CAREER LITERACY STANDARDS
Grades 5-8

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

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

STANDARD 1.0 CAREER RESEARCH

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 meant 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 determining 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

STANDARD 2.0 CRITICAL THINKING AND PROBLEM-SOLVING SKILLS

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

STANDARD 3.0 COLLABORATION

3.1 Determine an individual's responsibility for personal actions and contributions to group activities
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 extracurricular activities

STANDARD 4.0 INTERPERSONAL COMMUNICATION

4.1 Demonstrate the ability to understand others using verbal and non-verbal communication
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

STANDARD 5.0 TECHNOLOGY

5.1 Explore the role of technology in the workplace
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

STANDARD 6.0 ACCOUNTABILITY AND ETHICS

6.1 Demonstrate and describe appropriate work habits and interpersonal skills needed to obtain and retain employment
6.2 Demonstrate and describe ethical and unethical behavior

STANDARD 7.0 PERSONAL RESPONSIBILITY

7.1 Identify the importance of personal appearance in a variety of settings
7.2 Demonstrate effective time management
7.3 Explain financial wants vs. needs
7.4 Analyze the relationship between education, income, and job opportunities
7.5 Create and examine the benefits of a budget

Grades 5-8 Career Literacy Strategies by Standard

STANDARD 1.0 CAREER RESEARCH

The opportunity to explore career pathways through self-assessment and identification of interests and values of unique career preferences.

Questions

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?

Strategies

- Develop an ADE ECAP that includes information about career areas of interest.
- Register, perform get-started tasks, and take the career interest assessment in My Future AZ.
- Identify high school and CTE courses and programs that support career or occupational areas of interest.
- 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.
- Evaluate employment trends (including job outlook and wage trends) in areas of career interest using online
- Use online state and federal agency resources to identify permitted or prohibited jobs for minors.
- 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.
- Compare and contrast current and past employer hiring and employment practices related to substance use

STANDARD 2.0 CRITICAL THINKING AND PROBLEM-SOLVING SKILLS

The ability to recognize a problem and apply critical thinking skills to develop solutions.

Questions

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 find the best resources (i.e. people, technology, community)?

Strategies

- Engage in project-based learning activities

STANDARD 3.0 COLLABORATION

Collaboration and teamwork enable individuals or groups to achieve collective goals and develop leadership skills.

Questions

How do you foster collaboration and teamwork? What is the definition of personal responsibility? How do you resolve conflict to solve a problem? What teaming and leadership skills do I possess?

Strategies

- 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.

Grades 5-8 Career Literacy Strategies by Standard

STANDARD 4.0 INTERPERSONAL COMMUNICATION

Effective communication skills convey intended meaning to others and can prevent misunderstandings. Communication with others from different cultural backgrounds is enhanced by the understanding and perspective of cultural similarities and differences.

Questions

How do you effectively communicate to avoid misunderstanding? How can my personal behavior, dress, attitude, and other choices impact my success or failure as a job applicant? How do you show respect for cultural differences?

Strategies

- Take the [professional skills](#) pre-assessment to determine your current communication skills. Use resources to improve your skills.

STANDARD 5.0 TECHNOLOGY

Understanding how to effectively use technology and its impact in the workplace.

Questions

How has technology impacted the workplace? What are some technology tools used in different jobs? What does my digital footprint say about me?

Strategies

- Join a technology club (i.e. Code.org, Robotics, Girls who code).
- Take a computer class.
- Practice and improve [typing speed.](#)

STANDARD 6.0 ACCOUNTABILITY AND ETHICS

Individual accountability and ethical behaviors are expected in the workplace.

Questions

Why is it important that I take responsibility and responsibility for my actions? Why is ethical behavior important at work, home, and school?

Strategies

- Explain how personal behavior, dress, attitudes, and other choices can impact the success or failure of a job applicant.

STANDARD 7.0 PERSONAL RESPONSIBILITY

Individual responsibility and skills are expected in the workplace.

Questions

What does your personal appearance say about you? How well do you manage your time? How do you prioritize your spending? How will your career choice support your wants and needs? What is professionalism?

Strategies

- Take the [professional skills](#) pre-assessment to determine your current communication skills. Use resources to improve your skills.