

SUBJECT

Essential Employability Skills Procedure

Curriculum Development and Revision Policy #A-27

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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 Training, Colleges and Universities \(MTCU\) 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** will teach, reinforce and evaluate the Essential Employability Skills.
 3. Essential Employability Skills learning outcomes are included on course outlines.
 4. Program mapping exercises will include identification of learning outcomes for employability skills.
 5. Professional development is available through the Learning Innovation and Technology Department (LIT) [webpage](#) to assist faculty with the knowledge and/or skills required to teach and assess essential employability skills.
 6. Essential Employability Skills can be integrated into program course content, or taught as a separate course, in a workshop, or during a course retreat, etc.
 7. Each program will track the skills on a course and/or program basis through program review.

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