Essential Skills Task Analysis
Task Description:

					Numeracy					Thinking Skills						
Essential Skill	**RT**	**DU**	**WR**	**OC**	**MM**	**SBA**	**M&C**	**DA**	**EST**	**PS**	**DM**	**CT**	**JT PO**	**FI**	**WWO**	**CU**
Task Components																
					Numeracy					Thinking Skills						
Essential Skill	**RT**	**DU**	**WR**	**OC**	**MM**	**SBA**	**M&C**	**DA**	**EST**	**PS**	**DM**	**CT**	**JT PO**	**FI**	**WWO**	**CU**

Legend

RT – Reading Text
DU – Document Use
WR – Writing
OC – Oral Communication

Numeracy
MM – Money Math
SBA – Scheduling or Budgeting and Accounting
M&C – Measurement and Calculation
DA – Data Analysis
EST – Estimation

Thinking Skills
PS – Problem Solving
DM – Decision Making
CT – Critical Thinking
JTPO – Job Task Planning and Organizing
FI – Finding Information

WWO – Working With Others
CU – Computer Use

(Note: Significant Use of Memory and Continuous Learning have not been included here.)

Developed by
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Revised from original