



Workshop 2: Basic Workplace Knowledge

Foundation Skills Framework Resource Guide

Foundation Skills Framework Resources



Foundation Skills Wheel
Self-Appraisal
Competency Lists

The Foundations Skills Framework



Parts of the wheel

BASIC WORKPLACE SKILLS

traditional basic skills-like "reading, writing, math" and new ones-like "uses technology and resources"

BASIC WORKPLACE KNOWLEDGE

knowledge of the nature of work and workplace organizations

BASIC EMPLOYABILITY SKILLS

personal, interpersonal and cognitive skills needed to interact effectively in the workplace

LIFELONG LEARNING SKILLS

learning skills that help adults set and reach realistic learning and career goals

Basic Workplace Knowledge Skills

Basic Workplace Knowledge

Applies Health and Safety Concepts	15
Understands Process and Product	16
Demonstrates Quality Consciousness	17
Understands Finances	18
Works within Organizational Structure and Culture	19

Skills - Competencies - Indicators

Demonstrates Quality Consciousness

Basic knowledge of how quality is achieved, one's role in contributing to quality, and how and why continuous improvement contributes to quality.

K 3.1 Shows concern for quality in one's work

- | |
|---|
| <input type="checkbox"/> Demonstrates accuracy |
| <input type="checkbox"/> Explains one's role in quality control |
| <input type="checkbox"/> Recognizes when a work process needs improvement |
| <input type="checkbox"/> Recommends improvements to team or supervisor |
| <input type="checkbox"/> Takes ownership of quality of work |

Skills - Competencies - Indicators

Give some examples of skills, competencies, and indicators from Basic Employability Skills

Why are these skills important?

How do these skills apply to work in general and to your jobs of interest?