



Ontario
College of
Teachers

Ordre des
enseignantes et
des enseignants
de l'Ontario

Additional Qualification Course Guideline Teaching Hospitality and Tourism - Event Planning

Schedule F Teachers' Qualifications Regulation

December 2014

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Additional Qualification Course Guideline

1. Introduction

The guideline for Teaching Hospitality and Tourism - Event Planning is organized using the following framework.



Diagram 1: Guideline Organization

Teachers are able to take the Additional Qualification course: Teaching Hospitality and Tourism - Event Planning if they hold a technological education qualification at Grades 9 and 10 or Grades 11 and 12 in the broad-based area of Teaching Health Care.

The Additional Qualification Course: Teaching Hospitality and Tourism - Event Planning employs a critical, pedagogical lens to explore in holistic and integrated manner theoretical foundations, development of learners, program planning and implementation, instructional practices, assessment and evaluation, the learning environment and ethical considerations related to teaching and learning.

The Ontario College of Teachers recognizes that candidates working in the publicly funded school system, independent/private institutions or First Nations

schools will have a need to explore topics and issues of particular relevance to the context in which they work or may work.

Critical to the implementation of this course is the creation of positive learning experiences that reflect care, diversity and equity. This course supports the enhancement of professional knowledge, ethical practice, leadership and ongoing learning.

The French language and the English language communities will also need to implement these guidelines to reflect the unique contextual dimensions and needs of each community. Each of these language communities will explore the guideline content from distinct perspectives and emphasis. This flexibility will enable both language communities to implement Teaching Hospitality and Tourism - Event Planning as understood from a variety of contexts.

The Teaching Hospitality and Tourism - Event Planning additional qualification course guideline provides a conceptual framework for providers and instructors to develop and facilitate the Teaching Hospitality and Tourism - Event Planning course. The guideline framework is intended to be a fluid, holistic and integrated representation of key concepts associated with Teaching Hospitality and Tourism - Event Planning.

2. Regulatory Context

The College is the self-regulating body for the teaching profession in Ontario. The College's responsibility related to courses leading to additional qualifications includes the following:

- to establish and enforce professional standards and ethical standards applicable to members of the College
- to provide for the ongoing education of members of the College
- to accredit additional qualification courses or programs and more specifically,

The program content and expected achievement of persons enrolled in the program match the skills and knowledge reflected in the College's Standards of Practice for the Teaching Profession and the Ethical Standards for the Teaching Profession and in the program guidelines issued by the College. (Accreditation of Teacher Education Programs Regulation, Part IV, Subsection 24).

Additional qualifications for teachers are identified in the *Teachers' Qualifications Regulation*. This regulation includes courses/programs that lead to Additional Qualifications, the Principal's Qualifications and the Supervisory Officer's Qualifications. A session of a course leading to an additional qualification shall consist of a minimum of 125 hours as approved by the Registrar. Accredited additional qualification courses reflect the *Ethical Standards for the Teaching Profession*, the *Standards of Practice for the Teaching Profession* and the *Professional Learning Framework for the Teaching Profession*.

The course developed from this guideline is open to candidates who meet the entry requirements identified in the *Teachers' Qualifications Regulation*.

Successful completion of the course leading to the Additional Qualification: Teaching Hospitality and Tourism - Event Planning, listed in Schedule F of the *Teachers' Qualifications Regulation* is recorded on the Certificate of Qualification and Registration. Successful completion of three schedule F courses within a specific broad-based technology area will be deemed to be equivalent to one specialist or honour specialist qualification for purposes of entry into the principal's qualification or the supervisory officer qualification. (O. Reg. 176/10 S.49 (4) and (5))

In this document, all references to candidates are to teachers enrolled in the additional qualification course. References to students indicate those enrolled in school programs.

3. Foundations of Professional Practice

The *Foundations of Professional Practice* conveys a provincial vision of what it means to be a teacher in Ontario. This vision lies at the core of teacher professionalism. The *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* (Appendix 1) are the foundation for the development and in the realization of the Additional Qualification course. These nine standards, as principles of professional practice, provide the focus for ongoing professional learning and are the foundation for the development and implementation of the Additional Qualification Course: Teaching Hospitality and Tourism - Event Planning. In addition, the *Professional Learning Framework for the Teaching Profession* is underpinned by the standards, articulates the principles on which effective teacher learning is based

and acknowledges a range of options that promote continuous professional learning. The ongoing enhancement of informed professional judgment, which is acquired through the processes of lived experience, inquiry, and reflection, is central to the embodiment of the standards and the Professional Learning Framework within this AQ course and professional practice.

