**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>

1. Click on **Create a Work Plan** at the top middle of the page.
2. Click **Create an OSP Work Plan**
3. Click on **Option B – I’m Ready to Create an OSP Work Plan,** and then click next.
4. If you remember the NOC code from your Job Futures Activity, you can use this in option A to select your career. Otherwise, use **option B – Searching using a keyword(s)** and in the space provided type the name of your job title at your coop placement, then click next.
5. Chose the correct occupation from the list provided and click next.
6. Check off **Let me create a customized OSP work plan step by step**, and then click next.
7. 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 at placement and click next.
8. 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.
9. You must personalize your work plan by filling in the information asked for (you don’t have to include your supervisor’s email or the first 3 digits of your postal code). The duration of the placement is September 14, 2011 till January 25, 2012. Click on next to obtain a copy of your OSP.
10. 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.