

## Secretary's Commission on Achieving Necessary Skills (**SCANS**)

Reference: What Work Requires of Schools A SCANS Report for America 2000 U.S. Department of Labor, June 1991

The Secretary's Commission on Achieving Necessary Skills (SCANS) provides the adult educator with an analysis of skills that are needed to enter employment. In addition to outlining proficiency levels related to job performance that can assist the teacher with instructional planning.

### A Three Part Foundation

**Basic Skills:** Reads, writes, performs arithmetic and mathematical operations, listens and speaks.

- A. Reading- locates understands and interprets written information in prose and in documents such as manuals, graphs, and schedules
- B. Writing- communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
- C. Arithmetic/ Mathematics- performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques
- D. Listening- receives, attends to, interprets, and responds to verbal messages and other cues
- E. Speaking- organizes ideas and communicates orally

**Thinking Skills:** Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn and reasons.

- A. Creative Thinking- generates new ideas
- B. Decision Making- specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative
- C. Problem Solving- recognizes problems and devises and implements plan of action
- D. Seeing Things in the Mind's Eye- organizes, and processes symbols, pictures, graphs, objects, and other information
- E. Knowing How to Learn- uses efficient learning techniques to acquire and apply new knowledge and skills
- F. Reasoning- discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

**Personal Qualities:** Displays responsibility, self-esteem, sociability, self-management and integrity and honesty.

- A. Responsibility- exerts a high level of effort and perseveres towards goal attainment
- B. Self-esteem- believes in own self- worth and maintains a positive view of self
- C. Sociability- demonstrates understanding, friendliness, adaptability, empathy, and politeness in-group settings
- D. Self- Management- assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
- E. Integrity/ Honesty- chooses ethical course of action

## Five Competencies- SCANS

Resources: Identifies, organizes, plans and allocates resources

- a. Time- selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.
- b. Money- uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives.
- c. Material and Facilities- acquires, stores, allocates and uses materials or space efficiently.
- d. Human Resources- assesses skills and distributes work accordingly, evaluates performance and provides feedback.

Interpersonal: Works with others

- a. Participates as member of a team- contributes to group effort
- b. Teaches others new skills
- c. Serves clients. /customers- works to satisfy customers' expectations
- d. Exercises Leadership- communicates idea to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
- e. Negotiates- works toward agreements involving exchange of resources, resolves divergent interests
- f. Works with Diversity- works well with men and women from diverse backgrounds

Information: Acquires and uses information

- a. Acquires and evaluates information
- b. Organizes and maintains information
- c. Interprets and communicates information
- d. Uses computers to process information

Systems: Understands complex inter-relationships

- a. Understands Systems-knows how social, organizational, and technological systems work and operates effectively with them.
- b. Monitors and Corrects Performance- distinguishes trends, predicts impacts on system operations, diagnoses deviations in system's performance and corrects malfunctions
- c. Improves or Designs Systems- suggests modifications to existing systems and develops new or alternative systems to improve performance.

Technology: Works with a variety of technologies

- a. Selects technology- chooses procedures, tools or equipment including computers and related technologies
- b. Applies technology to task- understands overall intent and proper procedures for setup and operation of equipment
- c. Maintains and troubleshoots equipment- prevents, identifies, or solves problems with equipment, including computers and other technologies.