The Illinois Learning Standards incorporate knowledge and skills that will enable students to be successful in the workplace of their choice, as well as in their roles as citizens, family members and participants in our society. The standards also create opportunities to integrate the academic and workplace knowledge and skills to enhance students’ ability to see connections between what is learned and practical applications of that learning.

Integration of the workplace skills and career development competencies in the Learning Standards began with a review of the 90 workplace skills and 48 career development competencies to determine which of those skills and competencies met the test for inclusion in the standards and the benchmarks. The specific skill or competency had to be knowledge-based and measurable. For example, the workplace skills of “display a positive attitude, exhibit pride, display assertiveness,” while important, are those affective skills which are not addressed in the knowledge- and skills-based Learning Standards.

After identifying 32 workplace skills and eight career development competencies that met standards criteria, the individual writing teams were asked to identify where in each of the learning areas these skills were found. The following charts show the location for each learning area where the benchmarks provide for acquisition of the workplace skills and career development competencies.

Linking the workplace skills and career development competencies to the benchmarks is not absolute, but shows those with the most obvious, clear and direct relationship between the benchmark and the skill. This linking does not eliminate other natural links teachers will forge locally in the ongoing delivery of instruction. Demonstrating the linkage between the skills and the standards will afford teachers the opportunity to strengthen the applications of learning for students and increase curriculum integration in all disciplines at the school level.
WORKPLACE SKILLS & CAREER DEVELOPMENT COMPETENCIES

WORKPLACE SKILLS

LANGUAGE ARTS
DEVELOP AN EMPLOYMENT PLAN
  Identify short-term goals
  Demonstrate a drug-free status
SEEKING AND APPLYING FOR EMPLOYMENT OPPORTUNITIES
  Prepare a resume 3.C.4a, 3.C.5b
  Prepare for job interview 4.A.4a, 4.B.5a
  Write job application letter 3.C.4a, 3.C.5b
  Write interview follow-up letter 3.C.4a, 3.C.5b
  Complete job application form 3.C.4a, 3.C.5b
ACCEPTING EMPLOYMENT
  Follow directions 4.A.1c, 4.A.2c, 4.A.3c, 4.A.4c
COMMUNICATING ON THE JOB
  Communicate orally with others 4.B.1b, 4.B.2b, 4.B.3d, 4.B.4d, 4.B.5d
  Prepare written communication 3.C.2a, 3.C.4a, 3.C.5a, 3.C.5b
  Follow written directions 1.B.2a, 1.B.2c, 1.B.3c, 1.C.4c
  Ask questions about tasks 1.B.2a, 1.B.2c, 1.B.3c
INTERPRETING THE ECONOMICS OF WORK
  Identify the role of business in the economic system 2.B.5b
Describe responsibilities of employee
Describe responsibilities of employer or management
MAINTAINING PROFESSIONALISM
  Work with others 4.B.2c, 4.B.2d, 4.B.3d, 4.B.4d, 4.B.5d
  Identify work-related terminology 1.A.5a
ADAPTING TO AND COPING WITH CHANGE
  Recognize change and how to deal with change
SOLVING PROBLEMS AND THINKING CRITICALLY
  Identify the problem 5.A.2a, 5.A.3a
  Clarify purposes and goals 1.C.2d, 1.C.3d, 1.C.4d, 1.C.5d
  Identify solutions to a problem and their impact 5.A.3b, 5.B.5a
  Employ reasoning skills 1.C.4c, 1.C.5c, 1.C.5f, 2.B.4a
  Evaluate options 1.B.5c
  Set priorities
  Select and implement a solution to a problem 5.A.3b, 5.A.4b, 5.A.5b
  Evaluate results of implemented option 5.B.5a
MAINTAINING A SAFE AND HEALTHY WORK ENVIRONMENT
  Identify hazardous substances in the workplace
DEMONSTRATING WORK ETHICS AND BEHAVIOR
  Assume responsibility for decisions and actions
DEMONSTRATING TECHNOLOGICAL LITERACY
  Recognize impact of technological changes on tasks and people
MAINTAINING INTERPERSONAL RELATIONSHIPS
   Recognize individual diversity  2.B.5b

DEMONSTRATING TEAMWORK
   Work with team members  4.B.3b, 4.B.4a, 4.B.5a
   Evaluate team work results  4.B.5b