The *Ethical Standards of the Teaching Profession* and the *Standards of Practice for the Teaching Profession* serve as guiding frameworks that underpin professional knowledge, skills and experiences that teachers require in order to teach effectively within and contribute to an environment that fosters *respect, care, trust* and *integrity*.

Teacher-Education Resources

The College has developed resources to support the effective integration of the standards within Additional Qualification courses and programs. These teacher education resources explore the integration of the standards within professional practice through a variety of educative, research and inquiry-based processes. This guideline has been designed to reflect the *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* and the *Professional Learning Framework for the Teaching Profession*. These resources can be found on the College web site (www.oct.ca). These resources support the development of professional knowledge and professional judgment through reflective practice. The lived experiences of Ontario educators are illuminated in the resources and serve as AQ course support for teacher education.

4. Conceptual Framework

The design, course content and implementation of the Additional Qualification Course Guideline: Teaching Hospitality and Tourism - Event Planning support effective teacher education practices. These course guideline components provide a conceptual framework for the development of a holistic, integrated, experiential and inquiry-based course. The following conceptual framework supports and informs professional knowledge, judgment and practices within the Additional Qualification Course: Teaching Hospitality and Tourism - Event Planning.



Diagram 2: Conceptual Framework for Teaching Hospitality and Tourism - Event Planning

A. The *Ethical Standards for the Teaching Profession and the Standards of Practice for the Teaching Profession*:

The *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* represent a collective vision of professional practice. At the heart of a strong and effective teaching profession is a commitment to students and their learning. Members of the Ontario College of Teachers, in their position of trust, demonstrate responsibility in their relationships with students, parents, guardians, colleagues, educational partners, other professionals, the environment and the public.

The holistic integration of the standards within all course components supports the embodiment of the collective vision of the teaching profession that guides professional knowledge, learning, and practice. The following principles and concepts support this holistic integration within the AQ course.

- understanding and embodying care, trust, respect and integrity

- fostering commitment to students and student learning
- integrating professional knowledge
- enriching and developing professional practice
- supporting leadership in learning communities
- engaging in ongoing professional learning.

Through professional dialogue, collaborative reflection and an ethical culture, course candidates will continue to critically inquire into and refine professional practice and ethical culture through the lens of the *Standards of Practice for the Teaching Profession*.

B. A Framework for Inquiry

The *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* are embedded throughout the Additional Qualification course guideline.

This Additional Qualification course supports critical reflective inquiry and dialogue informed by the following:

- analyzing, interpreting and implementing Ontario's curriculum, district school board policies, frameworks, strategies and guidelines related to the Broad Based Technology
- developing awareness of First Nations, Métis and Inuit ways of knowing and perspectives
- extending theoretical understanding to design, implement and assess practices and/or programs
- implementing pedagogical strategies and assessment and evaluation practices that are linked to expectations, meet the individual needs of students, and promote student learning
- creating holistic learning environments conducive to the intellectual, social, emotional, physical, , linguistic, cultural, spiritual and moral development of students
- working collaboratively with school personnel, parents/guardians, caregivers, the community, local business and industry as it relates to Teaching Hospitality and Tourism - Event Planning

- exercising leadership in accessing a variety of resources, including technological resources, within and beyond the educational system to enhance and support student learning
- refining professional practice through ongoing collaborative inquiry, dialogue and reflection
- modelling ethical practices and addressing ethical issues
- critically exploring and integrating environmentally sustainable practices
- fostering responsible, active environmental citizenship
- collaboratively developing and sustaining professional learning communities for enhancing professional knowledge and supporting student learning
- fostering leadership in the integration of information and communication technology to enhance teaching and learning
- critically exploring innovative strategies to create and sustain safe, healthy, equitable and inclusive learning environments that honour and respect diversity and foster student learning
- understanding the importance of critically examining qualitative and quantitative research related to professional practice
- critically exploring strategies to understand, gain insight into and support learners' well-being and mental health needs
- working collaboratively with interdisciplinary school teams to develop and implement Individual Education Plans (IEPs) of students
- exploring strategies that contribute to a culture that promotes openness to innovation and change
- demonstrating an awareness of emerging technologies related to Teaching Hospitality and Tourism - Event Planning
- demonstrating an awareness of health and safety risks associated with Teaching Hospitality and Tourism - Event Planning
- applying knowledge and skills to create and maintain a safe learning environment that addresses program needs: curriculum, material handling, tool handling and equipment storage, supervision, safety standards and practices that are respectful of the environment
- demonstrating technological literacy related to Teaching Hospitality and Tourism - Event Planning

