

Workforce Ready—Employability Credential

I. CAREER READY

- The big picture
- Transferable skills - ONET

II. STRATEGY

- Who, What, Where, When?

III. Improve Your Employability—from the Corporate side

• Price Waterhouse Cooper:

- http://www.pwc.com/uk/en/careers/student/employability_home.jhtml
Employability Guide, Quiz, videos

IV: Additional links



Career Ready

All students should be career-ready upon graduation!

Career Focus Goals

To help students make informed career decisions, schools are recognizing the need to provide comprehensive career navigation services starting no later than middle school by which students:

- Complete career assessments to clarify their interests, values, and skills;
- Learn about a wide range of career options and pathways;
- Develop the soft skills, such as dependability, integrity, and other work-related personal attributes, employers expect all new employees to have;
- Gain workplace skills through supervised work-based learning experiences in state approved work-based learning programs coordinated by a certified work-based learning coordinator, and
- Set personal career goals and develop a plan to accomplish them.

Career Planning Tool Kit

To accomplish the goals, all students should have:

- “Discover Career DNA”
- An ePortfolio
- A “GPS” career plan which focuses on goals and options after high school graduation.
- A work-based learning experience.

An Employability Credential



Career Ready

21st Century Resume

Specific Knowledge and Skills

Assessment
National Certification Exam

Employability Profiles

21st Century Skills

- Collaboration
- Critical Thinking
- Problem-Solving
- Solutions Finding
- Creativity
- Use of Resources
- Media

Assessment
Participation in project based learning, competitions, clubs, class simulations, work-based learning.

Authentic Learning

Transitional Skills

- Job Application
- Cover Letter
- Resume
- Job Interview
- Thank you letter
- Email etiquette
- Social Media Skills (LinkedIn, Facebook, Twitter, blogs, corporate websites.)
- Career Cluster Corporate Players

Assessment
Corporate Mentors

ePortfolio

Transferable Skills

Social and Emotional Competencies

- Physical Presence/Appearance
- Attitude
- Work Ethic
- Communications
- Teamwork
- Work Behavior
- Leadership
- Character Development
- Judgment

Assessment
Rubric:
Teacher and Peer evaluations
Work-based learning

Employability Credential

Transferable Skills

Social and Emotional Competencies

1 Physical Presence/Appearance

- Attendance/presence
- Be punctual
- Dependable/reliable
- Dress appropriately for the job
- Personal Hygiene Grooming

2 Attitude

- Body Language
- Positive mindset about life
- Positive attitude towards co-workers
- Demonstrates self-confidence

3 Work Ethic

- Takes ownership of learning
- Willingness to learn new things
- Volunteers for various tasks
- Meets deadlines
- Strives to reach 95% of quality/mastery

4 Communications

- Verbal
- Written
- Body Language
- Listening
- Language

5 Teamwork

- Respectful of others
- Interacts appropriately with peers
- Cooperates with others
- Manages challenges
- Trains/helps others

6 Work Behavior—Part I

- Prepared to work each day
- Focus on task
- Demonstrates task follow-through
- Completes repetitive but necessary tasks
- Ask appropriate and timely questions
- Follows directions
- Organizes work space
- Prioritize and schedule responsibilities

7 Work Behavior Part II

- Seeks and recognizes work to be done
- Demonstrates flexibility and adaptability
- Exhibits a “pride in workmanship” by demonstrating willingness to do a job/project/assignment as many times as it takes to do the job well.
- Works well unsupervised and independently
- Manages time effectively
- Keeps track of all assignments due/missed, and makes up assignments in a timely fashion, without having to be repeatedly reminded.
- Accepts correction and direction from supervisor

8 Leadership

- Plans project
- Assigns tasks
- Motivates team
- Corrects team member in a sensitivity manor
- Respects beliefs, opinions, and rights of others

9 Character Development

- Loyal to employer/instructor/class
- Demonstrates honesty and integrity in all actions
- Acts in a moral fashion
- Adopts a personal vision for the future which includes life-long learning.

10 Judgment

- Demonstrates safe work behavior
- Demonstrates problem solving
- Demonstrates good decision-making skills
- Manages stress
- Understands and knows how to utilize the “chain of command.”
- Evaluate work quality against standards
- Respects facilities, takes care of tools, equipment, and environment

Strategy: Employability Skills Credential

Teach Skills?



Who?

- Classroom teachers
- Academic teachers
- Counselors
- Self-taught

What?

- Which skills?

When?

- Integrated into classroom instruction
- Out of class seminar

Where/How?

- In class, group discussion
- Homework/workbook website
- Online class for students

Assess Skills?



Who?

- Classroom teachers
- Academic teachers
- Counselors
- Self-assessment

When?

- Weekly
- 5/10 weeks
- Semester

Where/How?

- In class demonstration
- Peer evaluations
- Online test

Credential?

- Certificate
- Resume annotation
- Badge for Facebook

WORKFORCE READY/EMPLOYABILITY CREDENTIAL

- National Council for Workforce Readiness <http://www.workreadiness.com/>
- ACT: The condition of College & Career Readiness <http://www.act.org/research/policymakers/cccr10/>
- ACT—Common Core Readiness <http://www.act.org/research/policymakers/pdf/FirstLook.pdf>
- ACT—Career and technical education’s Role in Workforce Readiness Credentials http://www.actonline.org/uploadedFiles/Publications_and_Online_Media/files/WorkReadinessCredentials.pdf
- Workforce Ready Preparation Guide <http://policyweb.sri.com/cep/publications/NWRC.pdf>
- California—CASAS—<http://eff.cls.utk.edu/workreadiness/>
- Florida Works <http://eff.cls.utk.edu/workreadiness/>
- Education Sector http://www.educationsector.org/search/apachesolr_search/college%20and%20career%20ready

INTERNATIONAL ENDEAVORS

- UK—Equipped for the Future <http://eff.cls.utk.edu/workreadiness/>
- UK—National Qualifications
<http://www.ltscotland.org.uk/nationalqualifications/nqframework/employability.asp>
- Scotland—<http://www.weblogs.uhi.ac.uk/employ/>
- Australia <http://www.cpsisc.com.au/cpp07-test/PSUG/VET/EmpSkills>