

APPENDIX A

Essential Skills Enumerated by Recognized Initiatives, Including the California CTE Model Curriculum Standards Foundation Standards, the National Career Development Guidelines, Partnership for 21st Century Skills, SCANS, and Equipped for the Future

CTE Model Curriculum Standards Foundation Standards	National Career Development Guidelines	Partnership for 21 st Century Skills	SCANS	Equipped for the Future Work Readiness Skills
<ol style="list-style-type: none"> 1. Academics 2. Communications 3. Career Planning and Management 4. Technology 5. Problem Solving and Critical Thinking 6. Health and Safety 7. Responsibility and Flexibility 8. Ethics and Legal Responsibilities 9. Leadership and Teamwork 10. Technical Knowledge and Skills 11. Demonstration and Application 	<p>Personal and Social Development</p> <ul style="list-style-type: none"> ▪ Build and maintain positive self-concept ▪ Develop interpersonal skills including respect for diversity ▪ Integrate personal growth and change into career development ▪ Balance personal, leisure, community, learner, family and work roles <p>Educational Achievement and Lifelong Learning</p> <ul style="list-style-type: none"> ▪ Attain educational achievement & performance levels needed to reach personal and career goals ▪ Participate in on-going lifelong learning experiences <p>Career Management</p> <ul style="list-style-type: none"> ▪ Create and manage a career plan that meets career goals ▪ Use a process of decision-making as one component of career development ▪ Use accurate, current and unbiased career information during career planning and management ▪ Master academic, occupational and general employability skills ▪ Integrate changing employment trends, societal needs & economic conditions into career plans 	<p>Core</p> <p>English, reading or language arts; mathematics; science; foreign languages; civics; government; economics; arts; history; and geography.</p> <p>21st Century Content</p> <ul style="list-style-type: none"> ▪ Global awareness ▪ Financial, economic, business and entrepreneurial literacy ▪ Civic literacy ▪ Health literacy <p>Learning and Innovation Skills</p> <ul style="list-style-type: none"> ▪ Creativity and innovation skills ▪ Critical thinking and problem solving skills ▪ Communication and collaboration skills <p>Information and Media Literacy Skills</p> <ul style="list-style-type: none"> ▪ Information literacy ▪ Media literacy ▪ Information and communications technology (ICT) literacy <p>Life and Career Skills</p> <ul style="list-style-type: none"> ▪ Leadership ▪ Ethics ▪ Accountability ▪ Adaptability ▪ Personal Productivity ▪ Personal Responsibility ▪ People Skills ▪ Self Direction ▪ Social Responsibility <p>21st Century Assessments. Assessments must measure all results that matter (the skills above)</p>	<p>A Three-Part Foundation</p> <p>1. Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks</p> <p>2. Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons</p> <p>3. Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty</p> <p>Five Workplace Competencies</p> <ol style="list-style-type: none"> 1. Resources: <ul style="list-style-type: none"> ▪ Identifies, organizes, plans, and allocates resources 2. Interpersonal: <ul style="list-style-type: none"> ▪ Works with others 3. Information: <ul style="list-style-type: none"> ▪ Acquires and uses information 4. Systems: <ul style="list-style-type: none"> ▪ Understands complex inter-relationships 5. Technology: <ul style="list-style-type: none"> ▪ Works with a variety of technologies 	<p>EFF Skills</p> <ol style="list-style-type: none"> 1. Speak so others can understand 2. Listen actively 3. Solve problems and make decisions 4. Cooperate with others 5. Resolve conflicts and negotiate 6. Observe critically 7. Take responsibility for learning 8. Read with understanding 9. Use math to solve problems <p>Entry-level Tasks</p> <ol style="list-style-type: none"> 1. Acquire & use information 2. Use technology 3. Use systems <ul style="list-style-type: none"> ▪ Understand systems ▪ Monitor & correct performance 4. Work with others <ul style="list-style-type: none"> ▪ Diversity ▪ Negotiate ▪ Serve clients 5. Integrity 6. Know how to learn 7. Responsibility 8. Allocate resources 9. Solve problems 10. Self management <p>EFF Roles</p> <ol style="list-style-type: none"> 1. Worker 2. Citizen and community member 3. Parent and family member