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. Communication Skills - Actively listening to others with the conscious effort to verbally communicate in a respectful and appropriate manner.
2. Social Responsibility Skills - Recognize the positionality of other people and foster ethical and collective action for an overall positive impact.
3. Commitment to Truth, Healing, Reconciliation, and Resurgence with Indigenous Peoples Skills - Build and foster relationships with Indigenous Peoples by supporting the resurgence of Indigenous ways of knowing, being, teaching, speaking, and doing.
4. Cognitive Skills - Explore and interact with knowledge, information, and imagination to generate and express ideas.
5. Self-Leadership Skills - Make decisions in accordance to accepted practices and guidelines, using problem solving strategies to identify and resolve problems, issues and determine solutions.

COMMUNICATION – Active Listening, Verbal Communication, Written Communication, Presenting and Facilitating, and Multilingualism.	
	Actively listen to others with the conscious effort to verbally communicate in a respectful and appropriate manner.
	Communicate with understanding personal and diverse perspectives within societal and cultural contexts.
	Present basic information to one or more people using appropriate resources and vocabulary in varying languages such as English, French, Indigenous Languages, Other Languages, and including non-verbal language.
COLLABORATION - Teamwork, Empathy, Managing Conflict, Innovating, and Managing Projects/ Plans	
	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.
SOCIAL RESPONSIBILITY - Anti-Oppression, Ethical Action, Inclusion and Access, Community Engagement, and being a Global Citizen.	
	Demonstrate engagement and actions towards a more compassionate and sustainable world.
	Encourage and engage in reflection and inclusion of diverse perspectives.
	Recognize the positionality of other people and foster ethical and collective action for an overall positive impact.

COMMITMENT TO TRUTH, HEALING, RECONCILIATION, AND RESURGENCE WITH INDIGENOUS PEOPLES - Addressing Colonial Impacts, Respecting Indigenous Ceremony and Cultural Protocols, Living Relationality, Developing Indigenous Cultural Literacy, and Preserving / Reclaiming Indigenous Languages. *In this framework, Indigenous refers to First Nations, Métis, and Inuit peoples*	
	Build and foster relationships with Indigenous Peoples by supporting the resurgence of Indigenous ways of knowing, being, teaching, speaking, and doing.
	Take personal responsibility to disrupt colonialism, racism, and bias in oneself, others, and systems
	Support and respect Indigenous Peoples in reclaiming and revitalizing diverse Indigenous languages, cultures, and worldviews
COGNITIVE SKILLS – Creativity, Critical Thinking, Problem Solving, Decision Making, Metacognition	
	Explore and interact with knowledge, information, and imagination to generate and express ideas
	Reflect on outcomes to solve problems and develop original concepts/ deeper understandings
TECHNOLOGICAL SKILLS – Technological Agility, Digital Information Fluency, Data Literacy, Digital Presence Management, Digital Content Creation and Design	
	Interact with and adapt to changes in technology and how they are used.
	Perform specific technical tasks – ie: programing, managing information, solve problems, tell stories, etc.
PERSONAL GROWTH – Curiosity, Resilience, Lifelong Learning, Well-Being, Career Development	
	Learn, understand, and reflect about oneself to further one's well being.
	Engage in lifelong, nonlinear, and intentional progression to build oneself for success.
SELF-LEADERSHIP – Self-Awareness, Self-Regulation, Initiative, Adaptability, Time Management	
	Make decisions in accordance with accepted practices and guidelines, using problem solving strategies to identify and resolve problems or 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.
LEADERSHIP PRACTICES – Articulating Vision and Strategy, Cultivating Safety, Trust and Collaboration, Coaching, Mentoring and Advising, Intentional Advocacy, Mobilizing People and Resources	
	Accept responsibility for decisions and display a positive attitude and perseverance.
	Model 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.
ANALYSIS AND RESEARCH – Investigation,	
	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
NUMERACY – Arithmetic Operations, Data Management, Calculations, Number Manipulation, Database Management	
	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.