



A partner in **CTWORKS**
Your Workforce Connection

Tier I Competency Learning Plan



Competencies Assessment Key

Just Beginning 1 pt.	Needs Development 2 pts.	Competent 3 pts.
Has no knowledge of the skill, objective or behavior indicated. Demonstrates only minimal level of aptitude in the competencies required for this tier level.	Beginning to display knowledge of the skill, objective, or behavior indicated. Demonstrates a moderate level of aptitude in the competencies required for this tier level.	Consistently displays the skill, objective, or behavior indicated. Able to demonstrate competencies required for this Tier Level and able to progress to the next tier level.

Career Competencies

TIER I: BASIC SKILLS		Appraisal Scale Score	Pre-Test Scale Score	Post-Test Scale Score
Reading (CASAS Scale Score of at least 221 to be competent in Tier I)	Score			
	Date			
Math (CASAS Scale Score of at least 221 to be competent in Tier I)	Score			
	Date			

TIER I: JOB SEEKING SKILLS		<i>Just Beginning</i> 1 pt.	<i>Needs Development</i> 2 pts.	<i>Competent</i> 3 pts.
Knows how to define what a resume is including use and format. Able to identify appropriate resumes when given samples.	1st review			
	2nd review			
	3rd review			
Completed interest inventory and understands purpose for doing so. (Sample in portfolio)	1st review			
	2nd review			
	3rd review			
Able to define "career ladder," identifies appropriate examples when given samples, and can create mock career ladder.	1st review			
	2nd review			
	3rd review			
Research and create a list of work experiences that represents experience along a career ladder for a specific career. (Sample in portfolio)	1st review			
	2nd review			
	3rd review			
Research and create a list of necessary educational requirements for a specific career. (Sample in portfolio)	1st review			
	2nd review			
	3rd review			
Create a personal resume, including drafts and professional copies.	1st review			
	2nd review			
	3rd review			
Able to communicate elements of resume during oral presentation	1st review			
	2nd review			
	3rd review			
Understands the importance of appropriate work attire and demonstrates this through appearance during oral presentation of resume.	1st review			
	2nd review			
	3rd review			

TIER I: INTERPERSONAL SKILLS		<i>Just Beginning</i> 1 pt.	<i>Needs Development</i> 2 pts.	<i>Competent</i> 3 pts.
Accepts direction and feedback with positive attitude on learning assignments.	1st review			
	2nd review			
	3rd review			
Works cooperatively with individuals.	1st review			
	2nd review			
	3rd review			
Works cooperatively with a team/group.	1st review			
	2nd review			
	3rd review			

TIER I: PERSONAL QUALITIES		<i>Just Beginning</i> 1 pt.	<i>Needs Development</i> 2 pts.	<i>Competent</i> 3 pts.
Routinely arrives on time and doesn't leave early	1st review			
	2nd review			
	3rd review			
Ability to control emotional outbursts	1st review			
	2nd review			
	3rd review			
Demonstrates honesty and integrity	1st review			
	2nd review			
	3rd review			
Participates in and completes assigned learning tasks	1st review			
	2nd review			
	3rd review			
Is attentive and prepared to learn	1st review			
	2nd review			
	3rd review			

TIER I: COMMUNICATION		<i>Just Beginning</i> 1 pt.	<i>Needs Development</i> 2 pts.	<i>Competent</i> 3 pts.
Uses language appropriate to environment	1st review			
	2nd review			
	3rd review			
Asks questions and seeks clarification on learning tasks	1st review			
	2nd review			
	3rd review			

TIER I: PROBLEM SOLVING AND DECISION MAKING		<i>Just Beginning</i> 1 pt.	<i>Needs Development</i> 2 pts.	<i>Competent</i> 3 pts.
Prioritizes learning assignments	1st review			
	2nd review			
	3rd review			
Makes appropriate and reasonable decisions on assignments about learning projects	1st review			
	2nd review			
	3rd review			

TIER I: COMPUTER LITERACY BASIC KNOWLEDGE AND SKILLS		<i>Just Beginning</i> 1 pt.	<i>Needs Development</i> 2 pts.	<i>Competent</i> 3 pts.
Correctly identifies components of a computer.	1st review			
	2nd review			
	3rd review			
Demonstrates use of mouse functions.	1st review			
	2nd review			
	3rd review			

Able to create, save, open and close a simple text document. Can retrieve existing documents.	1st review			
	2nd review			
	3rd review			
Able to select and edit font style, size, and appearance.	1st review			
	2nd review			
	3rd review			
Able to use spell check and correct errors.	1st review			
	2nd review			
	3rd review			
Able to preview a document before printing and print appropriate number of copies and/or pages.	1st review			
	2nd review			
	3rd review			
Correctly exits all programs and shuts down computer.	1st review			
	2nd review			
	3rd review			
Connects to the Internet and accesses online resources. Understands appropriate Internet use on the job.	1st review			
	2nd review			
	3rd review			

TIER I BASIC SKILLS		FINAL
		Post-Test Score
Reading		
Math		



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TIER I Competencies	Final Scores 1 st Review	Final Scores 2 nd Review	Final Scores 3 rd Review
Job Seeking			
Interpersonal			
Personal Qualities			
Communication			
Problem Solving and Decision Making			
Computer Literacy			
GRAND TOTAL			

SCORING KEY: The assessment indicators listed above have numeric value attached for ease of scoring calculation for each tier. When added, the values should be used as a guide to progress to the next tier level. The CASAS scores remain separate from the other competency scores and the minimum level indicated must be met for advancement.

To progress to the next tier student must have:

1. CASAS Math >220; and
2. CASAS Reading >220; and
3. Competency Score >72 (maximum points allowed =81)

1st review Date: _____	Student Signature: _____ Instructor/Facilitator Signature _____
2nd review Date: _____	Student Signature: _____ Instructor/Facilitator Signature _____
3rd review Date: _____	Student Signature: _____ Instructor/Facilitator Signature _____