



Tips for using the Ontario Skills Passport (OSP) in Kindergarten to Grade 6 Classrooms

This resource outlines how Elementary teachers can introduce learners to the language of Essential Skills and work habits. Learners will be engaged and feel confident when they recognize that the Essential Skills and work habits they are developing and demonstrating in different activities are relevant and transferable to everyday life and the workplace. This information can help learners develop their “All About Me” portfolio as they answer the four education and career/life planning inquiry questions: *Who am I? What are my opportunities? Who do I want to become? What is my plan for achieving my goals?*

Essential Skills are:

- Used in nearly all occupations and in everyday life.
- The foundation for learning other skills, such as technical skills.
- Transferable to further education, training, the workplace and everyday life.

Introductory Resources for Teachers and Learners

Website	Location	Description
SkillsZone	Use the OSP to support the development of the “All About Me” portfolio – Resources	<ul style="list-style-type: none"> • Review the Ideas for Introducing Learners to Essential Skills and Work Habits in Kindergarten to Grade 6 Resource which includes lesson ideas. • Teachers are encouraged to adapt the activities to meet the needs of all learners.
SkillsZone	SkillsZone Videos	<ul style="list-style-type: none"> • Use the Discover Your Skills video to see how Essential Skills and work habits are used every day and why they are important.
SkillsZone	Essential Skills Introduction	<ul style="list-style-type: none"> • Use the Essential Skills Introduction to view descriptions of Essential Skills, skill levels and see a video clip for each Essential Skill
SkillsZone	Work Habits Introduction	<ul style="list-style-type: none"> • Use the Work Habits Introduction to view descriptions of work habits and see a video clip for each work habit.
OSP	Skills in the OSP	<ul style="list-style-type: none"> • View descriptions of Essential Skills, skill levels and work habits.
OSP	Introduction and Tips for Teachers	<ul style="list-style-type: none"> • Include the Tips Sheet for Parents in your school newsletter to show parents how they can use the OSP with their children to assess, build, document and track their Essential Skills and work habits and transfer them to everyday life and the next place they go – whether it’s further education, training or the workplace.

Website	Location	Description
SkillsZone	Use the OSP to support the development of the “All About Me” portfolio – Activity Sheets	<ul style="list-style-type: none"> • Review the Essential Skills Reference Sheet to see definitions and sample tasks. • Review the Work Habits Reference Sheet to see descriptors.
OSP	OSP News	<ul style="list-style-type: none"> • Check out the OSP News on a regular basis to see what tools and resources have been added to the OSP and/or SkillsZone websites. You can now subscribe to receive the OSP News sent directly to your inbox. • Check out the OSP Testimonials and submit your own skills story!
SkillsZone	Teachers – Introduction and Tips - OSP Training Materials	<ul style="list-style-type: none"> • Access training materials for teachers that focus on Essential Skills, skill-building activities and work habits. These materials can be adapted for different audiences.

Tips for Integrating the Language of Essential Skills and Work Habits into Classroom Routines

- Display a list of Essential Skills and work habits in your classroom to reference at any time.
- Ask learners to identify the Essential Skills and work habits they are demonstrating in classroom activities and make relevant school-work-life connections.
- Copy and paste relevant [OSP logos](#) into student materials. This can help learners recognize that the Essential Skills and work habits they are developing and demonstrating in different learning activities are relevant and transferable to everyday life.
- Have learners file all their OSP records in their “All About Me” Portfolio.

Practice and Build Essential Skills and Work Habits (*Who am I?*)

- Learners will identify the characteristics that describe who they are (e.g. what they most love to do, what they do best and how they feel when they are engaged in various activities)
- Learners will identify their interests, strengths, and skills, which include the Essential Skills and work habits described in the Ontario Skills Passport

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SkillsZone	Use the OSP to support the development of the “All About Me” portfolio – Activity Sheets	<ul style="list-style-type: none"> • Use the My Essential Skills – Primary and/or My Essential Skills - Junior to learn about Essential Skills and see them in action in everyday life and in school. • Use the My Work Habits – Primary and/or My Work Habits - Junior to learn about work habits and see them in action in everyday life and in school. • Use the Essential Skills – Match Me; Essential Skills – Draw Me; and Work Habits – Draw Me Activity Sheets to practice and build learners understanding of these new terms.
SkillsZone	Use the OSP to support the development of the “All About Me” portfolio – Resources	<ul style="list-style-type: none"> • Use a Pan Am/Para-Pan Am problem-based learning activity focused on the skills you want to develop.

Exploration of Opportunities (*What are my opportunities?*)

- Learners will explore the concept of “opportunity” and how the choices they make can open pathways for them
- Learners will explore a variety of fields of work, occupations, and careers, and develop awareness on the opportunities available to them

Website	Location	Description
SkillsZone	Use the OSP to support the development of the “All About Me” portfolio – Job Postings for Using Essential Skills and Work Habits in Volunteer Jobs at School	<ul style="list-style-type: none"> • Post Using Essential Skills and Work Habits in Volunteer Jobs at School. Use these sample “job postings” to help show learners how they can demonstrate and track their Learning Skills and Work Habits, OSP Work Habits and Essential Skills in different school jobs such as “Kindergarten Helper” and “Bus Patrol.”

Who do I want to become?

- Learners will identify the demands, rewards, and other features of various occupations they have explored, and reflect on the fit between those features and their personal characteristics

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SkillsZone	Use the OSP to support the development of the “All About Me” portfolio – Activity Sheets	<ul style="list-style-type: none"> Use the Connecting Essential Skills and Work Habits to Guest Speakers as learners listen to a visitor in the classroom. Research a Career – Have learners see how workers use Essential Skills on the Job by completing the Essential Skills in Jobs form and Career Reflection Worksheet.

What is my plan for achieving my goals?

- Learners will create a plan that identifies the steps required to achieve the goals they have set

Website	Location	Description
SkillsZone	Use the OSP to support the development of the “All About Me” portfolio – Activity Sheets	<ul style="list-style-type: none"> Use the Learning Skills and Work Habits - Setting Goals to Keep Improving to track and plan further skills development so that learners can achieve their goals.
SkillsZone	Use the OSP to support the development of the “All About Me” portfolio – Job Postings for Using Essential Skills and Work Habits in Volunteer Jobs at School	<ul style="list-style-type: none"> Use the Ontario Skills Passport Reflection Worksheet after finishing a Volunteer Job at School.
SkillsZone	Use the OSP to support the development of the “All About Me” portfolio – Resources	<ul style="list-style-type: none"> Have learners complete the Essential Skills and Work Habits Progress Sheet reflection each term and save it in their portfolio to provide learners, parents and teachers the opportunity of seeing progress in skills development over time.

WHY SKILLS???

“When a student faces a new and stressful situation they need to have specific examples in their toolbox that they can pull out and refer to that confirm to them that they have skills, and have successfully used skills that are transferable to this new situation. This will build their confidence and self-esteem and contribute to their resiliency”.

Angela McKay, Health Care Technology Teacher, York Region DSB

“Resilience is the ability to recover from difficulties or change—to function as well as before and move forward. Many refer to this as “bouncing back” from challenges... Everyone needs skills and supportive people in their lives to help cushion them from problems they may encounter. Introducing even a few positive elements into their lives can shift the balance and help many children and youth flourish.”

Centre for Addiction and Mental Health

http://www.camh.ca/en/hospital/health_information/for_parents/Pages/raising_resilient_children.aspx

