### **Transferable Skills**



## 6. Understanding Systems

Navigates within the organizational structures that are part of 21st-century communities, workplaces, and schools and knows how these components interact and interconnect to influence one another as a whole.

#	Competency	Indicators
6.1	Understands process and product.	<ul> <li>□ Explains personal role in contributing to quality.</li> <li>□ Explains personal responsibilities related to production or provision of services.</li> </ul>
6.2	Engages in sustainable practices.	<ul> <li>□ Helps reduce waste and overhead costs by proactively adjusting the use of materials and resources to complete a task.</li> <li>□ Recognizes unsafe or unhealthy practices and addresses concerns using proper procedures.</li> <li>□ Establishes efficient system for monitoring effective use of resources.</li> </ul>
6.3	Demonstrates fiscal responsibility.	<ul> <li>Explains the purpose for each payroll deduction.</li> <li>Describes the worth of benefits.</li> <li>Identifies organization's revenue sources and expenditures.</li> <li>Explains parts of a profit and loss statement.</li> <li>Explains how quality and customer satisfaction affect profit.</li> </ul>
6.4	Navigates systems.	<ul> <li>□ Differentiates roles and responsibilities when navigating workplace, family, education, and community tasks.</li> <li>□ Understands one's work responsibilities and how one's performance can impact other departments and overall organizational success.</li> <li>□ Uses appropriate resources to improve skills and knowledge to progress along a career pathway.</li> </ul>
6.5	Monitors systems.	<ul> <li>□ Helps devise methods to assess team (system) progress.</li> <li>□ Negotiates corrections and adaptations to team (system) tasks, if necessary.</li> </ul>
6.6	Improves systems.	<ul> <li>□ Participates in continuous improvement activities.</li> <li>□ Recognizes previous mistakes made individually or by a team and provides possible solutions for future success.</li> </ul>

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#	Competency	Indicators
6.7	Demonstrates quality consciousness.	<ul> <li>□ Takes responsibility for completion and quality of work.</li> <li>□ Treats work assignments with respect in that work is either original or credited correctly.</li> </ul>
6.8	Understands and follows rules, policies, and procedures.	<ul> <li>Use appropriate resources (e.g., work plans, job aids, or standard operating procedures (SOPs) to complete work tasks.</li> <li>Uses approved digital technologies for calculating, collecting and displaying data, conducting research, creating presentations, and writing work-related reports.</li> </ul>

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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>
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  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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