# **Applied Studies Curriculum Map (Accessible)**

# **Domain: Employment**

## Competency and Definition: Career Awareness (EMPL-AWARE)

The student understands the importance of work and aligns personal skills, interests, and aptitudes with the requirements of available job opportunities.

Workplace Readiness Skills: 1, 11, 12

### Level 1: Recognize and Recall

1. Demonstrate personal interests and preferences for a work task or activity
2. Complete an appropriate transition assessment such as an interest inventory
3. Contribute to an academic and career plan
4. Complete a One-Pager by identifying preferences, strengths, needs, and interests

### Level 2: Identify and Comprehend

1. Identify personal assets and describes examples of jobs
2. Complete age appropriate transition assessment and identify areas of interest
3. Recognize that people work at a job to make money
4. Complete an academic and career plan
5. Revise an academic and career plan- annually
6. Describe interests and attitudes
7. Identify how career and work can meet personal needs
8. Identify long and short term goals that relate to working
9. Identify specific careers in a chosen career cluster
10. Identify SKAs for needed for employment

### Level 3: Interpret and Understand

1. Examine the integration of personal assets into various structures such as school, community and work settings
2. Understand personal strengths and preferences in relation to work options.
3. Complete appropriate assessment
4. Explore various career clusters
5. Complete/Revise personal academic and career plan-
6. Distinguish the differences in work, job, and career
7. Analyze training/education required for various employment
8. Understand how education and training can develop job skills.

### Level 4: Apply and Generalize

1. Relate the value of interest, skills and values to various careers
2. Identify potential jobs that align with their skills, interests, and aptitudes
3. Explain the relationship between careers and education
4. Set and refine goals based on their skills and interests and takes steps to get closer to those goals
5. Revise academic and career plan
6. Revise long and short term goals
7. Analyze requirements for specific career options

## Competency and Definition: Job Seeking Skills (EMP-SEEK)

The student completes the process of identifying available jobs, crafting a resume, following application and interview procedures to obtain desired employment.

Workplace Readiness Skills: 1, 4, 14

### Level 1: Recognize and Recall

1. Independently participate in work activities
2. Select several work related tasks that are enjoyable

### Level 2: Identify and Comprehend

1. Identify resources for finding potential employment
2. Identify work places in the community
3. Identify preference for different work places
4. Develop a personal information card
5. Complete informational research and interview for potential employment
6. Identify the agencies that help people find employment
7. Identify ways people apply for find work

### Level 3: Interpret and Understand

1. Make informed occupational choices
2. Understands how to apply for a job
3. Develop talking points for an interview that cover your skill and preferences
4. Communicate necessary accommodations
5. Understand that job seekers and employees have rights

### Level 4: Apply and Generalize

1. Utilize job acquisition skills and knowledge to apply for a job
2. Apply for services through an agency that helps people find employment
3. Complete an application-paper and e-application
4. Prepare for interviews and follow-up communication
5. Participate in interviews
6. Demonstrate knowledge of job seeker and employee rights

## Competency and Definition: Social/Communication (EMP-COMM)

The student demonstrates work appropriate social interactions and communication to complete tasks, meet personal needs and meet the needs of the employer.

Workplace Readiness Skills: 3, 4,8, 17, 18, 19, 20, 21

### Level 1: Recognize and Recall

1. Respond to greetings
2. Communicate needs and wants
3. Recognize and list workplace communication etiquette for communication with supervisor, co-worker, and customer
4. Request help when needed

### Level 2: Identify and Comprehend

1. Respond to questions and social exchanges appropriately
2. Follow basic instructions
3. Demonstrate skills needed to work on a team
4. Greet co-workers, supervisors
5. Ask for assistance
6. Demonstrate respect for others
7. Identify times when employee must contact supervisor (e.g., sick, late, request assistance, request time off)
8. Identify appropriate and inappropriate topics of conversation at work

