at the bottom of the screen.

Optional: Use the **Add More Tasks** button at the bottom to search for more tasks to add to your work plan.

In the example below shows three tasks that were deleted by clicking on the check box beside the tasks.

Choose Essential Skills Tasks

Sample Essential Skills tasks are displayed by skill and skill level. Level 1 tasks are the least complex and level 4/5 tasks are the most complex.

The Essential Skill levels shown below illustrate the full range of sample tasks performed by **experienced** workers and not by individuals preparing for or entering the occupation for the first time.

- With the assistance of your cooperative education teacher or employment specialist, decide which tasks are applicable to your work placement.
- To delete a task from your work plan, click on the box beside the task.

Optional: Use the **Add More Tasks** button at the bottom to search for more tasks to add to your work plan.

General Office Clerks (1411)

Scheduling or Budgeting and Accounting

- prepare and monitor weekly work schedules for a number of employees, making adjustments as required. (3)
- process purchase orders for office supplies. (2)
- balance the daily debits and credits in the accounting records. (2)
- enter receipts and expenses in the bookkeeping system and check the totals by adding and subtracting. (2)

Reading Text

- read business magazines or other industry-specific material to obtain an overview of developments in the industry. (2)
- proofread letters, reports and presentations that are being sent out of the office to clients. (2)
- skim incoming mail to determine who can deal with it. (1)
- interpret policy statements from management in order to determine how they affect the workload. (4)
- refer to computer manuals to learn how to perform certain functions or how to use new software (3)

5. Personalize Your OSP Work Plan

Enter information to personalize your work plan.

PERSONALIZE YOUR OSP WORK PLAN

The information you enter will appear on your OSP Work Plan. None of your information can be saved on the OSP website.

General Office Clerks (1411)

***Name:**

***I am a(n):**

Company/Organization:

Supervisor's Name:

Supervisor's Phone Number:

Duration of Placement

Start (DD/MM/YYYY):

Finish (DD/MM/YYYY):

***mandatory field**

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6. Save and Print Your OSP Work Plan

- Save and print two (2) copies of your OSP Work Plan.
- Give one copy to your teacher, and take the second copy to your cooperative education placement.

At the beginning of your placement

Present your OSP Work Plan to your supervisor. When you review the work plan with your supervisor, ask him/her to delete any tasks that you won't have the opportunity to demonstrate or add any other tasks that are relevant in the work plan.

During your placement

Be open to receiving feedback. Here are some ideas for conversations starters with your placement supervisor:

- *I want to do a good job in this placement. Do you have a few minutes to talk about my progress?*
- *Which Essential Skills and work habits have I done well with so far?*
- *What should I focus on this week?*
- *Can I check in with you next week to get more feedback?*

The checklist format of the OSP Work Plan makes it quick and easy for your supervisor to check off the tasks and work habits you have demonstrated at the workplace.

Once you have been in your work placement for awhile, you may want to identify other Essential Skills tasks, perhaps at higher skill levels, to perform at your placement. While you cannot “redo” your existing work plan, you can return to the OSP website and create a new page that can be added to the end of your original work plan. Consult with your cooperative education teacher and your supervisor to see if you will have the opportunity to perform these additional “reach ahead” tasks.

At the end of your placement

Ask your supervisor to complete and sign the OSP Work Plan. Suggest that a photocopy of the signed copy be made and stored in your file at work. Your employer may wish to keep the work plan on hand until you have demonstrated more of the listed skills and work habits.

Place the completed, signed copy of the OSP Work Plan in your portfolio.

Tips for Tracking and Planning Skills Development

You are encouraged to:

- Keep your OSP Tracker and other OSP documents in your Individual Pathways Plan (IPP) to track and plan your skills development over time.
- Consider this skills information when making course, program, career and post-secondary pathway decisions as part of your Individualized Pathways Planning process.

- Use this information to conduct job searches, create a résumé and cover letters, and prepare for job interviews.
- Look for opportunities to transfer your skills to further education, training, the workplace and everyday life and continuously build on them.