



## Creating an OSP Work Plan

Follow the steps below to generate and print your personal OSP Work Plan.

1. Go to [www.skills.edu.gov.on.ca](http://www.skills.edu.gov.on.ca)
2. Under '**For Learners**' click '**Create an OSP Work Plan**'  
(notice the links to see a 'sample' or 'tips')
3. Find and select the occupation that most closely resembles your co-op occupation by selecting **<Click here for a list of occupations in the OSP>**.
4. Find your NOC Code: The National Occupation Classification (NOC) code is a number that Human Resources and Skills Development Canada has assigned to a particular occupation.

Search for the NOC code/NOC job title that best suits your Co-op job. Use the occupation that is closest to your job.

Record the NOC Title and Code here: NOC Title: \_\_\_\_\_

NOC Code: \_\_\_\_\_

5. Enter the NOC code or NOC occupation title in the search field then click **<Search>**. Select the appropriate occupation listed under 'Search Results' by clicking on the appropriate button, then click **<Select>** and read the description that appears, and then click **<Next>**.

6. Under the new screen, 'Choose Essential Skills', rank the skill level required **only for the skills in the list that are required as part of your co-op occupation.** Select the skill **level** you believe is required to be successful in your co-op occupation (click on 'Skill Level' for a reminder of the skills and levels if needed). Click <Next>
7. Read the information under '**Choose Essential Skills Tasks**'. The tasks you selected for your occupation are listed here. There is also the option here for you to 'Add More Tasks'. Click <Next>
8. Under 'Personalize your OSP Work Plan', fill in the requested information then click <Next>
9. Under 'Review and Save your OSP Work Plan' review the information given and answer the simple validation question. Select <Save and Print>
10. Staple and hand-in your printed copy.

