

APPENDIX D WORKPLACE SKILLS & CAREER DEVELOPMENT COMPETENCIES

LINKAGE TO THE ILLINOIS LEARNING STANDARDS

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

ACCEPTING EMPLOYMENT

- Follow directions
- 4.A.4c

COMMUNICATING ON THE JOB

- Communicate orally with others
- 4.B.4d, 4.B.5d
- Prepare written communication
- 3.C.5b
- Follow written directions
- 1.C.4c
- 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
- 4.B.4d, 4.B.5d
- 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
- 1.C.5d
- Identify solutions to a problem and their impact
- Employ reasoning skills
- 2.B.4a
- 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

ENGLISH

3.C.4a, 3.C.5b

4.A.4a, 4.B.5a

3.C.4a, 3.C.5b

3.C.4a, 3.C.5b

3.C.4a, 3.C.5b

4.A.1c, 4.A.2c, 4.A.3c,

4.B.1b, 4.B.2b, 4.B.3d,

3.C.2a, 3.C.4a, 3.C.5a,

1.B.2a, 1.B.2c, 1.B.3c,

1.B.2a, 1.B.2c, 1.B.3c

2.B.5b

4.B.2c, 4.B.2d, 4.B.3d,

1.A.5a

5.A.2a, 5.A.3a

1.C.2d, 1.C.3d, 1.C.4d,

5.A.3b, 5.B.5a

1.C.4c, 1.C.5c, 1.C.5f,

1.B.5c

5.A.3b, 5.A.4b, 5.A.5b

5.B.5a

5.C.5b

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

MATHEMATI

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

8.C.1, 9.A.3c, 9.C.1,

9.C.5a, 9.D.5, 10.A.2c,

10.C.1a

Prepare written communication

8.C.1, 9.A.3c, 9.C.1,

9.C.5a, 9.D.5, 10.A.2c,

10.B.1c, 10.B.3, 10.B.4,

Follow written directions

Ask questions about tasks

10.B.3, 10.B.4, 10.B.5

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

6.D.5, 7.A.3b, 7.A.4b,

7.C.4b, 7.C.5a, 8.C.3,

9.C.5b

ADAPTING TO AND COPING WITH CHANGE

Recognize change and how to deal with change

SOLVING PROBLEMS AND THINKING CRITICALLY

STANDARDS IN

REQUIRE THE SKILLS

6.D.2, 7.B.2a, 7.B.5,

9.C.2, 9.C.3a, 9.C.4c,

10.A.3c, 10.B.1c,

6.D.2, 7.B.2a, 7.B.5,

9.C.2, 9.C.3a, 9.C.4c,

10.A.3c, 10.A.5,

10.B.5, 10.C.4b

7.C.3a

10.B.1a, 10.B.2a,

10.A.5, 10.B.5

6.B.4, 6.C.4, 6.D.4,

7.A.5, 7.B.4, 7.B.5,

9.A.2b, 9.A.5, 9.B.5,

ALL LEARNING

MATHEMATICS

FOR SOLVING

PROBLEMS AND CRITICAL

- 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

THINKING

10.A.5, 10.B.5
10.A.5, 10.B.5

CAREER DEVELOPMENT COMPETENCIES

- Understand the relationship between work and learning
6.D.5, 7.A.3b, 7.A.4b,

9.A.3c, 9.A.5, 9.B.5,

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
7.B.4, 8.C.3, 8.C.4b,

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

6.B.4, 6.D.3, 6.D.4,

8.C.3, 8.C.4b, 9.A.2b,

9.C.5b, 9.D.5, 10.B.3,

6.B.3a, 6.B.4, 6.C.4,

9.A.3c, 9.A.5, 10.A.2C,

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
- 11.A.4f, 11.A.5e, 11.B.3f,

13.B1a

- 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

FOR SOLVING

CRITICAL THINKING

- Identify the problem
- 11.B.4b
- Clarify purposes and goals
- Identify solutions to a problem and their impact
- 11.B.5b
- Employ reasoning skills
- 12.B.3b, 12.B.5b, 12.F.3c
- Evaluate options
- Set priorities
- Select and implement a solution to a problem
- 11.B.5e
- Evaluate results of implemented option
- 11.B.5f, 12.F.5a, 12.F.5b

