



SCANS Competencies Correlation Guide

Taken from *What Work Requires of Schools: A SCANS Report for America 2000*, June 1991, U.S. Department of Labor.

SKILLS FOR GROWING (SFG): GRADES K – 5

SFG consists of 5 instructive units. These units include:

- Unit 1: Building a School Community
- Unit 2: Growing as a Group
- Unit 3: Making Positive Decisions

Service-Learning

- Unit 4: Growing Up Drug-Free
- Unit 5: Celebrating You and Me

CORE SKILLS AND COMPETENCIES	Addressed within SFG Curriculum
Resources: Identifies, Organizes, Plans and Allocates Resources	
Time: Selects goal-relevant activities, ranks them, allocates time, prepares and follows schedules.	Service-learning Unit: Grades K–5.
Human Resources: Assesses skills and distributes work accordingly, evaluates performance and provides feedback.	Service-learning Unit: Grades K–5.
Interpersonal: Works with Others	
Interpersonal: Works with others.	Many sessions call for working in pairs or small groups. Emphasis is found in the following: Unit 1: Grades K-5, Unit 2: Grades K-5, Service-learning Unit: Grades K–5.
Participates as Member of a Team: Contributes to group effort.	The curriculum is built upon the cooperative group work learning model. Emphasis is found in the following: Unit 1: Grades K-5, Unit 2: Grades K-5, Service-learning Unit: Grades K–5, and a special project in Unit 4: Grades 3-5.
Teachers Others New Skills	Service-learning Unit: Grades 3-5, and a special project in Unit 4: Grades 3-5.
Serves Clients/Customers: Works to satisfy customers' expectations.	Service-learning Unit: Grades K–5.
Exercises Leadership: Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.	Service-learning Unit: Grades K–5, and a special project in Unit 4: Grades 3-5.
Negotiates: Works toward agreements	Unit 2: Grades K-5, Service-learning Unit: Grades K–



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involving exchange of resources, resolves divergent interests.	5.
Works with Diversity: Works well with women and men from diverse backgrounds.	Service-learning Unit: Grades K–5, Unit 5: Grades K-5.
Information: Acquires and Uses Information	
Acquires and Evaluates Information	Service-learning Unit” Grades 3-5, Unit 3: Grades 3-5, Unit 4: Grades 3-5.
Organizes and Maintains Information	Service-learning Unit” Grades 4-5, Unit 4: Grades 4-5, Unit 5: Grades 4-5.
Interprets and Communicates Information	Service-learning Unit” Grades 4-5, Unit 4: Grades 4-5, Unit 5: Grades 4-5.
Systems: Understands Complex Interrelationships	
Understands Systems: Knows how social, organizational, and technological systems work and operates effectively with them.	Service-learning Unit: Grades 4-5.
Monitors and Corrects Performance: Distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems’ performance and corrects malfunctions.	
Improves or Designs Systems: Suggests modifications to existing systems and develops new or alternative systems to improve performance.	
Basic Skills: Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks	
Reading: Locates, understands and interprets written information in prose and in documents such as manuals, graphs, and schedules.	All Grade 2-5 units include reading of factual information and prose. All Grade K-1 units include pre-reading activities.
Writing: Communicates thoughts, ideas, information, and messages in writing; creates documents such as letters, directions, manuals, reports, graphs, and flow charts.	All Grade 2-5 units include writing assignments.
Listening: Receives, attends to, interprets, and responds to verbal message and other	Specific listening skills are taught in Unit 2: Grades K-5 and applied in the remaining units at all grade



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cues.	levels.
Speaking: Organizes ideas and communicates orally.	The curriculum uses a facilitative teaching approach that provides opportunity for student discussion in most sessions. All Grade K-5 units include student presentation in pairs, and small and large groups.
Thinking Skills: Thinks Creatively, Makes Decisions, Solves Problems, Visualizes, Knows How to Learn, and Reasons	
Creative Thinking: Generates new ideas.	Service-learning Unit: Grades K-5 and special projects in Unit 1: Grades K-5 and Unit 4: Grades 3-5. All sessions at all grade levels include reflection questions that give students the opportunities to generate new ideas about their learning and how to apply it.
Decision Making: Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.	Unit 3: Grades K-5, Service-learning Unit: Grades K-5, and a special project in Unit 4: Grades 3-5.
Problem Solving: Recognizes problems and devises and implements plans of action.	Unit 3: Grades K-5, Service-learning Unit: Grades K-5, and a special project in Unit 4: Grades 3-5.
Seeing Things in the Mind's Eye: Organizes and processes symbols, pictures, graphs, objects and other information.	Unit 4: Grades K-5, All units, Grades K-5, student-family activity booklet.
Knowing How to Learn: Uses efficient learning techniques to acquire and apply new knowledge and skills.	Unit 2: Grades K-5, Unit 3: Grades K-5, Service-learning Unit, Unit 4: Grades K-5.
Reasoning: Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.	Unit 2: Grade 5, Unit 3: Grades K-5, Service-learning Unit, Unit 4: Grades K-5.
Personal Qualities: Display Responsibility, Self-Esteem, Sociability, Self-Management, Integrity, and Honesty	
Responsibility: Exerts a high level of effort and perseveres towards goal attainment.	All Units, K-5, include activities that give students opportunities to take responsibility for personal and group goal attainment. Emphasis is found in Service-learning Unit: Grade K-5, Unit 4: Grades 4-5.
Self-Esteem: Believes in own self-worth and maintains a positive view of self.	Unit 1: Grades K-5, Service-learning Unit: Grades K-5, Unit 5: Grades K-5.
Sociability: Demonstrates understanding,	Unit 1: Grades K-5, Unit 2: Grades K-5, Service-



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friendliness, adaptability, empathy and politeness in group settings.	learning Unit: Grades K-5, Unit 5: Grades K-5.
Self-Management: Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.	Unit 2: Grades K-5, Service-learning Unit: Grades K-5, Unit 4: Grades K-5.
Integrity and Honesty: Chooses ethical courses of action.	Unit 3: Grades K-5, Service-learning Unit: Grades K-5, Unit 4: Grades 2-5.