

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 preparedness. A workforce readiness curriculum which encompasses the following competencies will help prepare learners for success in the workplace as well as for the Workforce Skills Certificate.

CASAS Competency Areas		Academic	Skills	Soft	Skills
		WSCS*	ECS/WLS*	PQ*	CC*
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 and procedures used to purchase goods and 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	✓	✓		
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	✓	✓		
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 and materials related to job performance and 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	✓		✓	✓
5.4	Understand information about taxes and fees	✓	✓	✓	✓
6	Math	✓	✓		
7.1	Identify or demonstrate effective skills and practices in accomplishing goals	✓		✓	✓
7.2	Demonstrate ability to use critical thinking skills	✓	✓	✓	✓
7.3	Demonstrate ability to use problem-solving skills		✓	✓	✓
7.4	Demonstrate study skills		✓		
7.5	Understand aspects of and approaches to effective personal management			✓	✓

*WSCS – Workforce Skills Certification System; ECS – Employability Competency System; WLS – Workforce Learning System;

* PQ – Personal Quality skills; CC – Customer Care skills

CASAS Competencies

The *CASAS Competencies* along with the *CASAS Content Standards* form the basis of the CASAS integrated assessment and curriculum management system. The *CASAS Content Standards* identify the underlying basic skills at specific proficiency levels that should be taught in the context of *CASAS Competencies*. The *CASAS Content Standards* for reading, listening, and math are available at www.casas.org.

The *CASAS Competencies* are relevant across the full range of instructional levels, from beginning literacy through high school completion including transition to postsecondary education and training. These critical competencies provide instructional objectives for curriculum, direct links to test content for monitoring student learning, criteria for program evaluation, and a referencing system for instructional materials. Based on field research – which began in 1980 – and recommendations from education providers, learners, business and industry representatives, and community-based agencies, the competencies have been regularly updated and validated at state and national levels. Studies conducted in several states show strong, direct links between CASAS competencies and learner needs. CASAS is a standards-based system that has been and will continue to be correlated to national and state-level standards. See www.casas.org for additional information.

Using CASAS competencies in curriculum, assessment, and instruction



CASAS assessments (WSCS; ECS; WLS) measure the attainment of basic reading, math, listening, speaking, and writing skills in contexts that learners would expect to encounter in work-related situations.



LRI's Workforce Readiness Skill assessments (PQ – Personal Quality skills; CC – Customer Care skills) measure the soft skills.

Both CASAS and LRI assessment results provide feedback to learners and instructors to target further instruction. Incorporating *CASAS Competencies and Content Standards* into curriculum and using both the CASAS and LRI assessment systems can help training programs better meet learner, community, and business and industry needs. The CASAS academic skill results also fulfill federal, state, and local reporting requirements.

The CASAS resource *QuickSearch* lists more than 2,300 print, audio, visual and computer-based instructional materials, and correlates them to the *CASAS Competencies*. Through the competencies, educators and trainers can identify curriculum materials that target specific learning needs at appropriate instructional levels. See the CASAS catalog or www.casas.org for more information.