

3. Utilizing Resources

Identifies and measures effective resources and makes the most of available resources to achieve desired objectives.

#	Competency	Indicators
3.1	Uses time effectively.	<input type="checkbox"/> Organizes, plans, and completes individual activities in a timely manner. <input type="checkbox"/> Organizes and plans within a team to create action steps and complete tasks on or before expected deadlines.
3.2	Manages money.	<input type="checkbox"/> Appropriately allocates funds to stay within a budget. <input type="checkbox"/> Determines ways to reduce costs, save resources, and increase profits. <input type="checkbox"/> Determines when it is appropriate to estimate and when a precise calculation must be done.
3.3	Selects and uses appropriate tools and materials for tasks.	<input type="checkbox"/> Considers costs and benefits when selecting materials and tools for tasks. <input type="checkbox"/> Chooses and uses appropriate communication methods for tasks that involve internal and/or external customers. <input type="checkbox"/> Seeks feedback from others to determine reliability of resources.
3.4	Thinks creatively.	<input type="checkbox"/> Identifies new ways to use resources to increase efficiency, reduce costs, or improve product or process. <input type="checkbox"/> Analyzes relationships between resources and then develops and shares new ideas related to the resources with others.

References

- Adult Basic Education Teaching and Learning Advancement System (ATLAS) (2013). *Transitions Integration Framework*. <http://atlasabe.org/professional/transitions>
- Literacy Information and Communication System (LINCS) (n.d.). *Defining the Skills that Matter*. <https://lincs.ed.gov/sites/default/files/DefineSkillsThatMatter-508.pdf>
- Literacy Information and Communication System (LINCS) (n.d.). *Teaching Skills that Matter*. <https://lincs.ed.gov/state-resources/federal-initiatives/teaching-skills-matter-adult-education>
- Pennsylvania Adult Education Resources, (n.d.). *Foundation Skills Framework*. <https://www.paadultedresources.org/foundation-skills-framework/>
- U.S. Department of Education, Office of Career, Technical, and Adult Education (OCTAE) Division of Academic and Technical Education (n.d.). *Employability Skills*. <https://cte.ed.gov/initiatives/employability-skills-framework>
- Workforce Innovation and Opportunity Act*. (2014). <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>