



Using the Ontario Skills Passport (OSP) in Co-operative Education

Student Checklist

I have used the Ontario Skills Passport to:

- ☐ Learn about [Essential Skills](#) and [work habits](#) by viewing the [Keeping Safe at Work](#) video and other [videos](#) which show how people use these skills in the workplace.
 - Complete handout provided
- ☐ See how workers use these skills in occupations related to my co-operative education, Specialist High Skills Major or Ontario Youth Apprenticeship Program.

View at **least 2** videos under **Introductory Skills Videos**, **Everyday Life**, or **The Workplace** at <http://www.skillszone.ca/osp/videos/index.html>

List the essential skills and work habits observed in the videos. Hand in.

- ☐ Select a self-assessment and compare my results to occupation(s) I am interested in. http://skillszone.ca/index_osp_learners.html
- ☐ Create an [OSP Work Plan](#) in which employers record the demonstration of my skills during my co-op work placement. See handout on **Creating an OSP Work Plan** for step by step instructions. Save your work plan. Print and hand in.
- ☐ View the [Make Social Media Work For You](#) video. Think about ways I can enhance my social presence and showcase your Essential Skills and work habits to get noticed when I am looking for a post-secondary program, apprenticeship, volunteer position, job or internship.
- ☐ Test my skills and knowledge about the OSP by completing at least 2 of the games in the **Skills Zone**. http://skillszone.ca/index_games.htm