CAREER DEVELOPMENT COMPETENCIES
   Understand the relationship between work and learning
   Understand how work relates to the needs and functions of the
   economy and society
   Understand how to make decisions  1.C.4c, 1.C.4d, 1.C.5c,
   1.C.5d
   Be able to locate, understand and use career information  5.A.2a, 5.A.3a, 5.A.3b,
   5.A.4b
   Understand how societal needs and functions influence the
   nature and structure of work
   Know the importance of growth and change
   Understand developmental changes and transitions
   Be aware of the career planning process
WORKPLACE SKILLS & CAREER DEVELOPMENT COMPETENCIES

WORKPLACE SKILLS

CS
DEVELOP AN EMPLOYMENT PLAN
  Identify short-term goals
  Demonstrate a drug-free status
SEEKING AND APPLYING FOR EMPLOYMENT OPPORTUNITIES
  Prepare a resume
  Prepare for job interview
  Write job application letter
  Write interview follow-up letter
  Complete job application form
ACCEPTING EMPLOYMENT
  Follow directions
COMMUNICATING ON THE JOB
  Communicate orally with others
  Prepare written communication
  Follow written directions
  Ask questions about tasks
INTERPRETING THE ECONOMICS OF WORK
  Identify the role of business in the economic system
  Describe responsibilities of employer or management
MAINTAINING PROFESSIONALISM
  Work with others
  Identify work-related terminology
  Recognize change and how to deal with change
SOLVING PROBLEMS AND THINKING CRITICALLY
  ALL LEARNING
  STANDARDS IN
  MATHEMATICS
  FOR SOLVING

REQUIRE THE SKILLS
PROBLEMS AND CRITICAL THINKING

- Identify the problem
- Clarify purposes and goals
- Identify solutions to a problem and their impact
- Employ reasoning skills
- Evaluate options
- Set priorities
- Select and implement a solution to a problem
- Evaluate results of implemented option

MAINTAINING A SAFE AND HEALTHY WORK ENVIRONMENT

- Identify hazardous substances in the workplace

DEMONSTRATING WORK ETHICS AND BEHAVIOR

- Assume responsibility for decisions and actions

DEMONSTRATING TECHNOLOGICAL LITERACY

- Recognize impact of technological changes on tasks and people

MAINTAINING INTERPERSONAL RELATIONSHIPS

- Recognize individual diversity

DEMONSTRATING TEAMWORK

- Work with team members
- Evaluate team work results

CAREER DEVELOPMENT COMPETENCIES

- Understand the relationship between work and learning
  10.B.4, 10.B.5
- Understand how work relates to the needs and functions of the economy and society
- Understand how to make decisions
  10.A.5, 10.B.5
- Be able to locate, understand and use career information
- Understand how societal needs and functions influence the nature and structure of work
- Know the importance of growth and change
- Understand developmental changes and transitions
- Be aware of the career planning process
  10.B.3, 10.B.4, 10.B.5
WORKPLACE SKILLS & CAREER DEVELOPMENT COMPETENCIES

WORKPLACE SKILLS
DEVELOP AN EMPLOYMENT PLAN
Identify short term-goals
Demonstrate a drug-free status

SEEKING AND APPLYING FOR EMPLOYMENT OPPORTUNITIES
Prepare a resume
Prepare for job interview
Write job application letter
Write interview follow-up letter
Complete job application form

ACCEPTING EMPLOYMENT
Follow directions

COMMUNICATING ON THE JOB
Communicate orally with others
Prepare written communication
Follow written directions
Ask questions about tasks

INTERPRETING THE ECONOMICS OF WORK
Identify the role of business in the economic system
Describe responsibilities of employee
Describe responsibilities of employer or management

MAINTAINING PROFESSIONALISM
Work with others
Identify work-related terminology

ADAPTING TO AND COPING WITH CHANGE
Recognize change and how to deal with change

SOLVING PROBLEMS AND THINKING CRITICALLY

STANDARDS IN SCIENCE
REQUIRE THE SKILLS
FOR SOLVING

CRITICAL THINKING
Identify the problem
Clarify purposes and goals
Identify solutions to a problem and their impact
Employ reasoning skills
Evaluate options
Set priorities
Select and implement a solution to a problem
Evaluate results of implemented option

MAINTAINING A SAFE AND HEALTHY WORK ENVIRONMENT
Identify hazardous substances in the workplace

SCIENCE
11.A.3d, 11.A.3g, 11.A.4f, 11.A.5e, 11.B.3f
11.B.4g, 11.B.5f
11.A.1b, 11.A.2a
11.A.2a
11.A.1b, 11.A.2a
11.B.4a
11.B.4a, 11.B.4b
11.B.4a, 11.B.5b
11.B.4a, 11.B.5b
11.B.4a, 11.B.5b
11.B.4a, 11.B.5b
11.B.4a, 11.B.5b
11.B.4a, 11.B.5b
11.B.4a, 11.B.5b
11.B.4a, 11.B.5b
DEMONSTRATING WORK ETHICS AND BEHAVIOR
Assume responsibility for decisions and actions

