



ESSENTIAL EMPLOYABILITY SKILLS POLICY

Approved by: Academic Coordinating Committee

Authorizer: Executive Dean Academic Administration

Reference Code: A46 V1

Effective Date: May 2014

POLICY STATEMENT:

All Ontario College Certificate, Ontario College Diploma and Ontario College Advanced Diploma programs delivered by Conestoga will teach, reinforce and assess Essential Employability Skills (EES) as they are defined by the Ministry of Training, Colleges and Universities (MTCU) Binding Policy Directive 3.0 Framework for Programs of Instruction, at the program level.

SCOPE:

This EES policy applies to all students who graduate with Ontario College Certificate, Ontario College Diploma and Ontario College Advanced Diploma. Conestoga will integrate the six skill categories identified in the MTCU Binding Policy Directive into our programs of instruction to the extent programs will teach, reinforce and assess the essential skills required in each of the six categories upon graduation.

DEFINITIONS:

Essential Employability Skills (EES):

Essential Employability Skills are non-vocational skills critical for success in the workplace, in day-to-day living, and for lifelong learning that students learn as part of the formal curriculum, and as stipulated by the MTCU.

Essential Employability Skills Categories:

The Essential Employability Skills Categories are Communication, Numeracy, Critical Thinking and Problem Solving, Information Management, Interpersonal, and Personal as defined by the Ministry of Training, Colleges and Universities.

Ministry of Training, Colleges, and Universities (MTCU):

The MTCU has the function of assessing all program proposals for determination of appropriate code classification, funding weights and parameters, and program titling.

Program:

A series of courses, grouped together in some identifiable manner, designed to achieve identified learning outcomes, and approved by the Board of Governors and/or external bodies.

REFERENCES:

Ministry of Training, Colleges and Universities. *Framework for Programs of Instruction*. Revised July 31, 2009

Essential Employability Skills Procedure

REVISION LOG:

- April 21 2014 Academic Forum – Approved
- April 30 2014 Policies and Procedures Committee – Approved
- May 14, 2014 Academic Coordinating Committee - Approved

APPENDICES:

Appendix A:

EES Learning Outcomes

Skill Category	Defining Skills Skill areas to be demonstrated by graduates:	Learning Outcomes: The levels of achievement required by graduates. The graduate has reliably demonstrated the ability to:
Communication	<ul style="list-style-type: none"> • Reading • Writing • Speaking • Listening • Presenting • Visual literacy 	<ul style="list-style-type: none"> • Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. • Respond to written, spoken, or visual messages in a manner that ensures effective communication.
Numeracy	<ul style="list-style-type: none"> • Understanding and applying mathematical concepts and reasoning • Analyzing and using numerical data • Conceptualizing 	<ul style="list-style-type: none"> • Execute mathematical operations accurately.

Skill Category	Defining Skills	Learning Outcomes: The levels of achievement required by graduates.
	Skill areas to be demonstrated by graduates:	The graduate has reliably demonstrated the ability to:
Critical Thinking & Problem Solving	<ul style="list-style-type: none"> • Analyzing • Synthesizing • Evaluating • Decision making • Creative and innovative thinking 	<ul style="list-style-type: none"> • Apply a systematic approach to solve problems. • Use a variety of thinking skills to anticipate and solve problems.
Information Management	<ul style="list-style-type: none"> • Gathering and managing information • Selecting and using appropriate tools and technology for a task or a project • Computer literacy • Internet skills 	<ul style="list-style-type: none"> • Locate, select, organize, and document information using appropriate technology and information systems. • Analyze, evaluate, and apply relevant information from a variety of sources.
Interpersonal	<ul style="list-style-type: none"> • Team work • Relationship management • Conflict resolution • Leadership • Networking 	<ul style="list-style-type: none"> • Show respect for diverse opinions, values belief systems, and contributions of others. • Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
Personal	<ul style="list-style-type: none"> • Managing self • Managing change and being flexible and adaptable • Engaging in reflective practices • Demonstrating personal responsibility 	<ul style="list-style-type: none"> • Manage the use of time and other resources to complete projects. • Take responsibility for one's own actions, decisions, and consequences.