- writing technical reports and creating and managing portfolios
- demonstrating mathematical literacy in Teaching Hospitality and Tourism - Event Planning
- demonstrating an understanding of business management and entrepreneurial practices related to Teaching Hospitality and Tourism - Event Planning
- inquiring into practice through reflection, active engagement and collaboration
- understanding the various professional practices and career opportunities in Teaching Hospitality and Tourism - Event Planning
- critically exploring the relationship between education, mental health and well-being
- identifying ways to modify expectations, instructional strategies and assessment practices in Teaching Hospitality and Tourism - Event Planning

C. Ontario Context: Curriculum, Policies, Legislation, Frameworks, Strategies and Resources

The Additional Qualification Course: Teaching Hospitality and Tourism - Event Planning is aligned with current Ontario curriculum, relevant legislation, government policies, frameworks, strategies and resources. These documents inform and reflect the development and implementation of the Additional Qualification Course: Teaching Hospitality and Tourism - Event Planning and can be viewed at www.edu.gov.on.ca.

Course candidates are also encouraged to critically explore the policies, practices and resources available at school and board levels that inform teaching and learning related to Teaching Hospitality and Tourism - Event Planning.

D. Theoretical Foundations of Teaching Hospitality and Tourism - Event Planning

- understanding theories of student development (social, emotional, physical, intellectual, linguistic, cultural, spiritual and moral)
- understanding Ontario curriculum, resources and government policies, frameworks and strategies related to Teaching Hospitality and Tourism - Event Planning

- understanding learning theories and the particular learning needs of the adolescent in the Intermediate and Senior Divisions
- critically exploring a variety of conceptual frameworks related to Teaching Hospitality and Tourism - Event Planning
- reflecting on teaching practice and engaging in professional dialogue regarding the relationship between theory and practice
- integrating the *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* as the foundation for teacher professionalism within the Additional Qualification Course: Teaching Hospitality and Tourism - Event Planning
- critically exploring the significance of relevant legislation including the Ontario Human Rights Code, Ontarians with Disabilities Act, and the Accessibility for Ontarians with Disabilities Act (AODA) and associated responsibilities within professional practice
- recognizing teachers' legal obligations and ethical responsibilities according to current provincial legislation
- critically inquiring into the dimensions associated with creating and sustaining safe learning environments
- critically exploring holistic and inclusive educational programs that build on learners' abilities and empower them to reach their learning goals
- critically exploring problem solving processes, methods and approaches as they relate to Teaching Hospitality and Tourism - Event Planning
- critically exploring the fundamental technological concepts in Teaching Hospitality and Tourism - Event Planning.

E. Program Planning, Development and Implementation

- applying the *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* to inform a program planning framework
- critically exploring the influence of society's diverse and changing nature on student learning and well-being
- deepening understanding of program planning, development, implementation strategies and frameworks related to Teaching Hospitality and Tourism - Event Planning

- deepening understanding of differentiated instruction, universal design and the tiered approach in program planning, development and implementation
- critically exploring learning resources (for example, print, visual, digital) that support student learning
- understanding the types of secondary school pathways (including apprenticeship, college, university, workplace) and their relationship to students' post-secondary goals and career opportunities
- critically exploring how students' lived experiences, development, strengths, interests and needs can inform program planning, development and implementation
- integrating culturally responsive pedagogy within program planning and development
- critically exploring strategies that support learners' well-being and mental health needs
- planning instructional strategies that integrate students' learning styles, strengths and experiences
- demonstrating leadership in implementing local and provincial guidelines and policies that support safe and effective learning environments
- inspecting and reporting on the learning environment, facilities, equipment needs, resources and state of maintenance and repair for delivering Teaching Hospitality and Tourism - Event Planning
- applying the theoretical foundations of Teaching Hospitality and Tourism - Event Planning by incorporating the broad-based pedagogical approach that embeds problem solving and the fundamental technological concepts
- identifying the safe, ethical and legal use of technology in Teaching Hospitality and Tourism - Event Planning programs
- critically exploring and integrating multiple formal and informal assessment methods and data to inform program planning and support student learning.