DEMONSTRATING TECHNOLOGICAL LITERACY
Recognize impact of technological changes on tasks and people 13.B.2a, 13.B.4c, 13.B.5a, 13.B.5b

MAINTAINING INTERPERSONAL RELATIONSHIPS
Recognize individual diversity

DEMONSTRATING TEAMWORK
Work with team members
Evaluate team work results

CAREER DEVELOPMENT COMPETENCIES
Understand the relationship between work and learning
Understand how work relates to the needs and functions of the economy and society
Understand how to make decisions
Be able to locate, understand and use career information
Understand how societal needs and functions influence the nature and structure of work 13.B.1d, 13.B.2b, 13.B.2c, 13.B.2f, 13.B.5e
Know the importance of growth and change
Understand developmental changes and transitions
Be aware of the career planning process 13.B.4b, 13.B.2c, 13.B.3c
WORKPLACE SKILLS & CAREER DEVELOPMENT COMPETENCES

WORKPLACE SKILLS SCIENCE
DEVELOP AN EMPLOYMENT PLAN
- Identify short-term goals
- Demonstrate a drug-free status
SEEKING AND APPLYING FOR EMPLOYMENT OPPORTUNITIES
- Prepare a resume
- Prepare for job interview
- Write job application letter
- Write interview follow-up letter
- Complete job application form
ACCEPTING EMPLOYMENT
- Follow directions
COMMUNICATING ON THE JOB
- Communicate orally with others
- Prepare written communication
- Follow written directions
- Ask questions about tasks
INTERPRETING THE ECONOMICS OF WORK
- Identify the role of business in the economic system
- Describe responsibilities of employee
- Describe responsibilities of employer or management
MAINTAINING PROFESSIONALISM
- Work with others
- Identify work-related terminology
ADAPTING TO AND COPING WITH CHANGE
- Recognize change and how to deal with change
SOLVING PROBLEMS AND THINKING CRITICALLY
- Identify the problem
- Clarify purposes and goals
- Identify solutions to a problem and their impact
- Employ reasoning skills
- Evaluate options
- Set priorities
- Select and implement a solution to a problem
- Evaluate results of implemented option
MAINTAINING A SAFE AND HEALTHY WORK ENVIRONMENT
- Identify hazardous substances in the workplace
DEMONSTRATING WORK ETHICS AND BEHAVIOR
- Assume responsibility for decisions and actions
DEMONSTRATING TECHNOLOGICAL LITERACY
- Recognize impact of technological changes on tasks and people
- Recognize individual diversity

SOCIAL

Identify short-term goals
Demonstrate a drug-free status

Prepare a resume
Prepare for job interview
Write job application letter
Write interview follow-up letter
Complete job application form

Follow directions

Communicate orally with others
Prepare written communication
Follow written directions
Ask questions about tasks

Identify the role of business in the economic system
Describe responsibilities of employee
Describe responsibilities of employer or management

Work with others
Identify work-related terminology

Recognize change and how to deal with change

Identify the problem
Clarify purposes and goals
Identify solutions to a problem and their impact
Employ reasoning skills
Evaluate options
Set priorities
Select and implement a solution to a problem
Evaluate results of implemented option

Identify hazardous substances in the workplace
Assume responsibility for decisions and actions
Recognize impact of technological changes on tasks and people
Recognize individual diversity
DEMONSTRATING TEAMWORK
Work with team members  18.B.1a, 18.B.3a
Evaluate team work results  18.B.5

CAREER DEVELOPMENT COMPETENCIES
Understand the relationship between work and learning  15.A.2b
Understand how work relates to the needs and functions of the  15.A.1a, 15.A.2c,
15.A.3b, 15.A.3d, 15.D.2b,
economy and society  15.E.3b, 15.E.5b
Understand how to make decisions  15.B.4a, 15.B.2a,
15.B.3b
Be able to locate, understand and use career information
Understand how societal needs and functions influence the  14.C.2, 15.C.2a,
15.C.2b, 15.C.2c, 15.C.3,
nature and structure of work  15.C.4b
Know the importance of growth and change
Understand developmental changes and transitions
Be aware of the career planning process
WORKPLACE SKILLS & CAREER DEVELOPMENT COMPETENCIES

