

## The SCANS Process

The SCANS Center at Johns Hopkins University is dedicated to education reform and workplace development. Our goal is to increase the learning, retention, and performance of your students and/or workers. Over the last ten years, we have been developing and testing instructional and assessment tools to use in the SCANS Process (SP). Now, in 2003, the SCANS team is pleased to introduce its SCANS Assessment Certification System (SACS) to you. With this addition, the SCANS Process now offers a comprehensive solution.

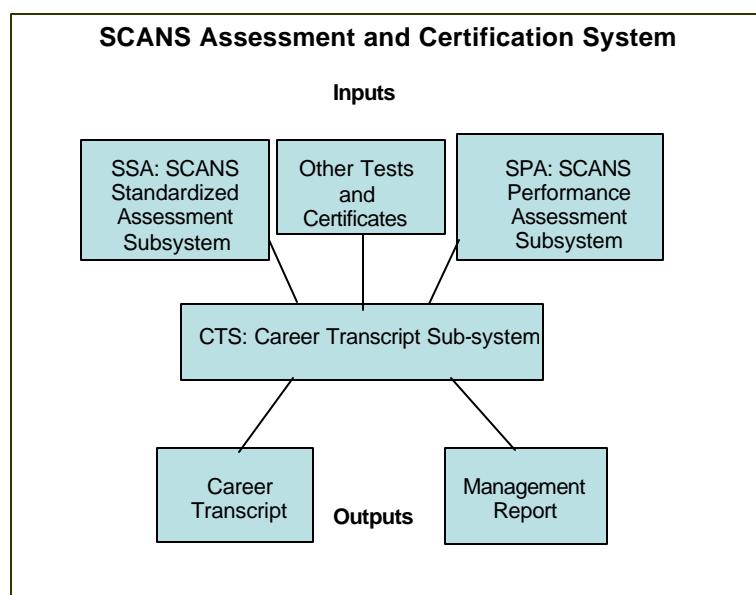
This complete Process offers your **school or college** a means of assuring that your students will acquire the skills that employers value and a SCANS Career Transcript, a certified resume that documents these skills. Used properly, your institution will gain an innovative way to blend academic and career education. Departing from standard methods in both fields, learning becomes more relevant than traditional academic education and much broader than traditional vocational courses. The SCANS Process is currently used by high school and community college students.

The Process offers **employers** a means of assuring that new and incumbent employees have been prepared for success. The SACS identifies the skills your employees have and documents their growth in their Career Transcript, an ever evolving record of continuous life-long improvement. The Process is used by Welfare-to-Work clients working toward self sufficiency, and incumbent workers returning mid-career for professional development at union-supported training programs.

### Three Components of the SCANS Process

#### 1. Assessment and Certification of Skills

The SCANS Standardized Assessment (SSA) and the SCANS Performance Assessment (SPA) subsystems provide objective and performance evaluations, respectively, of a learners' work and classroom activities. Results from the assessments are entered into the SCANS CTS database and appear on the Hopkins-verified Career Transcript.



## **2. Project-Based Teaching Tools**

Participants may use one or more of seven SCANS CD-ROM modules which place students in virtual workplace scenarios incorporating core curricula with the SCANS Skills. Students role-play as new employees and work collectively to solve problems.

### ***CD Titles:***

1. *Building System Quality*
2. *Designing an Information System*
3. *Developing a Business Plan*
4. *Building a Problem Solving Team*
5. *Developing a Marketing Plan*
6. *Making Complex Decisions*
7. *Making a Technical Presentation*

## **3. Resource and Staff Development Services, including traditional and e-learning methods**

The SCANS Center's services include:

- a) Consulting to analyze learning needs and find ways to improve organizational learning.
- b) Analysis and modification of existing curriculum to incorporate SCANS-specific instruction.
- c) Training of faculty and HR staff on all elements of the SCANS Process.
- d) Helping organizations manage learning through customized reports from the SCANS System database.

### **The SCANS Process Helps:**

1. Learners become proficient in SCANS competencies so that they can have more productive and satisfying careers. It seeks to encourage students and workers to become lifelong learners.
2. Schools, colleges, and training organizations retain their students, teach them the SCANS competencies, and credibly certify what they have learned.
3. Employers get better performance and more loyalty from their workers; they track how well supervisors coach their subordinates.
4. The community's workforce development systems operate better because a common language and data systems enable efficient feedback among the participants. For example, employers receive relevant and credible *Career Transcripts* rather than suspect resumes.

### **Proven Successes**

Students and employees who have learned the SCANS Skills in the SCANS Process demonstrate:

1. Higher levels of academic success and reduced drop out rates in high school.
2. Increased retention in community colleges.
3. Lowered turnover and increased wages for entry-level workers.

## The SCANS Skills

**Resources** — allocating money, time, staff, materials, and space  
**Interpersonal** — contributing to the team, clients, and customers through positive interaction  
**Technology** — understanding the productivity tools of the workplace  
**Systems** — improving the social, organizational, and technological systems in the workplace  
**Information** — acquiring, evaluating, and communicating data to team members and customers  
**Basic** — having strong literacy and computational skills  
**Personal Responsibility** — showing maturity, commitment, and confidence  
**Thinking** — using creativity and higher-order reasoning to solve complex problems

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