

Appendix B: Essential Employability Skills

Context

“Essential Employability Skills (EES) are skills that, regardless of a student’s program or discipline, are critical for success in the workplace, in day-to-day living, and for lifelong learning.¹”

The teaching and attainment of these Essential Employability Skills (EES) for students in, and graduates from, Ontario’s colleges of applied arts and technology are anchored in a set of three fundamental assumptions:

- These skills are important for every adult to function successfully in society today.
- Our colleges are well equipped and well positioned to prepare graduates with these skills.
- These skills are equally valuable for all graduates, regardless of the level of their credential, whether they pursue a career path, or they pursue further education.

Skill Categories

To capture these skills, the following six categories define the essential areas where graduates must demonstrate skills and knowledge.

- Communication
- Numeracy
- Critical Thinking & Problem Solving
- Information Management
- Interpersonal
- Personal

¹ As defined by the ACCC /HRDC EES committee July, '03

Application / Implementation

In each of the six skill categories, there are a number of defining skills, or sub skills, identified to further articulate the requisite skills identified in the main skill categories. The following chart illustrates the relationship between the skill categories, the defining skills within the categories, and learning outcomes to be achieved by graduates from all postsecondary programs of instruction that lead to an Ontario College credential.

EES may be embedded in General Education or vocational courses, or developed through discrete courses. However these skills are developed, all graduates with Ontario College credentials must be able to reliably demonstrate the essential skills required in each of the six categories.

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 	<p>Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</p> <p>Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p>
Numeracy	<ul style="list-style-type: none"> • understanding and applying mathematical concepts and reasoning • analyzing and using numerical data • conceptualizing 	<p>Execute mathematical operations accurately.</p>
Critical Thinking & Problem Solving	<ul style="list-style-type: none"> • analyzing • synthesizing 	<p>Apply a systematic approach to solve problems.</p> <p>Use a variety of thinking skills to anticipate and solve problems.</p>

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:
	<ul style="list-style-type: none"> • evaluating • decision making • creative and innovative thinking 	
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 	<p>Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>Analyze, evaluate, and apply relevant information from a variety of sources.</p>
Interpersonal	<ul style="list-style-type: none"> • team work • relationship management • conflict resolution • leadership • networking 	<p>Show respect for diverse opinions, values belief systems, and contributions of others.</p> <p>Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.</p>

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:
Personal	<ul style="list-style-type: none"> • managing self • managing change and being flexible and adaptable • engaging in reflective practices • demonstrating personal responsibility 	<p>Manage the use of time and other resources to complete projects.</p> <p>Take responsibility for one's own actions, decisions, and consequences.</p>