F. Learning Environments and Instructional Strategies

- creating and sustaining positive, ethical, equitable, accepting and safe learning environments

- critically exploring strategies for fostering a collaborative community of empowered learners
- fostering engaging, trusting and inviting learning environments that promote student voice, leadership, critical inquiry and self-regulation
- critically exploring a variety of instructional strategies to support student learning
- developing strategies to create a positive and collaborative learning environment to support student learning
- cultivating safe, ethical and respectful practices in the use of technology in purposeful and legal ways
- integrating information and communication technologies that support student learning
- providing leadership in adapting instruction to meet the needs of all learners
- critically exploring strategies that engage students as active citizen in supporting environmental, social and economic sustainability
- using pedagogies that reflect the professional identity of educators as described in the *Ethical Standards for the Teaching Profession* and the *Standards of Practice for the Teaching Profession* and in the *Foundations of Professional Practice*
- creating inclusive learning environments that reflect the ethical standards and standards of practice
- implementing safe and effective management of a variety of technical learning environments
- planning, organizing and implementing effective health, safety, sanitation and environmental standards in the Teaching Hospitality and Tourism - Event Planning facility
- demonstrating an understanding of facility design and maintenance practices as per industry standards
- understanding and complying with workplace health and safety legislation and standards related to Teaching Hospitality and Tourism - Event Planning.

G. Reflecting, Documenting and Interpreting Learning

- collaboratively integrating fair and equitable, transparent, valid and reliable assessment and evaluation methods that honour the dignity, emotional wellness and cognitive development of all students
- critically exploring and collaboratively integrating assessment, evaluation and reporting practices that align with the principles and processes of Ontario's curriculum, frameworks and policy documents
- using assessment for the following three purposes: to provide feedback to students and to adjust instruction (assessment for learning); to develop students' capacity to be independent, autonomous learners (assessment as learning); to make informed judgements about the quality of student learning (assessment of learning).

H. Shared Responsibility for Learning

- critically exploring and collaboratively integrating a variety of effective communication and engagement strategies for authentic collaboration with parents/guardians, school/board personnel and community agencies
- critically exploring and engaging in strategies and opportunities for professional collaboration that supports student learning and well-being
- collaboratively designing programs that address biases, discrimination and systemic barriers in order to support student learning, well-being and inclusion
- fostering and sustaining a positive, inclusive educational culture in which all perspectives are encouraged, valued and heard
- understanding and respecting the importance of shared responsibility and partnership as conveyed in the standards and the Foundations of Professional Practice
- developing strategies to establish links between the school community, industry and the Teaching Hospitality and Tourism - Event Planning program
- critically exploring sector-specific learning opportunities in other curriculum areas
- critically exploring professional collaboration within interdisciplinary teams to support student learning, self-advocacy and transitions.

I. Research, Professional Learning and the Scholarship of Pedagogy

- critically exploring past, present and evolving practices in Teaching Hospitality and Tourism - Event Planning
- critically exploring professional practice through ongoing inquiry into theory and pedagogy/andragogy
- engaging in professional learning through research, scholarship and leadership
- integrating research and the scholarship of pedagogy/andragogy into teaching practice
- collaborating in research and the scholarship of pedagogy/andragogy
- critically exploring knowledge-creation and mobilization as professional practice.

5. Instructional Practice in the Additional Qualification Course: Teaching Hospitality and Tourism - Event Planning

Candidates will collaboratively develop with course instructors the specific learning inquiries, learning experiences, and forms of assessment and evaluation that will be used throughout the course.

In the implementation of this Additional Qualification course, instructors use strategies that are relevant, meaningful and practical in providing candidates with learning experiences about instruction, pedagogy and assessment and evaluation. These include but are not limited to: experiential learning, small group interaction; action research; presentations; independent inquiry; problem solving; collaborative learning and direct instruction.

Instructors model the *Ethical Standards of the Teaching Profession* and the *Standards of Practice for the Teaching Profession*, honour the principles of adult learning, recognize candidates' experience and prior learning and respond to individual needs. Important to the course are opportunities for candidates to create support networks and receive feedback from colleagues and instructors and share the products of their learning with others. Opportunities for professional reading, reflection, dialogue and expression are also integral parts of the course.

Instructors model effective instructional and assessment strategies that can be replicated or adapted in a variety of classroom settings.