### Level 3: Interpret and Understand

1. Interpret multi-step instructions
2. Engage in appropriate social interactions
3. Seek and provide accurate information and requests clarification when needed
4. Use appropriate communication within the workplace
5. Demonstrate appropriate conversation skills with peers, co-workers, supervisors, customers

### Level 4: Apply and Generalize

1. Generalize and apply effective communication across a variety of professional settings
2. Follow and give directions to others
3. Evaluate the impact of positive and negative personal choices
4. Request time off of work for vacation
5. Call in sick
6. Accept correction from supervisor
7. Uses workplace technology within guidelines and policies of the employer
8. Engages in appropriate break-time communication at work

## Competency and Definition: Employability (EMPL-ABILITY)

The student displays the desired skills and worker traits that make one competitive in the workplace such as work rate, quality standards, safety standards, attendance, punctuality, grooming, and attire. The student can meet deadlines, organize data, and communicate. The student adheres to workplace rules and code of ethics and can work cooperatively with others.

Workplace Readiness Skills: 2, 3, 12, 15

### Level 1: Recognize and Recall

1. Attend to a preferred activity for a specified duration.
2. Readily prepare and participate in work activities.
3. Follow work schedule
4. Accept feedback from a supervisor

### Level 2: Identify and Comprehend

1. Demonstrate effort to complete work tasks.
2. Start and return from breaks on time
3. Demonstrate a positive work ethic
4. Consistently performs at defined level
5. Follow through with promises
6. Follow workplace policies and procedures

### Level 3: Interpret and Understand

1. Explain workplace expectations.
2. Complete work tasks according to established quality and quantity criteria.
3. Resolves conflict at work according to protocol
4. Participate in additional career development activities/training
5. Demonstrate customer service according to workplace expectations
6. Make adjustments in behavior when requested by a supervisor

### Level 4: Apply and Generalize

1. Exhibit employability skills that meet employer expectations for competitive work standards.
2. Demonstrate ability to utilize given resources to accomplish tasks
3. Set employment goals and making a plan to reach those employment goals
4. Critic own performance and make adaptations as needed.
5. Prepare for advancement by independently engaging in additional education and training opportunities
6. Identify and anticipate needs
7. Prioritize tasks based on importance, due date, etc.

## Competency and Definition: Self-Advocacy (EMPL-ADVOC)

The student understands rights, personal strengths, challenges, and preferences, requests accommodations and help as needed and makes choices and decisions based on their needs and preferences.

Workplace Readiness Skills: 4, 6, 8, 10

### Level 1: Recognize and Recall

1. Communicate a need using a preferred communication method
2. Identify needed accommodations
3. Recognize unfair work practices
4. Recognize personal strengths and challenges

### Level 2: Identify and Comprehend

1. Identify how to meet personal needs within the context and policies of the workplace

### Level 3: Interpret and Understand

1. Initiate request for assistance or accommodation
2. Describe self-advocacy strategies
3. Understand their right to disclose or not disclose personal information
4. Describe personal and a professional goals
5. Effectively communicate strengths, challenges and supports needed

### Level 4: Apply and Generalize

1. Apply skills of self-advocacy across settings
2. Request accommodations as needed
3. Ask for professional references
4. Negotiate pay, responsibilities and benefits

## Competency and Definition: Problem Solving (EMP-PROBL)

The student independently takes a systematic approach to solving problems

Workplace Readiness Skills: 8, 10

### Level 1: Recognize and Recall

1. React appropriately to an uncomfortable situation.

### Level 2: Identify and Comprehend

1. Recognize or acknowledges that there is a problem
2. Identify possible solutions to problems

### Level 3: Interpret and Understand

1. Use available resources and problem solving strategies to identify solutions
2. Evaluate the possible outcomes of all possible solutions
3. Select the best solution to solve the problem
4. Evaluate the outcomes of the chosen decisions

### Level 4: Apply and Generalize

1. Independently take initiative to identify and solve a given a problem or conflict
2. Demonstrate flexibility and adaptability