CO-OPERATIVE EDUCATION





Co-operative Education Student Learning Plan, Part A: Employability Skills Self-Assessment

Student name:	Teacher:				
This assessment helps students understand the skills needed to enter, stay in, and progress in the world of work. Students must complete this assessment three times during the Co-operative Education (Co-op) course. This helps them to identify and understand their own level of employability skills and areas for growth. The Co-op teacher may provide assistance if needed.					
Completing the assessment three times also allows the student to see their learning and development of skills throughout the course and placement.					
pre-placement	Date completed:				
 mid-placement (40 hours completed) 	Date completed:				
• end of placement (80 hours completed)	Date completed:				
Assessment					

Criteria

3 = consistently demonstrates the skill 2 = usually demonstrates the skill 1 = further development required N/A = not applicable

Fι	Fundamental Skills						
(Skills needed as a foundation for further development.)		Pre	Mid	End			
Communication		3 2 1 N/A	3 2 1 N/A	3 2 1 N/A			
•	I read and understand information presented in a variety of forms, such as words, graphs, charts, and diagrams.						
•	I write and speak so others pay attention and understand.						
•	I listen and ask questions to understand and appreciate others' points of view.						
•	I share information using a range of information and communication technologies.						
•	I use relevant scientific, technological, and mathematical knowledge and skills to explain or clarify ideas.						
Manage Information		3 2 1 N/A	3 2 1 N/A	3 2 1 N/A			
•	I locate, gather, and organize information using appropriate technologies and information systems.						
•	I access, analyze, and apply knowledge and skills from various disciplines, such as fine arts, languages, science, technology, mathematics, social sciences, and the humanities.						

Fundamental Skills (Skills needed as a foundation for further development.)		Pre	Mid	End
	e Numbers	3 2 1 N/A	3 2 1 N/A	3 2 1 N/A
	I accurately identify what needs to be measured or calculated.			
•	I observe and record data accurately, using appropriate methods, tools, and technologies.			
•	I make accurate estimates and verify calculations.			
Th	nk and Solve Problems	3 2 1 N/A	3 2 1 N/A	3 2 1 N/A
•	I assess situations and identify problems.			
•	I seek different points of view and evaluate them based on facts.			
•	I recognize the human, interpersonal, technical, scientific, and mathematical dimensions of a problem.			
•	I identify the root cause of a problem.			
•	I am creative and innovative in exploring possible solutions.			
•	I readily use science, technology, and mathematics as ways to think, gain, and share knowledge, solve problems, and make decisions.			
•	I evaluate solutions to make recommendations or decisions.			
•	I implement solutions.			
•	I check to see if a solution works, and act on opportunities for improvement.			
	rsonal Management Skills			
	ersonal skills, attitudes, and behaviours that drive one's	Pre	Mid	End
	tential for growth.)			
	monstrate Positive Attitudes and Behaviours	3 2 1 N/A	3 2 1 N/A	3 2 1 N/A
•	I feel good about myself and am confident.			
•	I deal with people, problems, and situations honestly, and ethically. I recognize my own and other people's good efforts.			
•	I take care of my personal health.			
	I show interest, initiative, and effort.			
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	Responsible	3 2 1 N/A	3 2 1 N/A	3 2 1 N/A
•	I set goals and priorities and balance my work and personal lives. I plan and manage my time, money, and other resources to achieve my			
•	goals.			
•	I assess, weigh, and manage risks.			
•	I am accountable for my actions and the actions of my group.			
•	I am socially responsible and contribute to my community.			
Be	Adaptable	3 2 1 N/A	3 2 1 N/A	3 2 1 N/A
•	I work independently and as a part of a team.			
•	I carry out multiple tasks or projects at the same time.			
•	I am innovative and resourceful in identifying and suggesting alternative ways to achieve goals and get the job done.			
•	I am open and respond constructively to change.			
•	I learn from my mistakes and accept feedback.			
•	I have healthy coping strategies to help with uncertainty.			

D	preanal Management Skills			
Personal Management Skills (Personal skills, attitudes, and behaviours that drive one's		Pre	Mid	End
potential for growth.)				
Learn Continuously		3 2 1 N/A	3 2 1 N/A	3 2 1 N/A
•	I am willing to continuously learn and grow.			
I assess my personal strengths and areas for development.				
•	I set my own learning goals.			
•	I identify and access learning sources and opportunities.			
•	I plan for and achieve my learning goals.			
W	ork Safety	3 2 1 N/A	3 2 1 N/A	3 2 1 N/A
•	I am aware of both personal and group health and safety practices and procedures, and act in accordance with these.			
Teamwork Skills (Skills and attributes needed to contribute productively.)		Pre	Mid	End
W	ork with Others	3 2 1 N/A	3 2 1 N/A	3 2 1 N/A
•	I recognize, understand, and work within a group's dynamics.			
•	I ensure that I understand my team's purpose and objectives.			
•	I am flexible, respectful, and open to and supportive of the thoughts, opinions, and contributions of others in a group setting.			
•	I recognize and respect people's diversity, individual differences, and perspectives.			
•	I accept and provide feedback in constructive and considerate manners.			
٠	I contribute to a team by sharing information and expertise.			
•	I lead or support when appropriate and can motivate a group for high performance.			
٠	I understand how group conflict and disagreements can help reach better solutions.			
•	I manage and resolve conflict in a positive way when appropriate.			
Participate in Projects and Tasks		3 2 1 N/A	3 2 1 N/A	3 2 1 N/A
•	I plan, design, and carry out a project or task from start to finish with well-defined objectives and outcomes.			
•	I develop, seek feedback on, test, revise, and implement plans.			
•	I work to agreed quality standards and specifications.			
•	I select and use appropriate tools and technology for a task or project.			
•	I adapt to changing requirements and information.			
•	I continuously monitor the success of a project or task and identify ways to improve it.			

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