A. Experiential Learning

Candidates will be provided with opportunities to engage in experiential learning related to key concepts and aspects of Teaching Hospitality and Tourism - Event Planning as collaboratively determined by both the instructor and course candidates. The intent of the experiential learning opportunities is to support the application and integration of practice and theory within the authentic context of teaching and learning. Candidates will also engage in critical reflection and analysis of their engagement in experiential learning opportunities related to Teaching Hospitality and Tourism - Event Planning. The professional judgment, knowledge and pedagogy of candidates will be enhanced and refined through experiential learning and inquiry.

The College's standards resources help to support experiential learning through various forms of professional inquiry.

6. Assessment and Evaluation of Candidates

At the beginning of the course, candidates will collaboratively develop with course instructors the specific learning inquiries, learning experiences, and forms of assessment and evaluation that will be used throughout the course. Instructors will provide opportunities for regular feedback regarding candidates' progress throughout the course.

A balanced approach to candidate assessment and evaluation is used. It includes the combination of candidate self and peer assessment, as well as instructor evaluation. The assessment and evaluation strategies reflect effective, collaborative and inquiry-based practices. A variety of assessment approaches will be used that enable candidates to convey their learning related to course inquiries. The course provides opportunities for both formative and summative assessment and evaluation.

Central to candidates enrolled in Additional Qualification courses is the opportunity to be engaged in relevant and meaningful inquiries. Assignments, artefacts and projects enable candidates to make connections between theory and

practice. At the same time, assignments must allow candidates flexibility, choice and individual inquiry opportunities.

Part of the evaluation process may include a major independent project or action research component over the duration of the course. This project is an opportunity for candidates to illustrate a high level of professional knowledge, communication skills, pedagogy, ethical practices and instructional leadership. Similarly, if a portfolio assignment is used it will also include reflections and analysis of a candidate's learning over time.

A final culminating experience in the course is recommended. This experience may take the form of a written assessment, a research paper, a performance, an inquiry project or a product that is original, meaningful and practical.

The following list of assessment strategies which are reflective of experiential learning is not exhaustive; it is intended to serve as a guide only.

- a) Performance assessment: designing a sample unit which includes a culminating activity and appropriate assessment and evaluation tools, incorporates a variety of technologies and resources relevant to the study of Teaching Hospitality and Tourism - Event Planning, and is based on Ministry of Education expectations
- b) Written assignment: reflecting critically on issues arising from articles, publications, research and/or other resources related to the teaching or practice to Teaching Hospitality and Tourism - Event Planning
- c) Presentation: developing a digital story, presenting an issue related to the teaching and learning related to Teaching Hospitality and Tourism - Event Planning
- d) Portfolio: creating a portfolio of practical resources, artefacts, photographs and recording critical reflections for one or several components related to Teaching Hospitality and Tourism - Event Planning
- e) Action research: engaging in action research by reflecting and acting upon a specific inquiry into teaching practice related to Teaching Hospitality and Tourism - Event Planning
- f) Independent project: addressing any aspect of the course that is approved by the instructor

- g) Instructional resource: developing a meaningful resource that will support instruction and pedagogy related to the teaching and learning of Teaching Hospitality and Tourism - Event Planning
- h) Reflective writing: reflecting on professional practice through journal-writing, or writing a case or vignette that will support instruction and pedagogy related to the teaching and learning of Teaching Hospitality and Tourism - Event Planning
- i) Case inquiry: writing or exploring a case related to collaboration and shared partnerships, with parents, colleagues, and community organizations
- j) IEP development: collaboratively develop an IEP related to Teaching Hospitality and Tourism - Event Planning with the family, student and school team
- k) Facilitating a Learning Experience: developing and implementing an engaging learning experience that reflects differentiated instruction and universal design and the tiered approach.

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7. Demonstrated Knowledge and Skill in Teaching Hospitality and Tourism - Event Planning

Successful candidates will be able to demonstrate technical knowledge and skill in the following:

