

## 4. Using Information

*Uses observations, experiential information, and data to communicate and support the decision-making process.*

#	Competency	Indicators
4.1	Locates information.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identifies purpose and need for information.</li> <li><input type="checkbox"/> Uses analytical strategies to determine the best medium for finding necessary information.</li> </ul>
4.2	Organizes and uses information.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Uses graphic organizers, charts, spreadsheets, and other software to organize and sort data.</li> <li><input type="checkbox"/> Prioritizes resources based on task, purpose, complexity, and time factors.</li> <li><input type="checkbox"/> Determines amount and variety of information necessary to effectively complete task.</li> </ul>
4.3	Analyzes information.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assesses information and determines relevance to current and future situations.</li> <li><input type="checkbox"/> Seeks feedback from others, as necessary, about reliability of information received.</li> <li><input type="checkbox"/> Assesses and reflects on the results of analysis.</li> </ul>
4.4	Communicates information securely and effectively to others.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Summarizes and distributes information to others following expected procedures within the workplace.</li> <li><input type="checkbox"/> Composes written or oral presentations that use appropriate language, eliminate personal biases, and use vocabulary appropriate for the audience.</li> </ul>

# Transferable Skills

## 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.paadulthoodresources.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>