Massachusetts Career Technical Education

Strand Four Framework

2014

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# [Strand 4: Employability and Career Readiness](#_bookmark0)

### Career Exploration and Navigation

* + 1. Develop a career plan and portfolio.
       1. Develop and revise career plan annually based on workplace awareness and skill attainment.
       2. Assess personal strengths and interest areas to determine potential careers, career pathways and career ladders.
       3. Examine potential career field(s)/discipline(s) and identify criteria to select, secure and keep employment in chosen field(s).
       4. Research and evaluate a variety of careers utilizing multiple sources of information and resources to determine potential career(s) and alternatives.
       5. Identify training and education requirements that lead to employment in chosen field(s) and demonstrate skills related to evaluating employment opportunities.
       6. Explore and evaluate postsecondary educational opportunities including degrees and certifications available, traditional and nontraditional postsecondary pathways, technical school and apprenticeships, cost of education, financing methods including scholarships and loans and the cost of loan repayment.
       7. Create a portfolio showcasing academic and career growth including a career plan, safety credential, resume and a competency profile demonstrating the acquisition of the knowledge and skills associated with at least two years of full-time study in the Chapter 74 program.
    2. Demonstrate job search skills.
       1. Conduct a job search and complete written and electronic job applications, resumes, cover letters and related correspondence for a chosen career path.
       2. Explore and evaluate postsecondary job opportunities and career pathways specific to career technical areas.
       3. Identify role and use of social media and networking for staying current with career and employment trends as well as networking, job seeking and career development opportunities.
       4. Demonstrate ability to use social media and networking to develop useful occupational contacts, job seeking and career development opportunities.
    3. Demonstrate all phases of the job interview process.
       1. Gather relevant information about potential employer(s) from multiple print and digital sources, assessing the credibility and accuracy of each source.
       2. Identify employment eligibility criteria, such as drug/alcohol free status, clean driving record, etc.
       3. Practice effective interviewing skills: appearance, inquiry and dialogue with interviewer, positive attitude and evidence of work ethic and skills.
       4. Explore and evaluate employment benefit packages including wages, vacation, health care, union dues, cafeteria plans, tuition reimbursement, retirement and 401K.
  1. Performance Examples:
     + Conduct research to analyze and present on specific careers within a cluster.
     + Conduct web-based job search using sites such as Monster.com, CareerBuilder.com, Indeed.com, Snagajob.com, Simplyhired.com and others.
     + Create profile on social media/networking site such as LinkedIn and/or LinkedIn University for postsecondary research and employment opportunities.
     + Complete online job application.
     + Conduct and videotape practice interviews for instructor and student analysis.
     + Provide students with sample employment and benefit packages for evaluation.

##### Communication in the Workplace

* + 1. Demonstrate appropriate oral and written communication skills in the workplace.
       1. Communicate effectively using the language and vocabulary appropriate to a variety of audiences within the workplace including coworkers, supervisors and customers.
       2. Read technical and work-related documents and demonstrate understanding in oral discussion and written exercise.
       3. Demonstrate professional writing skills in work-related materials and communications (e.g., letters, memoranda, instructions and directions, reports, summaries, notes and/or outlines).
       4. Use a variety of writing/publishing/presentation applications to create and present information in the workplace.
       5. Identify, locate, evaluate and use print and electronic resources to resolve issues or problems in the workplace.
       6. Use a variety of financial and data analysis tools to analyze and interpret information in the workplace.
       7. Orally present technical and work-related information to a variety of audiences.
       8. Identify and demonstrate professional non-verbal communication.
    2. Demonstrate active listening skills.
       1. Listen attentively and respectfully to others.
       2. Focus attentively, make eye contact or other affirming gestures, confirm understanding and follow directions.
       3. Show initiative in improving communication skills by asking follow-up questions of speaker in order to confirm understanding.
  1. Performance Examples:
     + Read and analyze technical instructions to learn what makes them effective.
     + Read and analyze technical instructions to follow directions and/or solve a problem.
     + Examine a technical document and use it to write a set of instructions for another student to follow and evaluate.
     + Analyze websites for effective technical writing and design.
     + Create brochures and presentations using software and/or Web 2.0 tools to convey technical information.
     + Conduct research using the Internet, print documents, observations and interviews to create a technical guide.

