



5-8 CAREER LITERACY STANDARDS

Career exploration includes investigation of the contemporary workplace and an understanding of the relationships among personal abilities, education, and knowledge, and skills needed to pursue occupations and careers.

Note: Arizona's Professional Skills are taught as an integral part of the Career Literacy Program.

Career Literacy Standards were approved by The Arizona Career and Technical Education Quality Commission in 2019.

1.0 CAREER RESEARCH	
<i>The opportunity to explore career pathways through self assessment and identification of interests and values of unique career preferences.</i>	
1.1	Compare and contrast current and past employer hiring and employment practices related to substance use (e.g., tobacco, drugs, and alcohol).
1.2	Explain what is mean by "jobs" and "careers," and examine how each tends to be distributed regionally, nationally, and globally.
1.3	Inventory the requirements for entering different career areas of interest using online job information and determine why those requirements are needed for success in a chosen career.
1.4	Compare and contrast how traditional and non-traditional occupational roles have changed or remained the same regionally, nationally, and globally.
1.5	Evaluate personal abilities, interests, and motivations and discuss how they might influence job and career selection.
1.6	Identify common knowledge, skills, and abilities needed within career clusters.
1.7	Relate academic achievement and course planning to secondary opportunities
<ul style="list-style-type: none"> • What are common skills needed across all jobs/careers? • How do your abilities and interests influence your career choice? • What's the difference between jobs and careers? • What are some requirements to enter a job/career of your choice? 	
2.0 CRITICAL THINKING AND PROBLEM SOLVING SKILLS	
<i>The ability to recognize a problem and apply critical thinking skills to develop solutions</i>	
2.1	Develop strategies for productive behaviors that impact critical thinking and problem-solving skills.
2.2	Implement problem-solving strategies to solve a problem in school or real-world situations.
2.3	Compare and contrast different strategies used in various organizations to solve problems.
2.4	Design and implement a personal problem-solving plan using one or more problem-solving strategies.
<ul style="list-style-type: none"> • What strategies do I use to solve problems? • How can I make good choices or decisions? What resources can I use to make decisions? How do I know what resources are the best (i.e. people, technology, community)? 	

3.0 COLLABORATION		
<i>Collaboration and teamwork enable individuals or groups to achieve common goals and develop leadership skills.</i>		
3.1	Determine an individual's responsibility for personal actions and contributions to group activities.	<ul style="list-style-type: none"> How do you foster collaboration and teamwork? How do you define personal responsibility? How do you resolve conflict to solve a problem? What makes a good leader?
3.2	Demonstrate the use of compromise, negotiation, and community-building strategies for carrying out tasks, assignments, and projects.	
3.3	Model leadership skills during classroom and extra-curricular activities.	
4.0 INTERPERSONAL COMMUNICATION		
<i>Effective communication skills convey intended meaning to others and assist in preventing misunderstandings.</i>		
<i>Communication with people from different cultural backgrounds is enhanced by the understanding of different cultural perspectives.</i>		
4.1	Demonstrate the ability to understand others using verbal and non-verbal communication.	<ul style="list-style-type: none"> How do you effectively communicate to avoid misunderstanding? How does my personal behavior, dress, attitudes, and other choices impact the success of failure of a job applicant? How do you show respect for cultural differences?
4.2	Use effective communication skills in person and online interactions with peers and adults from home and from diverse cultures.	
4.3	Examine how communication in different cultures and generations in the workplace may result in misunderstanding.	
4.4	Use digital media effectively to enhance communication	
5.0 TECHNOLOGY		
<i>The impact of technology in the workplace.</i>		
5.1	Explore the role of technology in the workplace.	<ul style="list-style-type: none"> How has technology impacted the workplace? What are some technology tools used in the different jobs? What does my digital footprint say about me?
5.2	Examine how technology has impacted the workplace (i.e. skills, jobs).	
5.3	Explore industry-recognized technology tools (i.e. Microsoft Office, etc.)	
5.4	Engage in positive, safe, legal, and ethical behavior when using technology including social interactions online.	
6.0 ACCOUNTABILITY AND ETHICS		
<i>Individual accountability and ethical behaviors expected in the workplace.</i>		
6.1	Demonstrate and describe appropriate work habits and interpersonal skills needed to obtain and retain employment.	<ul style="list-style-type: none"> Why is it important that I take accountability and responsibility for my actions? Why is ethical behavior important (i.e. home, work, school)?
6.2	Demonstrate and describe ethical and unethical behavior.	

7.0 PERSONAL RESPONSIBILITY		
<i>Individual responsibility and skills expected in the workplace.</i>		
7.1	Identify the importance of personal appearance in a variety of settings?	<ul style="list-style-type: none"> • What does your personal appearance say about you? • How well do you manage your time? • How do I prioritize my spending? • How will my career choice support my wants and needs?
7.2	Demonstrate effective time management.	
7.3	Explain wants vs. needs.	
7.4	Analyze the relationship between education, income, and job opportunities.	
7.5	Create a budget and examine the benefits of budgeting.	

STRATEGIES

1. Develop an ECAP that includes information about career areas of interest.
2. Identify common knowledge, skills, and abilities needed within career clusters.
3. Evaluate personal abilities, interests, and motivations and discuss how they might influence job and career selection.
4. Identify high school and CTE courses and programs that support career or occupational areas of interest.
5. Use workplace readiness skills and career information learned from job shadowing, high school visits, speakers, volunteering, or other career exploration activities to assist with career exploration.
6. Evaluate communication, collaboration, and leadership skills, and how they might be further developed in preparation for a future career through involvement in school, home, work, and extracurricular activities.
7. Explain what is meant by "jobs" and "careers," and examine how each tends to be distributed regionally, nationally, and globally.
8. Compare and contrast how traditional and non-traditional occupational roles have changed or remained the same regionally, nationally, and globally.
9. Inventory the requirements for entering different career areas of interest using online job information and determine why those requirements are needed for success in a chosen career.
10. Evaluate employment trends (including job outlook and wage trends) in areas of career interest using online resources.
11. Explain how personal behavior, dress, attitudes, and other choices can impact the success or failure of a job applicant.
12. Use online state and federal agency resources to identify jobs that are permitted or prohibited for minors.
13. Analyze a past or current local, national, or international incident that violated professional, legal, and/or ethical responsibilities in an employment setting, and explain the impact of the incident on employees and others.
14. Relate academic achievement and course planning to secondary opportunities.
15. Recognize that an individual's online behavior (e.g., social networking, photo exchanges, video postings) may impact opportunities for employment or advancement.
16. Compare and contrast current and past employer hiring and employment practices related to substance use (e.g., tobacco, drugs, and alcohol).
17. Critical Thinking and problem-solving skills—the ability to recognize a problem and apply critical-thinking skills to develop solution