

Co-Curricular Record Competencies Framework

Meta-Competency	Competency	Transferable Skills for Employment	Achievement Statement As a participant in this activity, I had the opportunity to:
Fundamental	Communication	Reading	Interpret and respond to written material in a manner that demonstrates text literacy and ensures effective communication.
		Writing	Write clearly, concisely, and correctly in a manner that meets the communication purpose and needs of the audience.
		Listening	Interpret and respond to verbal messages in a manner that ensures effective communication.
		Speaking Presenting Visual Literacy	Speak clearly, concisely, and correctly in a manner that meets the communication purpose and needs of the audience. Deliver effective presentations. Interpret and respond to visual content in a manner that ensures effective communication.
		Strategic Networking	Use appropriate communication to build positive professional relationships and personal profile.
	Numeracy & Financial Literacy	Mathematical Knowledge	Understand and execute mathematical operations accurately.
		Budgeting	Use knowledge and skills to manage financial resources effectively.
	Critical Thinking and Problem Solving	Analysis	Evaluate multiple sources to assess credibility and logic.
		Decision Making	Form reasonable conclusions and/or recommendations using sufficient and relevant evidence.
		Operational Thinking Data Analysis	Apply a systematic approach and use a variety of thinking skills to solve problems. Analyze and use numerical data; apply mathematical concepts and reasoning to solve real-world problems.
	Digital Fluency	Technological Skills	Develop an understanding of web technologies, common office software, and hardware troubleshooting.
		Multimedia Skills	Develop an understanding of multiple media formats and best practices for the implementation and sharing of new media.
		Information Management and Evaluation	Locate, select, organize, and document information using appropriate technology and information systems.
		Online Etiquette	Manage professional reputation and communicate information responsibly in an online space.

	Creativity and Innovation	Systems Thinking	Analyze a problem by understanding the interconnectedness of the groups and issues involved.
		Design Thinking	Solve a complex problem creatively by defining, researching, thinking, piloting and assessing.
		Strategic Thinking	Recognize an opportunity, identify challenges and multiple points of view; develop a plan of action.
		Innovative Thinking	Formulate new ideas, create new forms of expression, leverage potential and imagine new possibilities.
Personal	Professionalism	Positive Attitude & Behaviours	Demonstrate confidence, respectful communication, gratitude, optimism, positivity, and resiliency when approaching work.
		Personal & Professional Management	Demonstrate professional behaviour within the work environment and set goals and priorities to balance work and personal life.
		Growth & Development	Assess, critique, and improve the quality of work, demonstrate ability to accept and implement feedback in a meaningful way.
	Resourcefulness	Initiative & Self-Direction	Carry out a project from start to finish, take the lead or offer support when appropriate, contribute by sharing knowledge and expertise, be innovative and resourceful by identifying and suggesting alternative ways to achieve goals and get the job done.
		Adaptability & Flexibility	Cope with uncertainty, learn from mistakes, adapt to changing requirements and information, proactively manage change, be open to and supportive of the thoughts, opinions, and contributions of others.
		Problem-Solving	Select and use appropriate tools and technologies to complete a task, apply logic in solving problems, and creatively find alternative pathways to solve problems.
	Responsibility	Accountability	Demonstrate commitment to the role, dependability, ownership for actions, responsible use of time and resources, ability to assess, weigh, and manage risk.
		Ethics and Integrity	Approach situations with honesty, integrity, and personal ethics, demonstrate consistency with legal and professional codes of ethics, recognize and respect people's diversity, individual differences, and perspectives.
Interpersonal	Relationship Management	Managing Conflict	Identify sources of conflict and initiate de-escalation strategies to overcome differences of opinion within a group or two individuals.
		Meaningful Relationships	Develop mutually rewarding relationships with peers and colleagues.
		Teambuilding	Create and implement activities, communication strategies, and actions to develop group cohesion and collaboration.
	Leadership	Team Coordination	Delegate work to peers or other individuals to encourage and motivate the group to effectively work together.

		Mentoring	Assist individuals in developing specific skills and knowledge that enhance their personal and/or professional identity development and growth.
		Role Modeling	Demonstrate positive actions and behaviour to encourage others to act in an appropriate manner.
		Visioning	Identify a potential future and create innovative paths for the team.
	Emotional Intelligence	Perceiving & Identifying Emotions	Decipher verbal and nonverbal signals from others, such as body language and facial expressions.
		Managing Emotions	Respond appropriately to the emotions of others and regulate my emotions effectively.
Community	Sustainability	Environmental, Economic and Social Awareness	Analyze the relationships between global, social and economic trends, and their impact on the environment and communities.
		Environmental, Economic and Social Advocacy	Identify, define and advocate for the environmental, economic and social sustainability of communities, locally and globally.
	Global Citizenship	Intercultural Communication	Describe the benefits and challenges of interacting with others of different cultural and national backgrounds.
		Cultural Identity	Reflect on and articulate the similarities and differences between personal or cultural identity; understand the impact personal experience has on the perspectives of others.
		Cultural Sensitivity	Apply awareness, understanding and appreciation of intercultural communication in academic, social and professional settings; develop intercultural competencies and awareness of global issues.
	Social Responsibility & Civic Engagement	Active Citizenship	Define and identify what it means to be socially responsible and to be engaged in active citizenship.
		Awareness of Social Issues	Demonstrate awareness of complex social issues including, but not limited to: culture, race, religion, sexual orientation, ability, mental health, politics and lifestyle.
		Community Building	Participate in or develop training programs, activities or programs that teach or embed social awareness, social justice, health & safety, and equity issues.