



## A Guide to Work-Study Competencies / Skill & Learning Outcomes

Work-Study is a great opportunity for Faculties and support Units to meet daily business requirements while providing students with an opportunity to build professional and technical skills and apply classroom learning. The learning outcomes/competencies below are provided as a guide for employers and students to identify the skill development that will occur within a Work-Study position. We suggest **employers choose a minimum of 5 learning outcomes** that the student will gain from participating in the submitted Work-Study position. By highlighting these competencies students will be able to select Work Study positions with intention, articulate and demonstrate the learned skills in a resume/interview and confidently utilize these skills in future employment.

Example of competencies selected for a Work Study position - *The student will have gained the ability to...*

1. **Written Communication** - *Write letters and reports that are logically structured and contain all relevant information.*
2. **Oral Communication** *Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas.*
3. **Teamwork** - *Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.*
4. **Leadership** - *Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.*
5. **Presentation skills** - *Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.*
6. **Technical Skills:** *Follows laboratory procedures to ensure a safe and sterile working environment.*

| WRITTEN COMMUNICATION |   |
|-----------------------|---|
|                       | Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling.                       |
|                       | Write letters and reports that are logically structured and contain all relevant information.                                       |
|                       | Adapt writing style in consideration of different audiences.  |
| ORAL COMMUNICATION    |   |
|                       | Ask and answer questions, clarify, and summarize what others are communicating.   |
|                       | Provide clear explanations and directions while instructing, educating and providing feedback.                                      |
|                       | Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas. |
| TEAMWORK              |   |
|                       | Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others.                        |
|                       | Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness.            |
|                       | Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback.                     |
| LEADERSHIP            |   |
|                       | Accept responsibility for decisions and display a positive attitude and perseverance.   |



|  |   |
|--|---|
|  | Models a strong desire to succeed by demonstrating adaptability to achieve goals.   |
|  | Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals.   |
| <b>PLANNING AND ORGANIZING</b>   |   |
|  | Effectively apply organizing and planning skills to manage work.  |
|  | Work effectively to complete deadlines when under pressure.   |
|  | Proactively plans and manages work; monitors results through to successfully complete plans.  |
| <b>PROBLEM SOLVING SKILLS</b>  |   |
|  | Make decisions in accordance to accepted practices and guidelines.  |
|  | Use problem solving strategies to identify and resolve problems, issues and determine solutions.  |
|  | Recognize inconsistencies in reasoning. Makes decisions in situations that fall outside established guidelines or where the choice among options is less obvious. |
| <b>ANALYSIS AND RESEARCH</b>   |   |
|  | Gather relevant secondary data and organize information in a logical manner.  |
|  | Collect primary data and/or assist in carrying out surveys, focus groups, and lab analysis.   |
|  | Analyze samples/surveys for quantitative/qualitative research.  |
| <b>NUMERACY: able to carry out arithmetic operations/understand data</b> |   |
|  | Perform calculations for adding, subtracting, multiplying and dividing, and converting between fractions and decimals.  |
|  | Perform complex calculations and operations that require using advanced multi-step mathematical strategies.   |
|  | Analyze or compare numerical data to identify trends or compare statistics.   |
| <b>DIGITAL TECHNOLOGY SKILLS</b>   |   |
|  | Performs basic computer tasks, such as creating documents, saving files, and sending email.   |
|  | Design web pages and a wide range of software skills.   |
|  | Demonstrate in depth knowledge of computer software and information technology systems.   |
| <b>PRESENTATION SKILLS</b>   |   |
|  | Present basic information to one or more people using appropriate resources, vocabulary, and non-verbal language.   |
|  | Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner.  |
|  | Facilitate interactive presentations of advanced information customized to the interests and needs of the audience.   |
| <b>PERSONAL MANAGEMENT</b>   |   |
|  | Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace.   |
|  | Embrace new opportunities, learn continuously, and identify importance in every job/task.   |
|  | Anticipate the unexpected and respond quickly to sudden changes in circumstances.   |
| <b>Other</b>   |   |
|  |   |