	Technical Knowledge	Technical Skills Proficiencies
Health and Safety and Nutrition	<p>Be able to recognize and identify:</p> <ul style="list-style-type: none"> ▪ facilities and equipment in the food and beverage services sector that are required under health and safety legislation and regulations (for example, eye wash stations, anti-fatigue mats, hand wash stations, smoke and carbon monoxide detectors, fire-suppression devices, ventilation) <p>Be able to demonstrate:</p> <ul style="list-style-type: none"> ▪ appropriate and timely use of safety and sanitary practices (for example, washing hands, wearing hair nets, labeling containers, storing perishable items appropriately, monitoring temperature control) when handling, preparing, and presenting food and beverages <p>Be able list and describe:</p> <ul style="list-style-type: none"> ▪ the laws, regulations and regulatory/oversight organizations that govern health, safety and sanitary standards when managing and event 	<p>Be able to read and interpret:</p> <ul style="list-style-type: none"> ▪ how codes and regulations (for example, Special Occasion Permits, fire regulations, labour laws) affect the delivery of an event or activity <p>Be able to assemble:</p> <ul style="list-style-type: none"> ▪ and coordinate and stage an event or activity, ensuring that it complies with all health and safety laws and regulations <p>Be able to create and present</p> <ul style="list-style-type: none"> ▪ a food and beverage plan by providing options, meeting dietary needs, meeting public health laws and remaining compatible with the theme

	Technical Knowledge	Technical Skills Proficiencies
	<p>or activity</p> <p>Be able to demonstrate an understanding of:</p> <ul style="list-style-type: none"> loss prevention, (for example, security, incorporation, copyright) and risk financing, (for example, insurance, hold-backs, payments, liens) <p>Be able to demonstrate an understanding of:</p> <ul style="list-style-type: none"> the physical challenges and psychological challenges experienced by persons working in the tourism industry (for example, multi-tasking, dealing with stressful situations, maintaining personal fitness, adapting to an unconventional lifestyle) 	
Food Preparation and Presentation	<p>Be able to recognize and identify:</p> <ul style="list-style-type: none"> appropriate procedures for the safe set-up, use, and maintenance of equipment used in a variety of activities in the hospitality and tourism industry 	<p>Be able to create, assemble and present</p> <ul style="list-style-type: none"> the safe set-up, use, and maintenance of equipment used in a variety of activities in the hospitality and tourism industry
Administrative and Management Strategies and	<p>Be able to identify and describe:</p> <ul style="list-style-type: none"> strategies to improve or maintain events image (for example, key message, media plan, speaking engagements, spokesperson, etc.) 	<p>Be able to demonstrate proficiency:</p> <ul style="list-style-type: none"> when communicating to ensure that all planning options have been considered and reviewed (for example, entertainment, attractions, activities, food & beverage, décor, design, budgeting, site

	Technical Knowledge	Technical Skills Proficiencies
Practices	<p>Be able to demonstrate and understanding of:</p> <ul style="list-style-type: none"> an advertising strategy that achieves value and optimal attention, interest, creates desire, promotes and informs <p>Be able to explain how to:</p> <ul style="list-style-type: none"> research and report an events viability, expectation of success and identify the critical stakeholders <p>Be able to recognize and identify:</p> <ul style="list-style-type: none"> an efficient and effective sequence of steps to complete an event that ensures all goals and objectives are met <p>Be able to assemble and select:</p> <ul style="list-style-type: none"> financial resources for the event: increase the event’s revenue potential, profile and recognition by sourcing appropriate partners (for example, sponsors, corporate, private, media, etc.) manage and maintain a professional relationship with sponsors (for example, use of logos, advertising, benefit packages, contracts, recognition, etc.) 	<p>requirements, etc.)</p> <p>Be able to design:</p> <ul style="list-style-type: none"> a plan for potential stakeholders (for example, performance and art groups, local talent, community groups, schools, government agencies) and Explore opportunities of cost sharing <p>Be able to confirm and finalize:</p> <ul style="list-style-type: none"> availability and acquire approval bookings and contracts <p>Be able to design an</p> <ul style="list-style-type: none"> event décor plan and Integrate theme taking into account, budget, limitations of the site, sponsor integration, meet safety legislations, manage risks <p>Be able to manage:</p> <ul style="list-style-type: none"> financial transactions, convenience of access, levels and types of access, payment methods (credit, debit, cash, etc.) complimentary tickets <p>Be able to design:</p> <ul style="list-style-type: none"> an event identity (for example, logo, graphics, letter head, décor, etc.) that meets the mission statement,

