



**Career
Essentials Suite**



**Career
Essentials:
*Foundations***



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Career Essentials: Foundations

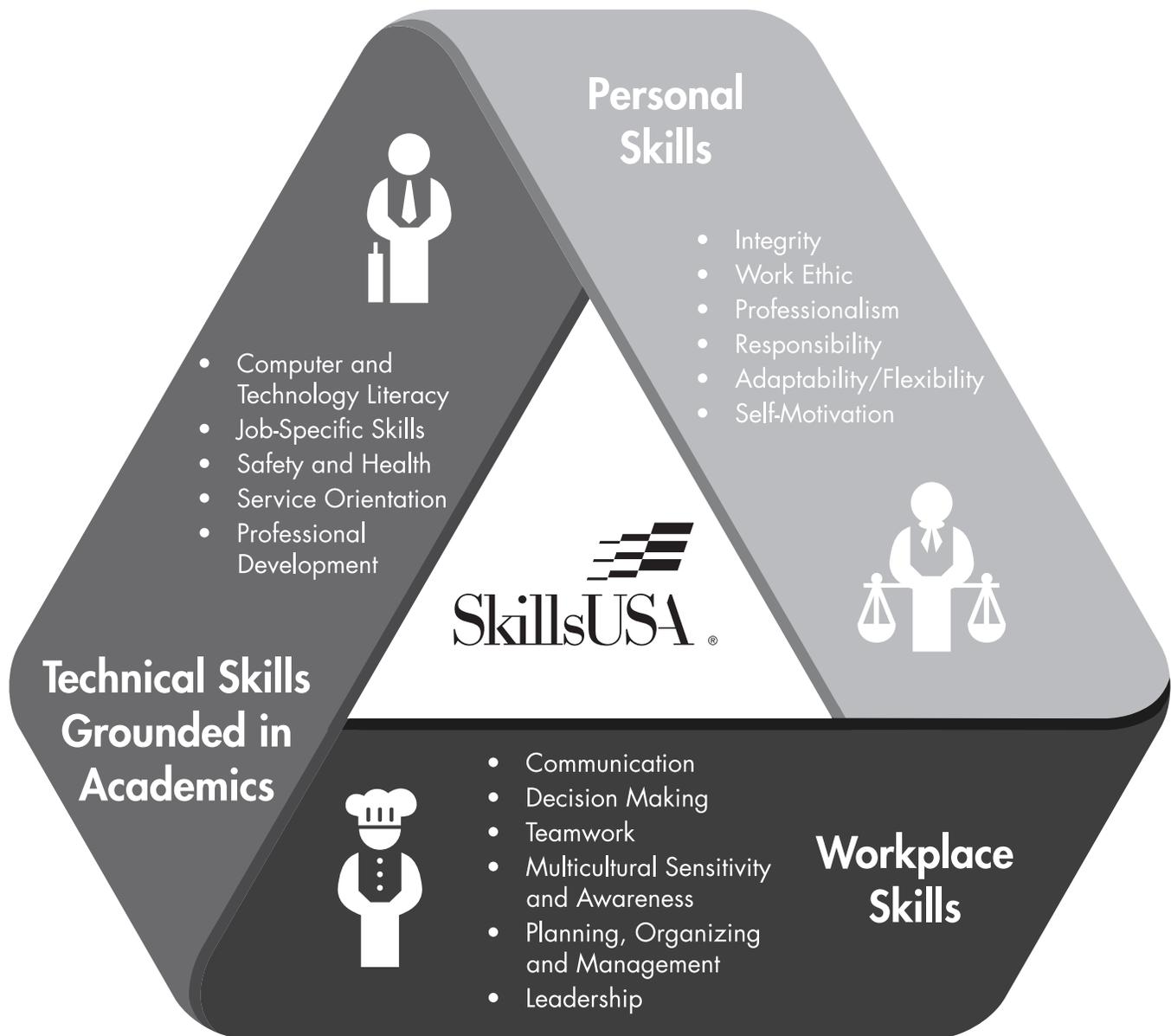
Linking Framework Objectives to Student Success

Career and technical education and SkillsUSA exist because we believe **every student deserves career success**. It's that simple. We're in the business of ensuring students are ready to excel in the workplace and as leaders of their communities. It's an awesome responsibility, but one to embrace because it defines our legacy of positively influencing student lives. As a CTE instructor and SkillsUSA advisor you are at the forefront of this purposeful tradition—you are an essential link between your students and career readiness.