WORKPLACE SKILLS DEVELOPMENT

DEVELOP AN EMPLOYMENT PLAN
- Demonstrate a drug-free status 22.C.1, 23.B.2

SEEKING AND APPLYING FOR EMPLOYMENT OPPORTUNITIES
- Prepare a resume
- Prepare for job interview
- Write job application letter
- Write interview follow-up letter
- Complete job application form

ACCEPTING EMPLOYMENT

COMMUNICATING ON THE JOB
- Prepare written communication
- Follow written directions 19.C.2a
- Ask questions about tasks

INTERPRETING THE ECONOMICS OF WORK
- Identify the role of business in the economic system 22.B.4
- Describe responsibilities of employee
- Describe responsibilities of employer or management

MAINTAINING PROFESSIONALISM
- Work with others 22.B.1, 22.B.2, 24.A.1a, 24.A.1b
- Identify work-related terminology

ADAPTING TO AND COPING WITH CHANGE
- Recognize change and how to deal with change

SOLVING PROBLEMS AND THINKING CRITICALLY
- Identify the problem
- Identify solutions to a problem and their impact 22.A.5a, 22.C.3a, 22.C.4
- Employ reasoning skills 22.C.5, 24.A.3b
- Evaluate options 22.A.3b, 22.A.5b
- Set priorities
- Select and implement a solution to a problem

MAINTAINING A SAFE AND HEALTHY WORK ENVIRONMENT
- Identify hazardous substances in the workplace 22.C.1, 22.C.3a, 22.C.4, 22.C.5

PHYSICAL AND HEALTH

DEVELOPMENT

20.C.1, 20.C.2a, 22.A.3a, 22.A.3b

SEEKING AND APPLYING FOR EMPLOYMENT OPPORTUNITIES

Prepare a resume
Prepare for job interview
Write job application letter
Write interview follow-up letter
Complete job application form

ACCEPTING EMPLOYMENT

COMMUNICATING ON THE JOB

Prepare written communication
Follow written directions 19.C.2a
Ask questions about tasks

INTERPRETING THE ECONOMICS OF WORK
Identify the role of business in the economic system 22.B.4
Describe responsibilities of employee
Describe responsibilities of employer or management

MAINTAINING PROFESSIONALISM
Work with others 22.B.1, 22.B.2, 24.A.1a, 24.A.1b
Identify work-related terminology

ADAPTING TO AND COPING WITH CHANGE
Recognize change and how to deal with change

SOLVING PROBLEMS AND THINKING CRITICALLY
Identify the problem
Identify solutions to a problem and their impact 22.A.5a, 22.C.3a, 22.C.4
Employ reasoning skills 22.C.5, 24.A.3b
Evaluate options 22.A.3b, 22.A.5b
Set priorities
Select and implement a solution to a problem

MAINTAINING A SAFE AND HEALTHY WORK ENVIRONMENT
Identify hazardous substances in the workplace 22.C.1, 22.C.3a, 22.C.4, 22.C.5
DEMONSTRATING WORK ETHICS AND BEHAVIOR
Assume responsibility for decisions and actions 21.A.2a, 21.A.5

DEMONSTRATING TECHNOLOGICAL LITERACY
Recognize impact of technological changes on tasks and people 22.A.5c

MAINTAINING INTERPERSONAL RELATIONSHIPS
Recognize individual diversity 23.C1a

DEMONSTRATING TEAMWORK
Evaluate team work results 21.A.5, 21.B.5

CAREER DEVELOPMENT COMPETENCIES
Understand the relationship between work and learning 22.A.4d
Understand how work relates to the needs and functions of the economy and society 22.A.4d, 22.A.5b, 22.B.3
Understand how to make decisions 24.B.2, 24.B.3, 24.B.4
Be able to locate, understand and use career information 22.A.4d
Understand how societal needs and functions influence the nature and structure of work 22.A.5c
Know the importance of growth and change 23.C.1, 23.C.2b, 23.C.4
Understand developmental changes and transitions 23.C.1, 23.C.2b, 23.C.5
Be aware of the career planning process 22.A.4d
WORKPLACE SKILLS & CAREER DEVELOPMENT COMPETENCIES

