



ESSENTIAL EMPLOYABILITY SKILLS PROCEDURE

Approved by: Academic Coordinating Committee

Authorizer: Executive Dean Academic Administration

Reference Code: A47 V1

Effective Date: May 2014

PROCEDURE 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:

EES procedure applies to all students who graduate with Ontario College credentials.

DEFINITIONS:

Course:

A distinct and discrete teaching and learning framework, containing content that has been approved by an expert source, usually structured to be delivered over an identified period of time, with measurable learning outcomes, and formal student evaluation.

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.

RESPONSIBILITIES:**Academic Administration will:**

- Ensure there is a policy and procedure accessible to guide Schools and their representative(s) with the incorporation of EES into all program development,
- Ensure all programs offered by Conestoga College meet related MTCU guidelines through the development of an EES Implementation Guide and regular quality assurance review processes in consultation with the academic schools,
- Ensure a standard course outline structure that enables the identification of EES categories taught, reinforced and assessed in each course, as applicable.

Academic Schools will:

- Map EES throughout programs to ensure they are consistent with Conestoga's EES Policy,
- Ensure all eleven EES skills in the six EES categories are taught, reinforced and assessed within their programs,
- Ensure all course outlines identify which EES are taught, reinforced or assessed in each course,
- Follow the EES Implementation Guide.

REFERENCES:

Ministry of Training, Colleges and Universities. *Framework for Programs of Instruction*. Revised April 1, 2005

Employment and Social Development Canada (ESDC)

<http://www.hrsdc.gc.ca/eng/jobs/les/definitions/index.shtml>

Essential Employability Skills Policy

Essential Employability Skills Implementation Guide

REVISION LOG:

APRIL 21 2014

ACADEMIC FORUM APPROVED

APRIL 30 2014

POLICY AND PROCEDURE COMMITTEE APPROVED

MAY 14, 2014

ACADEMIC COORDINATING COMMITTEE