So what do students need for career readiness? We believe the answer lies in the SkillsUSA framework in which every student has an opportunity to develop **personal, workplace and technical skills**. This trifecta for student success centers on industry demands and builds the foundation for relevant and intentional student learning and leadership development. The framework gives students exposure to the whole package offered by career and technical education and SkillsUSA. What's more, the framework provides a pathway to a better life.

That is why we have used the SkillsUSA framework to create the Career Essentials: Foundations. This practical and flexible standards-based curriculum seamlessly integrates framework components into classroom instruction. It offers 27 user-friendly lessons that incorporate employability skills, engaging activities and proven teaching methods for effective learning. What's more, it's presented in a format that makes your job easier. The Career Essentials: Foundations is the perfect tool for linking framework objectives to student success!

SkillsUSA Framework



SkillsUSA impacts the lives of America's future workforce through the development of personal, workplace and technical skills that are grounded in academics.

Career Essentials: Foundations

Making the Career Essentials: Foundations Work in Your Classroom

When you hear the word curriculum, you're probably already thinking, "Oh no! Something else I have to do!" Here's the good news. The Career Essentials: Foundations was not written to be an add-on or a step-by-step process; it was written to merge the SkillsUSA framework with what you're already doing. It also presents career readiness in line with Common Core standards, and is based on information from the U.S. Department of Education, U.S. Department of Labor, Partnership for 21st Century Skills (P21), and the Secretary's Commission for Achieving Necessary Skills (SCANS). Here are some advantages of this curriculum:

- 100% Customizable
- Flexible (lessons can be used in totality or in parts)
- Enhances current classroom lessons
- Uses strategies from practical classroom experience
- Incorporates other SkillsUSA resources (See pages 12 & 13)

The most important rule of using the Career Essentials: Foundations is to **make it work for your classroom**. It is designed to help you teach EVERY student, while making the SkillsUSA framework an integral part of classroom instruction. It is also a valuable vehicle for teaching employability and leadership in the context of specific technical skills. In other words, it is written to fit into any CTE classroom and within any career area. Whether you teach an automotive class or computer programming, these lessons will work. Here are some of the reasons you'll find them useful:

- Teaches employability skills that integrate into a classroom experience
- Promotes student engagement by using activities
- Showcases SkillsUSA as an integral component of career and technical education not an extracurricular activity
- Provides teachable moments for employability skill development
- Offers alternative instructional materials to prepare students for competition

An essential part of making the lessons work is to use them regularly. These lessons when taught in their entirety may take multiple class periods. They are also designed to be used in short segments extending over multiple class periods as it **meets your needs**. For example, you may wish to have "Employability Friday" each week and teach a lesson that fits with a current classroom topic. Or, you may wish to pull out certain topics or activities when student engagement needs a boost. There are many ways to make the Career Essentials: Foundations fit with your current instruction. Lessons are structured as follows:

- Resources/Materials
- Goals (as related to the framework and academic standards)
- Lesson plan (broken up in timed segments)
- Review
- Extended Learning Application (ELA)
- Extended classroom activity
- Connecting SkillsUSA and the workplace
- References

Beyond the lessons, there is also a resources section beginning on page 79. These are strategies that support using the Career Essentials: Foundations. Topics in this section include:

- Processing questions
- Tips on how to choose a student leader
- Tips on dividing students into groups
- Ways to say, “Good job!”

We challenge you to take a look at what the Career Essentials: Foundations offers and think about how it can enhance your CTE classroom. We believe it will make your job easier while ensuring your students are exposed the personal, workplace and technical skills of the framework. **Use these lessons to meet your needs.** Have fun with it as you put your students on the path to career readiness!

