

Transferable Skills Checklist

The following list of skills may be used to assess a student’s ability to succeed in a work-based learning (WBL) experience. WBL Coordinators may use this list to determine whether a student is prepared to enroll in a WBL course. WBL students and mentors may use it throughout the placement as both a formative and summative assessment. These skills align with the course standards for all [WBL: Career Practicum](#) courses.

Application of Academic and Technical Knowledge and Skills

- LITERACY: Read and comprehend relevant academic and technical texts.
- MATH: Select and apply relevant mathematical concepts to solve problems and perform expected tasks.
- INDUSTRY-SPECIFIC TECHNICAL SKILLS: Demonstrate industry-specific technical skills.
- INDUSTRY-SPECIFIC SAFETY SKILLS: Demonstrate adherence to industry-specific safety regulations.

Career Knowledge and Navigation Skills

- UNDERSTANDING CAREER PATHS: Plan and navigate education/career paths aligned to personal goals.
- PLANNING: Develop and implement a personalized student learning plan.
- REFLECTION: Reflect on experiences through a personal portfolio.

21st Century Learning and Innovation Skills

- CREATIVITY AND INNOVATION: Think creatively, work creatively with others, and implement innovations.
- CRITICAL THINKING AND PROBLEM SOLVING: Reason effectively and solve problems thoroughly.
- COMMUNICATION: Use communication skills appropriate to context and listen effectively.
- COLLABORATION: Exercise flexibility and willingness to work with diverse teams.
- INFORMATION LITERACY: Access and evaluate information while managing information accurately and ethically.
- INFORMATION, COMMUNICATION, AND TECHNOLOGY (ICT) LITERACY: Use technology effectively and appropriately.

Personal and Social Skills

- INITIATIVE: Work independently. Demonstrate agency, curiosity, and the ability to learn.
- PROFESSIONALISM, ETHICS, AND INTERPERSONAL SKILLS: Demonstrate reliability, integrity, responsibility, proper etiquette, and ethical behavior.
- CULTURAL AND GLOBAL COMPETENCE: Exhibit interpersonal and social skills respectful of cultural differences.
- ADAPTABILITY AND FLEXIBILITY: Adapt flexibly to roles and responsibilities. Work effectively with ambiguity. Change course as needed.
- PRODUCTIVITY: Set goals and priorities and manage time and projects. Exhibit punctuality, persistence, precision, and accuracy in work tasks. Complete projects to agreed-upon standards.