

Clear expectations and descriptions support the identification, teaching, assessment and reporting of the workplace skills. This handbook supplies a two page *Workplace Skills Profile* (WSP) for each of the nine skills.

The sections of the WSP (page 5) include:

- ◆ the components of a skill (e.g., teamwork skill components are: works in a group, leads, resolves conflict, contributes to a team)
- ◆ detailed descriptors (rubrics) of what must be demonstrated and observed for each workplace skill component
- ◆ a description of what needs to be done to progress to the next level for each workplace skill
- ◆ a check box to indicate what workplace skill component descriptor is demonstrated in the classroom through daily curriculum activities
- ◆ a quick method of calculating the overall level of performance on each skill
- ◆ a space to record supporting evidence of the workplace skill for reporting purposes, (e.g., report cards, résumés, job interviews).

The WSP:

- ◆ is used throughout the student's career, in and out of school, as an employability skills assessment and recording tool
- ◆ identifies for the student and teacher the skills demonstrated in any classroom or work situation
- ◆ includes evidence used by schools to report student classroom achievement and prepare students for the workforce.

The WSP is a consistent, ongoing and practical source of information and recording format for workplace skills.

The WSP is the Workplace Skills Profile

The WSP is used to define, describe, assess and record the nine workplace skills.