##### Work Ethic and Professionalism

* + 1. Demonstrate attendance and punctuality.
       1. Identify and practice professional time-management and attendance behaviors including punctuality, reliability, planning and flexibility.
    2. Demonstrate proper workplace appearance.
       1. Identify and practice professional appearance specific to the workplace.
       2. Identify and practice personal hygiene appropriate for duties specific to the workplace.
       3. Identify and wear required safety gear specific to the workplace.
    3. Accepts direction and constructive criticism.
       1. Demonstrate ability (both verbally and non-verbally) to accept direction and constructive criticism and to implement solutions to change behaviors.
       2. Ask appropriate questions to clarify understanding of feedback.
       3. Analyze own learning style and seek instructions in a preferred format that works best for their understanding (such as oral, written or visual instruction).
    4. Demonstrate motivation and initiative.
       1. Evaluate assigned tasks for time to completion and prioritization.
       2. Demonstrate motivation through enthusiasm, engagement, accurate completion of tasks and activities.
       3. Demonstrate initiative by requesting new assignments and challenges.
       4. Explain proposed solutions to challenges observed in the workplace.
       5. Demonstrate the ability to evaluate multiple solutions to problems and challenges using critical reasoning and workplace/industry knowledge and select the best solution to the problem.
       6. Implement solution(s) to challenges and/or problem(s) observed in the workplace.
       7. See projects through completion and check work for quality and accuracy.
    5. Demonstrate awareness of workplace culture and policy.
       1. Display ethical behavior in use of time, resources, computers and information.
       2. Identify the mission of the organization and/or department.
       3. Explain the benefits of a diverse workplace.
       4. Demonstrate a respect for diversity and its benefit to the workplace.
    6. Interact appropriately with coworkers.
       1. Work productively with individuals and in teams.
       2. Develop positive mentoring and collaborative relationships within work environment.
       3. Show respect and collegiality, both formally and informally.
       4. Explain and follow workplace policy on the use of cell phones and other forms of social media.
       5. Maintain focus on tasks and avoid negative topics or excessive personal conversations in the workplace.
       6. Negotiate solutions to interpersonal and workplace conflicts.
  1. Performance Examples:
     + Complete a learning style analysis tool.
     + Develop a rubric to assess work ethic and professionalism as detailed in the standards above.

[Student Organizations](#_bookmark0)

Business Professionals of America [www.bpa.org](http://www.bpa.org/)

## Selected Websites

* 5 Ways to Ace a Job Interview: <http://kidshealth.org/teen/school_jobs/jobs/tips_interview.html>
* America’s Career Resource Network: <http://acrn.ovae.org/teachers/careerexpclassrm.htm>
* Career Cruiser – Florida Department of Education: <http://www.fldoe.org/workforce/pdf/cruiser.pdf>
* Career Development Guide and Glossary: <http://www.doe.mass.edu/connect/cde.html>
* Career One Stop: <http://www.careeronestop.org/>
* Career Plan: <http://www.doe.mass.edu/cd/plan/intro.html>
* Career Plan Model: <http://www.doe.mass.edu/ccr/epp/samples/cpmodel_11x17.pdf>
* Checklist: <http://www.doe.mass.edu/cd/plan/checklist.pdf>
* Career Tech: <http://www.okcareertech.org/cac/Pages/resources_products/ethics_web_sites.htm>
* Ethics Resource Center: <http://www.ethics.org/>
* Interaction in the Workplace: <http://hrweb.berkeley.edu/guides/managing-> hr/interaction/communication
* Individual Learning Plans: How-to Guide: “Promoting Quality Individualized Learning Plans: A How to Guide on the High School Years” <http://www.ncwd-youth.info/ilp/how-to-guide>
* ILP Fact Sheet: <http://www.ncwd-youth.info/fact-sheet/individualized-learning-plan>
* ILP Policy Brief: <http://www.ncwd-youth.info/ilp/produce-college-and-career-ready-high-school-> graduates
* ILP Resources Home Page: <http://www.ncwd-youth.info/ilp>
* Interview Skills Lesson Plans: <http://www.amphi.com/media/1220281/interview%20skills%20lesson%20plan.doc>
* Labor and Workforce Development: [http://www.mass.gov/lwd/employment-services/preparing-](http://www.mass.gov/lwd/employment-services/preparing-for-your-job-search/) [for-your-job-search/](http://www.mass.gov/lwd/employment-services/preparing-for-your-job-search/)
* Maine Community College System – Center for Career Development: <http://www.ccd.me.edu/careerprep/CareerPrepCurriculum_LP-6.pdf>
* Massachusetts Work-Based Learning: <http://skillspages.com/masswbl>
* North Dakota Association of Agriculture Educators: <http://www.ndaae.org/attachments/File/Preparing_students_for_a_Job_Interview.pptx>
* NY CTE Learning Standards—Career Development and Occupational Studies (CDOS) Resource Guide with Core Curriculum: <http://www.p12.nysed.gov/cte/cdlearn/cdosresourceguide.html>
* Occupational Outlook Handbook: <http://www.bls.gov/ooh/>
* Purdue OWL Job Search Resources (for writing resumes, applications, and letters): https://owl.english.purdue.edu/engagement/34/
* Soft Skills to Pay the Bills — Mastering Soft Skills for Workplace Success: <http://www.dol.gov/odep/topics/youth/softskills/>
* US Department of Labor: <http://www.dol.gov/dol/audience/aud-unemployed.htm>
* Workplace Communication: <http://www.regionalskillstraining.com/sites/default/files/content/WC%20Book%201.pdf>
* MEFA Pathway [h](#_bookmark8)[ttps://www.mefapathway.org/](http://www.yourplanforthefuture.org/)