	Technical Knowledge	Technical Skills Proficiencies
	<p>Be able to demonstrate:</p> <ul style="list-style-type: none"> the ability to apply appropriate inventory control procedures (for example, related to purchasing, or promotional materials) 	<p>an appropriate message to stakeholders, meets budget, revenue goals & return on investment establishes branding and name recognition</p>
Facilities and Equipment	<p>Be able to</p> <ul style="list-style-type: none"> identify the tools and equipment commonly used in different sectors of the tourism travel industry <p>Be able to analyze and report on:</p> <ul style="list-style-type: none"> the value of public facilities and buildings, and describe ways in which they can be used or various tourism-related purposes (for example, public gardens used for a wedding, government buildings used for a catered event) 	<p>Be able to create and design:</p> <ul style="list-style-type: none"> the appropriate set-up for various events or activities (for example, tent set up for an outdoor wedding reception, equipment arranged in a cafeteria style for a museum, equipment arranged in a cabana style at a resort)
Industry Practices and Society	<p>Be able to describe</p> <ul style="list-style-type: none"> the strategies used by event planning companies to compete for a market share <p>Be able to demonstrate:</p> <ul style="list-style-type: none"> positive Impression with entertainment, value and theme: ensure the event complies with laws and 	<p>Be able to analyze and report on</p> <ul style="list-style-type: none"> the strategies used by event planning companies to compete for a market share <p>Be able to promote and model a:</p> <ul style="list-style-type: none"> positive Impression with entertainment, value and theme: ensure the event complies with laws and

	Technical Knowledge	Technical Skills Proficiencies
	<p>regulations (for example, unions, music licensing)</p> <p>Be able to demonstrate and understanding of:</p> <ul style="list-style-type: none"> ▪ emergency preparedness (for example, develop an emergency exit plan, ensure all safety equipment is clearly identified and easily accessible) and procedures to be followed (for example, regarding the use of fire-suppression equipment) in the event of an accident or emergency situation 	<p>regulations (for example, unions, music licensing)</p> <p>Be able to create, assemble and present an:</p> <ul style="list-style-type: none"> ▪ emergency preparedness (for example, develop an emergency exit plan, ensure all safety equipment is clearly identified and easily accessible) and procedures to be followed (for example, regarding the use of fire-suppression equipment) in the event of an accident or emergency situation
Industry Practices and the Environment	<p>Be able to recognize:</p> <ul style="list-style-type: none"> ▪ best possible venue for the event taking into consideration mission goal, theme, budget, location, availability, access, parking, event location, security, season of year, weather, demographic, distance to travel, and carbon footprint 	<p>Be able to design:</p> <ul style="list-style-type: none"> ▪ an event or activity that has a positive impact on the natural resources <p>Be able to create and present:</p> <ul style="list-style-type: none"> ▪ an awareness of the responsibilities of a business to maintain and give back to the environment, or offset the carbon footprint
Technical Literacy and Numeracy	<p>Be able to demonstrate an understanding of communication:</p> <ul style="list-style-type: none"> ▪ sharing information verbally, non-verbally or in writing to so that all stakeholders 	<p>Be able to model:</p> <ul style="list-style-type: none"> ▪ outstanding service and lead a team effectively; be accessible, communicate, co-operative, confident

	Technical Knowledge	Technical Skills Proficiencies
	<p>understand each other. Message conveyed through spoken word, tone, pitch, inflection of speech, action, appearance, eye contact, body language, or in written or typed messages</p> <p>Be able to use:</p> <ul style="list-style-type: none"> ▪ appropriate mathematical skills to accurately calculate the actual cost of revenues of an event or activity (for example, fundraiser, package tour) 	<p>& decisive, dedicated, diplomatic, efficient, enthusiastic, flexible, organized, patient, positive, reliable, maintain integrity, develop professional relationships, maintain confidentiality, recognize differences, participate in professional development, take initiative, take direction, use technology, participate in professional associations, accept responsibility.</p> <p>Be able to plan, create and present:</p> <ul style="list-style-type: none"> ▪ a client's travel itinerary using industry software <p>Be able to create, assemble and present:</p> <ul style="list-style-type: none"> ▪ a new event or improve an existing event (for example, charity, catering, wedding, festival, etc.) ▪ goals and objectives of event (for example, fund raising, profit, promotional) <p>Be able to promote and model:</p> <ul style="list-style-type: none"> ▪ professionalism by including all stakeholders (for example, sponsorships, partnerships, committees, governing bodies, etc.) <p>Be able to plan and implement:</p> <ul style="list-style-type: none"> ▪ a media plan and keep an updated list of contacts, media releases, deadlines for media releases and schedule of action

