

SUBJECT

Essential Employability Skills Procedure

New Academic Program Development Policy #A-25

PROCEDURES

Essential Employability Skills:

1. Essential Employability Skills (EES) are transferable skills that provide the foundation of a student's academic, vocational and personal success regardless of their program or discipline of study.

Ministry of Colleges and Universities (MCU) Essential Employability Skills

Essential employability skills fall under the following six themes:

- I. Communication
 - II. Numeracy
 - III. Critical thinking & problem solving
 - IV. Information management
 - V. Interpersonal
 - VI. Personal
2. **All Post-Secondary programs (excluding Graduate Certificates)** will introduce, teach, and assess the Essential Employability Skills through discrete learning outcomes in appropriate courses throughout the duration of the program.
 3. The comprehensive program review process identifies where learning outcomes for Essential Employability Skills are introduced, taught, and assessed throughout a program to ensure students will have the opportunity to reliably demonstrate acquisition of these skills.
 4. Essential Employability Skills covered in individual courses are indicated on the course outlines.
 5. Professional development is available through the Learning Excellence and Innovation Department (LEID) [webpage](#) to assist faculty with the knowledge and/or skills required to teach and assess essential employability skills.
 6. For full details on the General Education Requirements for Ontario College Credentials, please refer to the [Framework for Programs of Instruction](#), Appendix B.

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