

CAREER RELATED LEARNING STANDARDS BECOME PART OF ESSENTIAL SKILLS

The Essential Skills (ES) are foundational skills essential for success in postsecondary education, work, and citizenship. The ES are most meaningful when students learn and apply them across the curriculum in all subject areas, both in the classroom and outside of school. Students will be required to **demonstrate proficiency** in these skills to receive a diploma. The proficiency requirement will begin with students graduating in 2012, the freshman class of Fall 2008.

In 2002, the Career-Related Learning Standards (CRLS) were adopted as a requirement for graduation in 2007. The CRLS are foundational skills that prepare students for post high school success. They are demonstrated through integrated, interdisciplinary approaches and hands-on activities. Table 1 below illustrates how several of the ES and CRLS overlap. See Table 2 for a more detailed reference.

Given this degree of overlap, and the potential record-keeping burden and confusion of requiring two sets of similar and overlapping skills, the Essential Skills Task Force recommended merging the ES and CRLS into one set of skills.

As the essential skills and CRLS merge, the intent and application of the CRLS is not lost. The CRLS criteria are reflected in the ES definitions with more clearly defined targets. As schools transition to ES, teachers can begin by substituting ES wherever the CRLS are currently taught and continue to provide instruction in these areas. All teachers, across disciplines, should incorporate ES in their course syllabi. To develop proficiency, students should practice these skills throughout the curriculum.

Table 1. Overlap between Essential Skills and CRLS

Essential Skills	Career-Related Learning Standards (✓ overlap with ES)
✓Read	✓Communications
✓Write	
✓Speak/listen	
✓Use technology	
✓Personal management & teamwork	✓Personal management ✓Teamwork
✓Think critically and analytically	✓Problem solving
Apply math	
Civic & community engagement	
Global literacy	
	Career development Employment foundations

The shaded areas in Table 2 highlight where the Essential Skills and CRLS overlap.

Table 2. Detailed View of Overlap between the Essential Skills and the CRLS

Essential Skills (ES)	Career-Related Learning Standards (CRLS)
Read and comprehend a variety of text* <ul style="list-style-type: none">Demonstrate the ability to read and understand text.Summarize and critically analyze key points of text, events, issues, phenomena or problems, distinguishing factual from non-factual and literal from inferential elements.Interpret significant ideas and themes, including those conveyed through figurative language and use of symbols.Follow instructions from informational or technical text to perform a task, answer questions, and solve problems.	Communication <i>Demonstrate effective communication skills to give and receive information in school, community, and/or workplace.</i> <ul style="list-style-type: none">Locate, process, and convey information using traditional and technological tools.Listen attentively and summarize key elements of verbal and non-verbal communication.Give and receive feedback in a positive manner.Read technical/ instructional materials for information and apply to specific tasks.Write instructions, technical reports, and business communications clearly and accurately.Speak clearly, accurately and in a manner appropriate for the intended audience when giving oral instructions, technical reports and business communications.
Write clearly and accurately <ul style="list-style-type: none">Adapt writing to different audiences, purposes, and contexts in a variety of formats and media, using appropriate technology.Develop organized, well-reasoned, supported, and focused communications.Write to explain, summarize, inform, and persuade, including business, professional, technical, and personal communications.Use appropriate conventions to write clearly and coherently, including correct use of grammar, punctuation, capitalization, spelling, sentence construction, and formatting.	
Listen actively and speak clearly and coherently <ul style="list-style-type: none">Listen actively to understand verbal and non-verbal communication.Give and follow spoken instructions to perform a task, ask and answer questions, and solve problems.Present or discuss ideas clearly, effectively, and coherently, using both verbal and non-verbal techniques.Use language appropriate to particular audiences and contexts.	
Use technology to learn, live, and work <ul style="list-style-type: none">Use creativity and innovation to generate ideas, products, or processes using current technology.Use technology to participate in a broader community through networking, collaboration and learning.Recognize and practice legal and responsible behavior in the use and access of information and technology.Use technology as a tool to access, research, manage, integrate, and communicate ideas and information.	

