

CASAS Workplace Related Competencies

The **CASAS Competencies** identify essential life skills that youth and adults need to be functionally competent members of their community, their family, and the workforce. The following subset of the **CASAS Competencies** focuses on workforce preparation. A workforce readiness curriculum that encompasses the following competencies will help prepare learners for success in the workplace as well as for the **CASAS Workforce Skills Certificate**.

CASAS Competency Areas		WSCS	GOALS Reading & Math	Personal Qualities	Customer Care
0.1	Communicate in interpersonal interactions	√	√	√	√
0.2	Communicate regarding personal information		√	√	
1.1	Use measurement and money		√		
1.2	Use information to identify and purchase goods and services		√		√
1.3	Understand methods & procedures used to purchase goods and services		√		√
1.4	Understand methods and procedures to obtain housing and related services		√		
1.5	Understand how to manage household finances		√		√
1.6	Understand consumer protection measures		√		√
1.7	Understand procedures for the care, maintenance, and use of personal possessions		√		√
1.8	Demonstrate financial literacy skills	√	√		
1.9	Understand how to purchase and maintain an automobile and interpret driving regulations	√	√		
2.1	Use the telephone and similar communication systems	√			
2.2	Understand how to locate and use different types of transportation and interpret travel-related information		√		
2.3	Understand concepts of time and weather		√		
2.5	Use community agencies and services	√	√		
2.6	Use leisure time resources and facilities		√		
2.7	Understand aspects of society and culture		√		
2.8	Understand how to access and use educational systems and services		√		
3.1	Understand how to access and use the health care system	√	√		
3.2	Understand forms related to health care	√	√		
3.3	Understand how to select and use medications	√	√		
3.4	Understand basic safety measures and health risks	√	√		
3.5	Understand basic principles of health maintenance	√	√		

CASAS Workplace Related Competencies

CASAS Competency Areas		WSCS	GOALS Reading & Math	Personal Qualities	Customer Care
3.6	Understand basic health and medical information		√		
4.1	Understand basic principles of getting a job	√	√		
4.2	Understand wages, benefits, employee rights, and concepts of employee organizations	√	√		
4.3	Understand work-related safety standards and procedures	√	√		
4.4	Understand concepts & materials related to job performance & training	√	√	√	√
4.5	Effectively use common workplace tools and technology	√	√		
4.6	Communicate effectively in the workplace	√	√	√	√
4.7	Effectively manage workplace resources	√	√	√	
4.8	Demonstrate effectiveness in working with other people	√	√	√	√
4.9	Understand how organizational systems function, and operate effectively within them	√	√	√	√
5.1	Understand voting and the political process		√		
5.4	Understand information about taxes and fees	√	√		
5.6	Understand civic responsibilities and activities		√		
5.7	Understand issues related to science and ethics		√		
5.8	Understand concepts of economics		√		
6	Math	√	√		
7.1	Identify or demonstrate effective skills & practices in accomplishing goals	√		√	√
7.2	Demonstrate ability to use critical thinking skills	√		√	√
7.3	Demonstrate ability to use problem-solving skills			√	√
7.5	Understand aspects of & approaches to effective personal management			√	√
7.7	Demonstrate the ability to use information and communication technology		√		