**Summary of Changes
Information Technology Competency Model**

The Information Technology Competency Model was updated twice in March 2021 and February 2025.

**February 2025 Update:**

Updates have been made on Tier 1 to align with the new Building Blocks Model.

**March 2021 Update:**

# Tier 1: Personal Effectiveness Competencies

* No changes were made to the Tier 1 Competencies.

# Tier 2: Academic Competencies

* Added key behavior description to competency *2.5 Communication*.

# 2.5 Communication

* Added key behavior description: 2.5.2.6 Ask questions or report problems or concerns to people in authority when information or procedures are unclear or need improvement, or when feeling unsafe or threatened in the workplace.

# Tier 3: Workplace Competencies

* Added competency title: *3.7 Health and Safety: Supporting a safe and healthy workplace*.

# 3.7 Health and Safety

* Added key behavior title: *3.7.1 Maintaining a Healthy and Safe Environment*
	+ Added key behavior descriptions:
		- 3.7.1.1 Take actions to ensure the safety of self and others, in accordance with established personal and jobsite safety practices
		- 3.7.1.2 Anticipate and prevent work-related injuries and illnesses
		- 3.7.1.3 Comply with federal, state, and local regulations, and company health and safety policies
		- 3.7.1.4 Recognize common hazards and unsafe conditions that occur at work, their risks, and appropriate controls to address them
		- 3.7.1.5 Follow organizational procedures and protocols for workplace emergencies, including safe evacuation and emergency response
		- 3.7.1.6 Maintain a sanitary and clutter-free work environment
		- 3.7.1.7 Administer first aid or CPR, if trained, and summon assistance as needed
		- 3.7.1.8 Properly handle and dispose of hazardous materials
* Added key behavior title: 3.7.2. Safeguarding one’s person.
	+ Added key behavior descriptions:
		- 3.7.2.1 Engage in safety training
		- 3.7.2.2 Use equipment and tools safely
		- 3.7.2.3 Use appropriate personal protective equipment
		- 3.7.2.4 Recognize how workplace risks can affect one’s life and one’s family
		- 3.7.2.5 Understand the legal rights of workers regarding workplace safety and protection from hazards
		- 3.7.2.6 Report injuries, incidents, and workplace hazards to a supervisor as soon as safely possible
		- 3.7.2.7 Contribute to discussions of safety concerns in the workplace, making suggestions as appropriate

# Tier 4: Industry-Wide Technical Competencies

* No changes were made to the Tier 4 Competencies.