*text includes but is not limited to all forms of written material, communications, media, and other representations in words, numbers, and graphics and visual displays using traditional and technological formats

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Table 2 Detailed view of Overlap between the Essential Skills and the CRLS - continued

Essential Skills (ES)	Career-Related Learning Standards (CRLS)
<p>Demonstrate personal management and teamwork skills.</p> <ul style="list-style-type: none">• Participate cooperatively and productively in work teams to identify and solve problems.• Display initiative and demonstrate respect for other team members to complete tasks.• Plan, organize, and complete assigned tasks accurately and on time.• Exhibit work ethic and performance, including the ability to be responsible and dependable.	<p>Personal management <i>Exhibit appropriate work ethic and behaviors in school, community, and workplace.</i></p> <ul style="list-style-type: none">• Identify tasks that need to be done and initiate action to complete the tasks.• Plan, organize, and complete projects and assigned tasks on time, meeting agreed-upon standards of quality.• Take responsibility for decisions and actions and anticipate consequences of decisions and actions.• Maintain regular attendance and be on time.• Maintain appropriate interactions with colleagues. <p>Teamwork <i>Demonstrate effective teamwork in school, community, and workplace.</i></p> <ul style="list-style-type: none">• Identify different types of teams and roles within each type of team; describe why each role is important to effective teamwork.• Demonstrate skills that improve team effectiveness (e.g., negotiation, compromise, consensus building, conflict management, shared decision-making and goal-setting).
<p>Think critically and analytically</p> <ul style="list-style-type: none">• Identify and explain the key elements of a complex event, text*, issue, problem or phenomenon.• Develop a method to explore the relationship between the key elements of a complex event, text*, issue, problem or phenomenon.• Gather, question and evaluate the quality of information from multiple primary and secondary sources.• Propose defensible conclusions that address multiple and diverse perspectives.• Evaluate the strength of conclusions, differentiating reasoning based on facts from reasoning based on opinions.	<p>Problem Solving <i>Apply decision-making and problem-solving techniques in school, community, and workplace.</i></p> <ul style="list-style-type: none">• Identify problems and locate information that may lead to solutions.• Identify alternatives to solve problems.• Assess the consequences of the alternatives.• Select and explain a proposed solution and course of action.• Develop a plan to implement the selected course of action.• Assess results and take corrective action.
Apply Math	No specific CRLS
Civic & Community Engagement	
Global Literacy	

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The table below illustrates the recommended integration of the CRLS with the other diploma requirements. Students would demonstrate the Career Development criteria through career guidance and development of their education plan and profile. The Employment Foundations criteria applied to the Career Related Learning Experiences (CRLE) provides learning goals for career-related learning experiences.

Table 3. Recommended Integration of CRLS with other Diploma Requirements

Diploma Requirements	
Education Plan and Profile (EPP) Students develop an education plan, guided by adults, to meet graduation requirements connected to post-high school goals and documents progress in their profile.	Career Development: Demonstrate career development skills in planning for post-high school experiences. <i>Apply criteria:</i> <ul style="list-style-type: none">• Assess personal characteristics related to educational and career goals.• Research and analyze career and educational information.• Develop and discuss a current plan designed to achieve personal, educational, and career goals.• Monitor and evaluate educational and career goals.• Demonstrate job-seeking skills (e.g., writing resumes, completing applications, and participating in interviews).
Career-Related Learning Experiences (CRLE) Students connect classroom learning with real life experiences in the workplace and community.	Employment Foundation: <i>Demonstrate academic, technical, and organizational knowledge and skills required for successful employment.</i> <i>Apply criteria:</i> <ul style="list-style-type: none">• Apply academic knowledge and technical skills in a career context.• Select, apply, and maintain tools and technologies appropriate for the workplace.• Identify parts of organizations and systems and how they fit together.• Describe how work moves through a system.• Describe the changing nature of work, workplaces, and work processes on individuals, organizations and systems.• Demonstrate dress, appearance, and personal hygiene appropriate for the work environment and situation.• Explain and follow health and safety practices in the work environment.• Explain and follow regulatory requirements, security procedures, and ethical practices.• Exhibit safe work behaviors, such as working free of the influence of alcohol and drugs, and other risky behaviors. <i>*Revise criteria to reflect a broader range of CRLE that may not take place in the workplace (TBD).</i>
Extended Application (EA)	Students apply academic standards, essential skills, and technical knowledge and skills appropriate to their personal and/or career interests and post-high school goals.