Career Essentials: Foundations

The Conversation with Your School or Campus Administrator

The Career Essentials: Foundations supports the essential skills outlined in the framework and validates the importance of SkillsUSA to career and technical education. So how do you have the conversation with your school administrator about the Career Essentials: Foundations? When you integrate SkillsUSA and the Career Essentials: Foundations in your classroom instruction you develop the whole student. It's important that your administrator understands the value of the Career Essentials: Foundations and SkillsUSA, and its positive influence on career readiness. Students are better prepared for employment and economic security.

Let's first talk about the added value components built in to the Career Essentials: Foundations—

- Engages all types of learners
- Incorporates sound research-based education practices
- Reinforces essential employability vocabulary
- Assesses student learning
- Integrates academic and employability standards
- Extended learning activities for classroom, workplace and SkillsUSA chapter

The educational benefits are a cornerstone of the program, but the “why do it” captures the essence of its benefit to students. It takes into consideration the end results—career success for all students. Here are just a few reasons why to implement the Career Essentials: Foundations—

- It correlates to employer demand
- It's an opportunity to create career and life-ready students
- It teaches accountability and character
- It promotes civic and community responsibility
- It offers the practical application of leadership and employability skills
- It shows there is more than one way to get from A to B
- It's more than a test score; it's the development of the whole student!

Show me!

To gain a true understanding of the Career Essentials: Foundations, your administrator needs to know this program is not about teaching students what to think; it's about teaching them how to think. Take the following items into the meeting with your administrator: a copy of the lesson plan; framework descriptors (and graphic); examples of student work; relevant success stories.

Also, invite the administrator to your classroom to see the value of the Career Essentials: Foundations in action. The best way to see a program is to experience it. Give the administrator this opportunity. Once you get him or her through the door, the Career Essentials: Foundations will sell itself.

The Connections Matrix on the following page tightly crosswalks the Career Essentials: Foundations to numerous employability national initiatives. This matrix may also be useful in the conversation with your administrator to see how the Career Essentials: Foundations teaches these skills and competencies that support the goals of your school.

CONNECTIONS MATRIX

SkillsUSA Framework	National Association of State Directors of Career Technical Education Consortium, Career Clusters Framework	National Career Readiness Certificate, ACT	Partnership for 21st Century Skills	Secretary's Commission on Achieving Necessary Skills (SCANS), U.S. Department of Labor	Employability Skills Framework, U.S. Department of Education	21st Century Skills for Workplace Success, NOCTI	Industry Competency Models, Employment and Training Administration, U.S. Department of Labor
Personal Skills							
Integrity	X			X	X		X
Work Ethic	X	X	X	X	X	X	X
Professionalism	X				X	X	X
Responsibility	X	X	X	X	X	X	X
Adaptability/ Flexibility	X		X		X	X	X
Self-Motivation	X		X			X	X
Workplace Skills							
Communication	X	X	X	X	X	X	X
Decision Making	X		X	X	X	X	X
Teamwork	X	X	X	X	X	X	X
Multi-Cultural Sensitivity and Awareness	X		X	X	X		X
Planning, Organizing and Management					X		X
Leadership	X	X	X	X	X	X	
Technical Skills Grounded in Academics							
Computer and Technology Literacy	X		X	X	X	X	X
Job Specific Skills*							
Safety and Health*							
Service Orientation	X	X		X	X		X
Professional Development	X			X	X		X

* Concepts taught in technical curricula.

Career Essentials: Foundations

Winning in the Classroom and Competition!

All of us in SkillsUSA love competition! The enthusiasm and excitement for our state and national championships is proof of that. Well, guess what? Not only is the Career Essentials: Foundations great for the classroom, it's highly effective for preparing students for competition. Think about the over 100 competitions SkillsUSA offers. What is the common thread between the Career Essentials: Foundations and competitions? Career readiness!

Here are a few ways the Career Essentials: Foundations can help your students compete:

- All competitions have an interview component (essential employability skill)
- The Career Essentials: Foundations helps develop student vocabulary (valuable in championships)
- The Career Essentials: Foundations makes the link, for the student, between employability demands by industry and the championships
- The employability demands by industry and the teaches SkillsUSA framework elements that support great results in competition. For example, in team competitions, students use the framework elements of communication, listening, decision making, problem solving and appreciating others.

