SCANS

The Secretary’s Commission on Achieving Necessary Skills

U.S. Department of Labor

What Work Requires of Schools

The know-how identified by SCANS is made up of five competencies and a three-part foundation of skills and personal qualities that are need for solid job performance. These are:

Workplace Competencies- effective workers can productively use:

- **Resources**- They know how to allocate time*, money, materials, space, and staff/
- **Interpersonal skills**- They can work on teams, teach other, serve customers, lead, negotiate, and work well with people from culturally diverse background.
- **Information**- They can acquire and evaluate data, organize and maintain files, interpret and communicate, and use computers to process information
- **Systems**- They understand social, organizational, and technological systems; they can monitor and correct performance; and they can design and improve systems.
- **Technology**- They can select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot equipment.

Foundation Skills- Competent workers in the high-performance workplace need:

- **Basic Skills**- reading, writing, arithmetic and mathematics, speaking, and listening.
- **Thinking skills**- the ability to learn, to reason, to think creatively, to make decisions, and to solve problems.
- **Personal Qualities**- individual responsibility, self-esteem, and self-management, sociability, and integrity.

*Underlining identifies the SCAN workplace competencies and foundation skills that are taught in On Course: Strategies for Success in College and in Life.