SCANS

The <u>S</u>ecretary's <u>C</u>ommission on <u>A</u>chieving <u>N</u>ecessary <u>S</u>kills

U.S. Department of Labor

What Work Requires of Schools

The know-how identified by SCANS is made up of five competencies and a three-part foundation of skills and personal qualities that are need for solid job performance. These are:

Workplace Competencies- effective workers can productively use:

- **Resources**- They know how to <u>allocate time</u>*, <u>money</u>, materials, space, and staff/
- **Interpersonal skills**- They can <u>work on teams</u>, <u>teach other</u>, <u>serve customers</u>, <u>lead, negotiate</u>, and <u>work well with people from culturally diverse background</u>.
- **Information**-They can acquire and <u>evaluate data</u>, organize and maintain files, <u>interpret</u> and <u>communicate</u>, and use computers to process information
- **Systems**- They understand <u>social</u>, organizational, and technological <u>systems</u>; <u>they can monitor and correct performance</u>: and they can design and improve systems.
- **Technology**- They can select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot equipment.

Foundation Skills- Competent workers in the high-performance workplace need:

- **Basic Skills**- <u>reading</u>, <u>writing</u>, arithmetic and mathematics, <u>speaking</u>, and <u>listening</u>.
- **Thinking skills**- the <u>ability to learn</u>, <u>to reason</u>, <u>to think creatively</u>, <u>to make decisions</u>, and to <u>solve problems</u>.
- **Personal Qualities**- <u>individual responsibility</u>, <u>self-esteem</u>, and <u>self-management</u>, <u>sociability,</u> and <u>integrity</u>.

*Underlining identifies the SCAN workplace competencies and foundation skills that are taught in *On Course*: Strategies for Success in College and in Life.

Sourced http:/wdr.doleta.gov/SCANS