Essential Employability Skills

All graduates with the following Ontario College credentials - Ontario College Certificate, Ontario College Diploma and Ontario College Advanced Diploma - must be able to reliably demonstrate the Essential Employability Skills required in each of the following six categories:

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| 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 | •Reading  •Writing  •Speaking  •Listening  •Presenting  •Visual literacy | 1. communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.  2. respond to written, spoken, or visual messages in a manner that ensures effective communication |
| NUMERACY | •Understanding and applying mathematical concepts and reasoning  •Analyzing and using numerical data  •Conceptualizing | 3. execute mathematical operations accurately |
| CRITICAL THINKING & PROBLEM SOLVING | •Analyzing  •Synthesizing  •Evaluating  •Decision making  •Creative and innovative thinking | 4. apply a systematic approach to solve problems.  5.use a variety of thinking skills to anticipate and solve problems |
| INFORMATION MANAGEMENT | •Gathering and managing information  •Selecting and using appropriate tools and technology for a task or a project  •Computer literacy  •Internet skills | 6. locate, select, organize, and document information using appropriate technology and information systems.  7. analyze, evaluate, and apply relevant information from a variety of sources |
| INTERPERSONAL | •Team work  •Relationship management  •Conflict resolution  •Leadership  •Networking | 8. show respect for the diverse opinions, values, belief systems, and contributions of others.  9. interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals |
| PERSONAL | •Managing self  •Managing change and being flexible and adaptable  •Engaging in reflective practices  •Demonstrating personal responsibility | 10. manage the use of time and other resources to complete projects.  11. take responsibility for one’s own actions, decisions, and consequences |