Community Adult Literacy Benchmarks: Participation – Level 1 Checklist

PROCESS	BENCHMARK	BASIC	PROFICIENT	STRONG
Set Goals	Recognize value of goal-setting in both personal and learning contexts Identify a personal goal			
Organize	Demonstrate basic organizational skills in learning and personal contexts (e.g., have books, pens, pencils and other equipment required for tutor session or class)			
Problem Solve	Acknowledge and identify problems related to self, family, community, school, and/or work			
Reflect	Understand the importance of reflection			
Engagement	Listen to stories and conversation; observe interactions in groups or observe tutor perform a task			

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Community Adult Literacy Benchmarks: Participation – Level 2 Checklist

PROCESS	BENCHMARK	BASIC	PROFICIENT	STRONG
Set Goals	Identify a goal and break it into steps			
Organize	Understand and apply techniques for managing time and organizing daily life (e.g., prioritize activities, set alarm clock to provide enough time for getting ready for an appointment, make lists)			
Problem Solve	Use basic problem solving-techniques to address problems (e.g., brainstorm and prioritize)			
Reflect	Critically analyze one's actions – (e.g., what worked to achieve goal and what did not)			
Engagement	Choose reading material (e.g., books, newspapers, comics, horoscopes) Ask for specific learning activities			

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Community Adult Literacy Benchmarks: Participation – Level 3 Checklist

PROCESS	BENCHMARK	BASIC	PROFICIENT	STRONG
Set Goals	Identify challenges that make it difficult to reach goal Apply strategies to minimize impact of challenges to reaching goal			
Organize	Use more advanced time and daily life management techniques (e.g., break down tasks that have to happen over a period of time; identify when a task depends on something beyond one's own control to get done)			
Problem Solve	Use more complex problem solving-techniques to resolve problems. (e.g., lateral thinking, finding appropriate resources – people with more knowledge and experience, creating "what if" scenarios)			
Reflect	Identify and analyze beliefs, values, and attitudes of self and others			
Engagement	Volunteer to take part in activities Begin to study independently but with support			

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Community Adult Literacy Benchmarks: Participation – Level 4 Checklist

PROCESS	BENCHMARK	BASIC	PROFICIENT	STRONG
Set Goals	Identify learning style and strengths that support attainment of goals			
Organize	Understand and apply advanced time and daily life management techniques (e.g., develop work plans, set dates for each stage of a complex task)			
Problem Solve	Put personal problems into a larger context, and examine root causes of problems. (e.g., difficulties finding a job might be due to local or regional economic conditions)			
Reflect	Identify and analyze assumptions made by self and by others			
Engagement	Initiate activities beyond the class or tutor relationship such as taking a course, attend a meeting, join a club			

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