MAINTAINING A SAFE AND HEALTHY WORK ENVIRONMENT

- Identify hazardous substances in the workplace

SCIENCE

11.A.3d, 11.A.3g,

11.B.4g, 11.B.5f,

11.A.1b, 11.A.2a

13.B.3a

ALL LEARNING

REQUIRE THE SKILLS

PROBLEMS AND

11.B.2a, 11.B.4a,

11.B.1a, 11.B.2a,

11.B.5e, 12.A.3c,

11.B.4e, 11.B.4f

11.B.4c, 11.B.4e,

11.B.4f, 11.B.4g,

13.A.4a, 13.A.5a

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.5a, 13.B.5b

13.B.2a, 13.B.4c,

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.2c, 13.B.2f, 13.B.5e

13.B.1d, 13.B.2b,

Know the importance of growth and change

Understand developmental changes and transitions

Be aware of the career planning process

13.B.3c

13.B.4b, 13.B.2c,

WORKPLACE SKILLS & CAREER DEVELOPMENT COMPETENCIES

WORKPLACE SKILLS SCIENCE

SOCIAL

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

18.B.5

INTERPRETING THE ECONOMICS OF WORK

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

15.A.2a, 15.A.4a,

14.C.2, 18.B.1a

14.C.2, 18.B.1a

MAINTAINING PROFESSIONALISM

- Work with others
- Identify work-related terminology

18.B.1a, 18.B.2a,

15.A.2b, 15.A.5a

ADAPTING TO AND COPING WITH CHANGE

- Recognize change and how to deal with change

14.D.3, 14.D.4, 14.D.5

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

18.B.5

18.B.5

16.D.5 (US), 16.E.5b

17.D.5, 18.B.5

18.B.5

18.B.5

18.B.5

18.B.5

MAINTAINING A SAFE AND HEALTHY WORK ENVIRONMENT

- Identify hazardous substances in the workplace

DEMONSTRATING WORK ETHICS AND BEHAVIOR

- Assume responsibility for decisions and actions

14.C.1, 14.C.2

DEMONSTRATING TECHNOLOGICAL LITERACY

- Recognize impact of technological changes on tasks and people

15.D.3c, 15.D.5c,

6.E.5a(W)

MAINTAINING INTERPERSONAL RELATIONSHIPS

- Recognize individual diversity

18.B.2a, 18.C.3b

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.3b, 15.A.3d, 15.D.2b,

15.A.1a, 15.A.2c,

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

- Identify short-term goals
20.C.3a, 20.C.4a, 24.C.4
- 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

- Follow directions
21.A.1a, 21.A.3a

COMMUNICATING ON THE JOB

- Communicate orally with others
24.B.2, 24.B.4, 24.C.1,

- 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
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
- Clarify purposes and goals
20.C.3a, 20.C.4a, 20.C.5a
- Identify solutions to a problem and their impact
22.C.3b, 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
- Evaluate results of implemented option
22.A.5b, 22.B.5, 24.B.5,
- 24.C.5

MAINTAINING A SAFE AND HEALTHY WORK ENVIRONMENT

- Identify hazardous substances in the workplace
22.C.5

PHYSICAL

AND HEALTH

20.C.1, 20.C.2a,

22.A.3a, 22.A.3b,

19.C.2a, 19.C.3a,

24.A.1b, 24.A.3c,

24.C.2

19.C.2a

22.B.4

22.B.1, 22.B.2, 24.A.1a,

20.C1, 20.C.2a,

22.A.5a, 22.C.3a,

22.C.5, 24.A.3b

22.A.3b, 22.A.5b

22.A.5b, 22.B.5, 24.B.5,

22.C.1, 22.C.3a, 22.C4,

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

Work with team members

21.B.1, 21.B.2, 21.B.3,

21.B.4, 22.B.1, 22.B.2,

22.B.3

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
- Set priorities
- Select and implement a solution to a problem
- Evaluate results of implemented option

26.A.4c, 27.A.4b,

26.A.4e, 26.A.5

25.A.5, 25.B.4, 26.A.4e,

26.A.5

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

26.A.2a, 26.A.2e,

27.A.5

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

FINE ARTS

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
- 28.A.3b

28.A.1b, 28.A.2b,

COMMUNICATING ON THE JOB

- Communicate orally with others
- 28.D.5b
- Prepare written communication
- 28.D.3a, 28.D.4a, 28.D.5a

28.B.4a, 28.B.5a,

28.D.1a, 28.D.2a,
Follow written directions
28.C.2a
28.B.1a, 28.B.2a

- Ask questions about tasks

INTERPRETING THE ECONOMICS OF WORK

- Identify the role of business in the economic system
- 30.A.3a, 30.A.5a
- Describe responsibilities of employee
- Describe responsibilities of employer or management

29.D.3, 29.E.3, 29.E.5,

MAINTAINING PROFESSIONALISM

- Work with others
- Identify work-related terminology

30.B.1a, 30.B.1b

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

29.D.4

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
- 29.A.4, 29.A.5

29.A.1, 29.A.2, 29.A.3,

DEMONSTRATING TEAMWORK

- Work with team members
- Evaluate team work results

CAREER DEVELOPMENT COMPETENCIES

| | |
|---|--------------------------|
| Understand the relationship between work and learning 30.B.3a, 30.B.4a, 30.B.5a | 30.B.1a, 30.B.2a, |
| 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 30.B.3a | 29.E.3, 29.E.4, 30.A.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 |