

Workshop Glossary

Skill Standards

Agreed upon, industry-identified skills, knowledge, and abilities required to succeed in the workplace. Skill Standards are criteria for what people must know and be able to do to be successful.

Learning Components

Main areas of related or associated content or skills that are best taught/learned together and represent logical pieces of curricula.

Learner Program Outcomes

A translation of the performance expectations in the skill standards into a measurable description of what learners must know and be able to do by the end of a program.

Key Competencies

Specific, observable behaviors, knowledge, abilities and skills that are needed to achieve the outcome.

Performance Indicators

Criteria for attainment of skill and knowledge competencies which can be used as performance assessment criteria.

Gap Analysis

A process that gives a broad overview of which learning components are covered in an existing program and to what degree. It does not give a complete picture of what changes need to be made to existing curriculum to make it skill standard-based but does give a high level picture of what major learning components are not being addresses.

DACUM (Developing a Curriculum)

A structured process used to identify the primary functions and tasks within a career cluster by gathering data on essential job requirements from practitioners and other experts.

SCANS (Secretary's Commission on Achieving Necessary Skills)

A 1991 federal report that identifies skills and competencies necessary for work readiness in any career area. Skills are divided into foundation skills (basic skills, thinking skills and personal qualities) and workplace competencies (allocating resources, interpersonal skills, using information, and understanding social, organizational and cultural systems).

Foundation Skills

Basic academic and employability skills learners need to be effective in the modern workplace; based largely on SCANS and are often areas of process development (critical thinking, teamwork, and communication).

Curriculum Map

A cross-reference of the program outcomes and key competencies to the program courses. Key competencies are sequenced based on a logical mastery of skills to a competent level of performance to the outcome required to meet the standard.