Specific examples of sequenced learning activities and lesson understandings are in the digital version of this curriculum. The entire curriculum is available on line, free of charge, to SkillsUSA professional members.

Career Essentials: Foundations

Lesson Titles

PERSONAL SKILLS	
<i>Essential values, personality traits and personal characteristics for success in life.</i>	
1) Integrity	
▪ Demonstrates honesty	To Be or Not to Be Honest
▪ Accepts personal responsibility for actions	Accepts Responsibility
2) Work Ethic	
▪ Demonstrates tenacity and hard work	Get it Done
▪ Practices excellence	
▪ Demonstrates punctuality, meets deadlines, and is self-directed	
▪ Follows established policies, procedures and expectations	
3) Professionalism	
▪ Demonstrates maturity	Stop, Think, and Be Mature*
▪ Exhibits self-confidence	I Believe in Me
▪ Displays a positive image	Choose Your Own Identity
4) Responsibility	
▪ Demonstrates dependability and demonstrates consistency	You Can Count on Me
▪ Demonstrates personal well-being	Personal Well-Being: My #1 Responsibility
5) Adaptability/Flexibility	
▪ Fosters creativity and new ideas	Get Out-Of-The-Box
▪ Demonstrates resilience	Bouncing Back and Bouncing Forward
6) Self-Motivation	
▪ Demonstrates a willingness to learn	Growing my Career Opportunities
▪ Works with little or no supervision and takes initiative	Showing Initiative
▪ Demonstrates a positive attitude	Attitude is Everything*

WORKPLACE SKILLS

Essential attitudes and abilities for success in the workplace.

1) Communication	
<ul style="list-style-type: none"> Demonstrates skills in listening and speaking 	The Message is Clear
<ul style="list-style-type: none"> Communicates professionally with teammates, supervisors and customers 	Putting your Best Communication Forward
2) Decision Making	
<ul style="list-style-type: none"> Analyzes key facts, data and situations 	Making Informed Decisions: How to Decide*
<ul style="list-style-type: none"> Employs reasoning skills 	
3) Teamwork	
<ul style="list-style-type: none"> Builds trusting relationships, works cooperatively with others and utilizes individual strengths of team members 	Capitalizing on Strengths
<ul style="list-style-type: none"> Demonstrates the ability to lead or follow as a team member 	Leading and Following is a Two-way Street
4) Multi-Cultural Sensitivity and Awareness	
<ul style="list-style-type: none"> Builds rapport with co-workers and fosters appropriate workplace relationships and interaction, honors diverse opinions and cultures 	Fostering Diversity
5) Planning, Organizing and Management	
<ul style="list-style-type: none"> Designs, prepares and implements within a desired timeframe 	Planning to Plan*
<ul style="list-style-type: none"> Sets priorities and responds to changing priorities 	Managing a Plan
6 Leadership	
<ul style="list-style-type: none"> Builds positive relationships 	The Connection is in the Relationship
<ul style="list-style-type: none"> Mitigates conflict 	Opening the Door

TECHNICAL SKILLS GROUNDED IN ACADEMICS

Essential knowledge and competencies for success on the job.

1) Service Orientation	
<ul style="list-style-type: none"> Responds to internal and external customers 	Everyone is a Customer
<ul style="list-style-type: none"> Demonstrates focus and presence; Attends to personal matters away from work 	Be All You Can Be at Work*
2) Professional Development	
<ul style="list-style-type: none"> Demonstrates openness to learn, grow and change 	Taking Action on Professional Growth
<ul style="list-style-type: none"> Manages personal career 	Investing in Yourself

** Lesson included in this Career Essentials: Foundations Guide.*



www.skillsusa.org



14001 SkillsUSA Way
Leesburg, VA 20176

Phone: 703-777-8810
Fax: 703-777-8999

Email: anyinfo@skillsusa.org
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In keeping with a tradition of respect for the individuality of our members and our role in workforce development, SkillsUSA strives to ensure inclusive participation in all of our programs, partnerships and employment opportunities.

Questions? For information about the Career Essentials Suite call 844-875-4557