	Technical Knowledge	Technical Skills Proficiencies
		<p>Be able to determine and utilize:</p> <ul style="list-style-type: none"> best methods of communication (for example, email, telephone, conference call, meeting) <p>Be able to:</p> <ul style="list-style-type: none"> co-ordinate a media conference with stakeholders to launch the event, announce activities, outline timelines, announce location, cost, and distributes media packages
Professional Practices and Career Opportunities	<p>Be able to identify:</p> <ul style="list-style-type: none"> groups and programs that are available to support students who are interested in pursuing non-traditional career choice in the tourism industry (for example, mentoring programs, networking /support groups, specialized post-secondary programs, relevant trade/industry associations) <p>Be able to Identify:</p> <ul style="list-style-type: none"> various advertising opportunities (for example, contracts, exchange product for product/passes/advertising) 	<p>Be assess and compare:</p> <ul style="list-style-type: none"> the range of careers available in the tourism industry (for example, travel agent, restaurant owner/manager, event planner) <p>Be able to design</p> <ul style="list-style-type: none"> a specific education and training plan for a career in the tourism industry (for example, hotel manager, event planner, travel consultant)

Appendix 1

The *Ethical Standards for the Teaching Profession*

The *Ethical Standards for the Teaching Profession* represent a vision of professional practice. At the heart of a strong and effective teaching profession is a commitment to students and their learning. Members of the Ontario College of Teachers, in their position of trust, demonstrate responsibility in their relationships with students, parents, guardians, colleagues, educational partners, other professionals, the environment and the public.

The Purposes of the Ethical Standards for the Teaching Profession are:

- to inspire members to reflect and uphold the honour and dignity of the teaching profession
- to identify the ethical responsibilities and commitments in the teaching profession
- to guide ethical decisions and actions in the teaching profession
- to promote public trust and confidence in the teaching profession.

The Ethical Standards for the Teaching Profession are:

Care

The ethical standard of *Care* includes compassion, acceptance, interest and insight for developing students' potential. Members express their commitment to students' well-being and learning through positive influence, professional judgment and empathy in practice.

Respect

Intrinsic to the ethical standard of *Respect* are trust and fair-mindedness. Members honour human dignity, emotional wellness and cognitive development. In their professional practice, they model respect for spiritual and cultural values, social justice,

confidentiality, freedom, democracy and the environment.

Trust

The ethical standard of *Trust* embodies fairness, openness and honesty. Members' professional relationships with students, colleagues, parents, guardians and the public are based on trust.

Integrity

Honesty, reliability and moral action are embodied in the ethical standard of *Integrity*. Continual reflection assists members in exercising integrity in their professional commitments and responsibilities.

The Standards of Practice for the Teaching Profession

The *Standards of Practice for the Teaching Profession* provide a framework of principles that describes the knowledge, skills, and values inherent in Ontario's teaching profession. These standards articulate the goals and aspirations of the profession. These standards convey a collective vision of professionalism that guides the daily practices of members of the Ontario College of Teachers.

The Purposes of the Standards of Practice for the Teaching Profession are:

- to inspire a shared vision for the teaching profession
- to identify the values, knowledge and skills that are distinctive to the teaching profession
- to guide the professional judgment and actions of the teaching profession
- to promote a common language that fosters an understanding of what it means to be a member of the teaching profession.

The Standards of Practice for the Teaching Profession are:

Commitment to Students and Student Learning

Members are dedicated in their care and commitment to students. They treat students equitably and with respect and are sensitive to factors that influence individual student learning. Members facilitate the development of students as contributing citizens of Canadian society.

Professional Knowledge

Members strive to be current in their professional knowledge and recognize its relationship to practice. They understand and reflect on student development, learning theory, pedagogy, curriculum, ethics, educational research and related policies and legislation to inform professional judgment in practice.

Professional Practice

Members apply professional knowledge and experience to promote student learning. They use appropriate pedagogy, assessment and evaluation,

resources and technology in planning for and responding to the needs of individual students and learning communities.

Members refine their professional practice through ongoing inquiry, dialogue and reflection.

Leadership in Learning Communities

Members promote and participate in the creation of collaborative, safe and supportive learning communities. They recognize their shared responsibilities and their leadership roles in order to facilitate student success. Members maintain and uphold the principles of the ethical standards in these learning communities.

Ongoing Professional Learning

Members recognize that a commitment to ongoing professional learning is integral to effective practice and to student learning. Professional practice and self-directed learning are informed by experience, research, collaboration and knowledge.