WORKPLACE SKILLS
DEVELOP AN EMPLOYMENT PLAN
   Identify short-term goals
   Demonstrate a drug-free status
SEEKING AND APPLYING FOR EMPLOYMENT OPPORTUNITIES
   Prepare a resume
   Prepare for job interview
   Write job application letter
   Write interview follow-up letter
   Complete job application form
ACCEPTING EMPLOYMENT
   Follow directions
COMMUNICATING ON THE JOB
   Communicate orally with others
   Prepare written communication
   Follow written directions
   Ask questions about tasks
INTERPRETING THE ECONOMICS OF WORK
   Identify the role of business in the economic system
   Describe responsibilities of employee
   Describe responsibilities of employer or management
MAINTAINING PROFESSIONALISM
   Work with others
   Identify work-related terminology
ADAPTING TO AND COPING WITH CHANGE
   Recognize change and how to deal with change
SOLVING PROBLEMS AND THINKING CRITICALLY
   Identify the problem
   Clarify purposes and goals
   Identify solutions to a problem and their impact
   Employ reasoning skills
   Evaluate options
   26.A.4e, 26.A.5
   Set priorities
   Select and implement a solution to a problem
   Evaluate results of implemented option
MAINTAINING A SAFE AND HEALTHY WORK ENVIRONMENT
   Identify hazardous substances in the workplace
DEMONSTRATING WORK ETHICS AND BEHAVIOR
   Assume responsibility for decisions and actions
DEMONSTRATING TECHNOLOGICAL LITERACY
   Recognize impact of technological changes on tasks and people
MAINTAINING INTERPERSONAL RELATIONSHIPS
   Recognize individual diversity
   26.B.1b, 26.B.1c, 26.B.3c
DEMONSTRATING TEAMWORK
   Work with team members
   Evaluate team work results
CAREER DEVELOPMENT COMPETENCIES

Understand the relationship between work and learning 27.A.1b
Understand how work relates to the needs and functions of the economy and society
Understand how to make decisions
Be able to locate, understand and use career information
Understand how societal needs and functions influence the nature and structure of work 27.A.5
Know the importance of growth and change
Understanding developmental changes and transitions
Be aware of the career planning process 27.A.1b, 27.A.2a, 27.A.2b, 27.A.3a
WORKPLACE SKILLS & CAREER DEVELOPMENT COMPETENCIES

WORKPLACE SKILLS
DEVELOP AN EMPLOYMENT PLAN
  Identify short-term goals
  Demonstrate a drug-free status
SEEKING AND APPLYING FOR EMPLOYMENT OPPORTUNITIES
  Prepare a resume
  Prepare for job interview
  Write job application letter
  Write interview follow-up letter
  Complete job application form
ACCEPTING EMPLOYMENT
  Follow directions
  Communicate orally with others
  Prepare written communication
  Ask questions about tasks
INTERPRETING THE ECONOMICS OF WORK
  Identify the role of business in the economic system
  Describe responsibilities of employee
  Describe responsibilities of employer or management
MAINTAINING PROFESSIONALISM
  Work with others
  Identify work-related terminology
ADAPTING TO AND COPING WITH CHANGE
  Recognize change and how to deal with change
SOLVING PROBLEMS AND THINKING CRITICALLY
  Identify the problem
  Clarify purposes and goals
  Identify solutions to a problem and their impact
  Employ reasoning skills
  Evaluate options
  Set priorities
  Select and implement a solution to a problem
  Evaluate results of implemented option
MAINTAINING A SAFE AND HEALTHY WORK ENVIRONMENT
  Identify hazardous substances in the workplace
DEMONSTRATING WORK ETHICS AND BEHAVIOR
  Assume responsibility for decisions and actions
DEMONSTRATING TECHNOLOGICAL LITERACY
  Recognize impact of technological changes on tasks and people
MAINTAINING INTERPERSONAL RELATIONSHIPS
  Recognize individual diversity
DEMONSTRATING TEAMWORK
  Work with team members
  Evaluate team work results

FOREIGN LANGUAGE
28.A.1b, 28.A.2b, 28.A.3b
28.B.4a, 28.B.5a, 28.D.5b
28.C.2a
28.B.1a, 28.B.2a
29.B.1a, 29.B.2a
30.B.1a, 30.B.1b
29.D.4

CAREER DEVELOPMENT COMPETENCIES
Understand the relationship between work and learning 30.B.1a, 30.B.2a,
30.B.3a, 30.B.4a, 30.B.5a
Understand how work relates to the needs and functions of the
economy and society 30.A.4a, 30.B.4a
Understand how to make decisions
Be able to locate, understand and use career information 30.B.5a, 30.B.5b
Understand how societal needs and functions influence the
nature and structure of work 29.E.3, 29.E.4, 30.A.3a, 30.B.3a
Know the importance of growth and change
Understand developmental changes and transitions
Be aware of the career planning process 30.B.5a, 30.B.5b