Washington State Core Employability Skill Resource

This skill resource is based on the Secretary's Commission of Achieving Necessary Skills (SCANS 1993) document.

In 1990, the Secretary of Labor appointed a commission to determine the skills people need to succeed in the world of work.

The commissions fundamental purpose was to encourage a high-performance economy characterized by high-skill, high-wage employment.

> *"If your actions inspire others to dream more, learn more, do more, and become more, you are a leader."*
>
> —John Quincy Adams

Career and Technical Education
www.careerandcollegeready.com

Betty Klattenhoff, Director
Career and Technical Education
betty.klattenhoff@k12.wa.us

Dennis Wallace
Skilled and Technical Sciences
dennis.wallace@k12.wa.us

Robyn Buck
Health Sciences
robyn.buck@k12.wa.us

Wayne Gilman
Agriculture & Science
hw.gilman@k12.wa.us

Venetia Willis-Holbrook
Business and Marketing
v.willis-holbrook@k12.wa.us

Mary Nagel
Health & Human Services
mary.nagel@k12.wa.us

Dennis Milliken
STEM
dennis.milliken@k12.wa.us

Employability

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Employability Skills

Employability skill development for all students is a required, integral part of all Career and Technical Education (CTE) instructional programs.

Employability skills can be defined as human relations, personal management, and personality (affective) skills needed to be a good employee.

Employability for ALL!

When planning an individual course, districts may choose which of the core employability skill(s) from each category that will be addressed in that course.

Upon completion of a sequence of courses, students will be able to demonstrate knowledge and skills in all of the Employability competencies.

Core Employability Skills

The employability skills listed in the chart represent the core employability skills that students should be able to demonstrate prior to their completion of a Career and Technical Education program.

Employability Competency

1.1 The student will demonstrate the ability to identify, organize, plan, and allocate **resources**. This means that the student is able to demonstrate allocating time, money, materials, space, and staff.

1.2 The student will demonstrate the ability to acquire and use **information** in a family, community, business and industry settings. This means that the student can acquire and evaluate data, organize and maintain files, interpret and communicate, and use computers to process information.

1.3 The student will demonstrate an understanding of complex inter-relationships (**systems**). This means that the student understands social, organizational, and technological systems; they can monitor and correct performance; and they can design or improve systems.

1.4 The student will demonstrate an ability to work with a variety of technologies, identify or solve problems with equipment, including **computers and other technologies**. This means that the student can select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot equipment.

1.5 The student will use **interpersonal skills** to communicate, participate, and advocate effectively in pairs, small groups, teams, and large groups in order to reach common goals. This means that the student can effectively work on teams, teach others, serve customers, lead, negotiate, and work effectively with people from culturally diverse backgrounds.

Student Activities

A. *Time*—Select goal-relevant activities, rank them, allocate time, and prepare and follow schedules

B. *Money*—Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives

C. *Materials and Facilities*—Acquires, store, allocate, and use materials or space efficiently

D. *Human Resources*—Assess skills and distribute work

A. Acquire and Evaluate Information

B. Organize and Maintain Information

C. Interpret and Communicate Information

D. Use Computer to Process Information

A. *Understand Systems*—Know how social, organizational, and technological systems work and operate effectively with them

B. *Monitor and Correct Performance*—Distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance and corrects malfunction

C. *Improve or Design Systems*—Suggest modifications to existing systems and develop new or alternative systems to improve performance

A. *Select Technology*—Choose procedures, tools or equipment including computers and related technologies

B. *Apply Technology to Task*—Understand overall intent and proper procedures for setup and operation of equipment

C. *Maintain and Troubleshoot Equipment*—Prevent, identify, or solve problems with equipment, including computers and other technologies

A. *Participates as a Member of a Team*—Contribute to group effort

B. *Teach Others New Skills*—Help others to apply concepts, theories, recognizing training needs and conveying job information.

C. *Serve Clients/Customers*—Work to satisfy customers' expectations

D. *Exercise Leadership*—Communicate ideas to justify position, persuade and convinces others, responsibility, challenges, existing procedures and policies

E. *Negotiate*—Work toward agreements involving exchange of resources, resolve divergent interests

F. *Work with Diversity*—Work well with people from diverse backgrounds