### **Transferable Skills**



## 1. Critical Thinking

Thinks clearly and rationally with an open mind to arrive at decisions or conclusions by examining evidence, analyzing relationships, and drawing conclusions from a variety of data.

#	Competency	Indicators
1.1	Observes critically.	<ul> <li>□ Sets purpose for observation and selects appropriate strategies, methods, and materials needed for observation.</li> <li>□ Selects and attends to important information and details while observing.</li> <li>□ Monitors observation and adjusts strategies, methods, and materials appropriately.</li> </ul>
1.2	Solves problems.	<ul> <li>□ Recognizes and accurately defines or describes the problem.</li> <li>□ Identifies possible causes and effects of the problem.</li> <li>□ Determines possible solutions to the problem.</li> <li>□ Uses prior knowledge, information gathered about the problem, and available resources to choose a problem-solving approach.</li> <li>□ Collects and allocates resources to creatively solve the problem.</li> </ul>
1.3	Makes decisions using reasoning.	<ul> <li>□ Identifies and analyzes circumstances leading up to or surrounding a situation.</li> <li>□ Compares and contrasts costs and benefits of various options to come to an informed decision.</li> <li>□ Determines when to make decisions independently and when to seek support from peers or supervisors.</li> <li>□ Supports final decision with reasons and evidence and evaluates the effectiveness of the decision.</li> </ul>
1.4	Processes and analyzes information.	<ul> <li>□ Examines situations and considers prior experience to predict possible outcomes.</li> <li>□ Identifies cause-and-effect relationships to predict outcomes and determine probability of meeting desired outcomes.</li> <li>□ Sustains focused attention and filters irrelevant information.</li> <li>□ Identifies missing information.</li> <li>□ Identifies urgency of situations and problems.</li> <li>□ Draws appropriate conclusions based on information gathered from multiple sources.</li> </ul>

Transferable Skills Last Revised: 09-18-2025

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#	Competency	Indicators
1.5	Recognizes bias, assumptions, and multiple perspectives.	<ul> <li>□ Considers personal bias and assumptions when communicating with others.</li> <li>□ Recognizes differences among team members and works collaboratively with others.</li> <li>□ Recognizes bias in materials, documents, and procedures.</li> <li>□ Seeks knowledge and information from multiple perspectives.</li> </ul>
1.6	Organizes, analyzes, and illustrates relationships.	<ul> <li>□ Integrates new information with prior knowledge to clearly illustrate relationships between actual items and ideas.</li> <li>□ Asks questions or uses resources to clarify information.</li> </ul>

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#### References

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- Literacy Information and Communication System (LINCS) (n.d.). *Teaching Skills that Matter.*<a href="https://lincs.ed.gov/state-resources/federal-initiatives/teaching-skills-matter-adult-education">https://lincs.ed.gov/state-resources/federal-initiatives/teaching-skills-matter-adult-education</a>
- Pennsylvania Adult Education Resources, (n.d.). *Foundation Skills Framework*. <a href="https://www.paadultedresources.org/foundation-skills-framework/">https://www.paadultedresources.org/foundation-skills-framework/</a>
- U.S. Department of Education, Office of Career, Technical, and Adult Education (OCTAE)

  Division of Academic and Technical Education (n.d.). *Employability Skills*.

  <a href="https://cte.ed.gov/initiatives/employability-skills-framework">https://cte.ed.gov/initiatives/employability-skills-framework</a>
- *Workforce Innovation and Opportunity Act.* (2014). <a href="https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf">https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf</a>

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