

Policy History
Policy No. AC9
Approving Jurisdiction: Senate
Administrative Responsibility: Provost and Vice President Academic
Effective Date: October 2015

Essential Skills Policy

A. PURPOSE / RATIONALE

Kwantlen Polytechnic University’s mission statement commits Kwantlen to “preparing learners for leadership, service and success.” To meet this goal, Kwantlen’s Essential Skills will be included in each program at a level appropriate for that program. This policy outlines a framework to ensure that this goal is achieved.

B. SCOPE

This policy applies to all Senate-approved programs at Kwantlen Polytechnic University.

C. PRINCIPLES

1. Each program must ensure students have opportunities to learn and demonstrate Essential Skills at a level appropriate for that program.
2. Every student who receives a degree, diploma, certificate, or citation from a Kwantlen Polytechnic University program will have been given opportunities to learn and demonstrate Essential Skills at a level appropriate for that program.

D. DEFINITIONS

1. **Skills:** As used throughout this document, the word "skills" is taken to include knowledge, attitudes, and abilities.
2. The **Essential Skills** are as follows:
 - a. **Creative Thinking and Problem Solving Skills:** Recognizes problems and generates new ideas; devises and implements plan of action.
 - b. **Oral Skills:** Receives, attends to, interprets, and responds to verbal/non-verbal messages and other cues. Organizes ideas and communicates orally.
 - c. **Interpersonal Skills:** Works with others effectively.

- d. **Teamwork and Leadership Skills:** Participates as member of a team. Contributes to the group effort and success.
- e. **Personal Management & Entrepreneurial Skills:** Displays personal ethics, adaptability, sociability, and resource management skills.
- f. **Writing Skills:** Communicates written thoughts, ideas and information in appropriate documents.
- g. **Reading and Information Skills:** Locates, understands and interprets written information in a variety of formats.
- h. **Visual Literacy:** Organizes and processes symbols, pictures, graphs, objects and other information.
- i. **Mathematical Skills:** Performs basic computations. Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- j. **Intercultural Skills:** Works well with people from diverse backgrounds. Respects individual differences.
- k. **Technological Skills:** Works with a variety of technologies.
- l. **Citizenship and Global Perspective:** Integrates an awareness of how social, organizational, and global issues are interrelated with individual and local concerns.

E. PROCEDURES

1. Every approved Kwantlen full program proposal will include a list describing the Essential Skills associated with the program.
2. Programs at Kwantlen Polytechnic University will incorporate the Essential Skills.
3. The Program Review process will include an indicator of graduates' awareness of the Essential Skills, and their satisfaction with the opportunities they had to learn these Skills.

F. RELATED POLICIES:

AC3 Program Review