**Industry Competency Model Initiative:**

**PROMOTING A SKILLED WORKFORCE**

Supporting the development of worker skills aligned with competencies needed in the workplace.

Helping **educators** develop a skilled workforce.

Helping **businesses** find and develop skilled workers.

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**Helping the workforce development community**

Promote the employment and advancement of a strong workforce.

- Support curriculum evaluation & planning
- Support career exploration and guidance
- Develop career paths with advancement
- Identify competencies required for credentials
- Aid worker recruitment, assessment and training
- Identify area workforce skill gaps

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**Competency**

Capability to apply or use a set of related knowledge, skills, and abilities required to successfully perform “critical work functions” or tasks in a defined work setting.

COLLABORATIVE | CROSS-CUTTING | CUSTOMIZABLE | ADAPTABLE | INDUSTRY-RECOGNIZED

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**www.careeronestop.org/competencymodel**

Employment and Training Administration
U.S. Department of Labor
Industry Competency Model Building Blocks

**Education, Training & Credentials**
- Advanced Degree
- Advanced Certificate
- Associate's Degree
- Military Specialization
- Apprenticeship
- Licensure
- Occupational Certification
- On-the-Job Training
- Certificate
- College Courses
- Military Training
- Industry Intro Course
- Contextualized Learning
- Apprenticeship
- Adult Basic Education
- On-the-Job Training
- Pre-Apprenticeship
- GED
- Contextualized Learning
- Military Service
- Work Readiness Certificate
- High School Diploma

**Occupation Competencies**
- Management Competencies
- Occupation-Specific

**Industry-Sector Technical Competencies**
- Competencies to be specified by industry sector representatives.

**Industry-Wide Technical Competencies**
- Competencies to be specified by industry representatives.

**Workplace Competencies**
- Teamwork
- Customer Focus
- Planning & Organizing
- Creative Thinking
- Problem Solving
- Working with Tools & Technology
- Business Fundamentals

**Academic Competencies**
- Reading
- Writing
- Mathematics
- Science & Technology
- Communication—Listening & Speaking
- Critical & Analytical Thinking
- Basic Computer Skills

**Personal Effectiveness Competencies**
- Interpersonal Skills
- Integrity
- Professionalism
- Initiative
- Dependability & Reliability
- Adaptability & Flexibility
- Lifelong Learning

**Tools of the Competency Model Clearinghouse**
- Collection of Industry-Validated Competency Models
- Tool to Build and Customize a Competency Model
- Tool to Build a Career Ladder/Lattice
- User Guides with Background Info & Instructions
- Examples of Models in Action
- Database of Competency-Based Resources

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