

Massachusetts Work-Based Competencies

correlated to Career Strategies, Life Strategies and Career Portfolio

Competency One: Communication and Literacy The student demonstrates the ability to speak, listen, read and write to function successfully.	Career Strategies	Life Strategies	Career Portfolio
1a. Speaking <ul style="list-style-type: none"> Learning to speak clearly, audibly and courteously Speaks clearly and uses language appropriate to the environment, both in person and on the telephone Expresses complex ideas in an organized and concise manner 	All chapters: dramatic script; Chapter Two, Lesson 1 (pp. 31-41); Chapter Four, Lesson 1 (pp. 98-99); Chapter Four, Lesson 3 (p. 113)	All chapters: dramatic script; Chapter Two, Lesson 1 (pp. 30-32)	Section Four "Job Interviews"
1b. Listening <ul style="list-style-type: none"> Developing listening skills; working to make eye contact and confirm understanding Listens attentively; ,makes eye contact; repeats instructions to confirm understanding Listens attentively and demonstrates understanding through relevant responses and questions 	Chapter Three, Lesson 4 (pp. 90-91); Chapter Two, Lesson 1 (pp. 38-39); Chapter Four, Lesson 3 (pp. 112-113)	Chapter Three, Lessons 1 & 2 (pp. 56, 64); Chapter Four, Lesson 2 (pp. 88-95)	Section Four "Job Interviews"
1c. Reading <ul style="list-style-type: none"> Reads written documents and workplace instructions independently Reads and understands written materials, including technical documents, independently; asks questions where appropriate 	Chapter One, Lesson 1 (p. 11); Chapter Two, Lesson 3 (pp. 46-51)	Chapter Five, Lesson 4 (pp. 136-137)	Section Three "Job Application"
1d. Writing <ul style="list-style-type: none"> Learning to write clearly with correct grammar Writes clearly with correct grammar Writes clearly using work-related terminology 	Chapter Two, Lesson 1 (p. 37*); Chapter Two, Lesson 2 (pp. 44-45*)	Chapter Three, Lesson 2 (pp. 64-65)	Section Five "Letters"
Competency Two: Organizing and Analyzing Information The student gathers, organizes and evaluates the meaning of documents and information.	Career Strategies	Life Strategies	Career Portfolio
2a. Collecting and Organizing Information <ul style="list-style-type: none"> Developing ability to collect and organize information and material necessary for a task Effectively compiles information and resources, including via the Internet Effectively organizes and evaluates the relevance and accuracy of information Identifies and obtains missing information based on mastery of subject 	Chapter One, Lesson 1 (p. 10*); Chapter One, Lesson 2 (pp. 18,* 20,* 21*); Chapter Five, Lesson 2 (pp. 130-135)	Chapter Three, Lesson 3 (pp. 66-71); Chapter Five, Lesson 3 (pp.122-129); Chapter Six, Lesson 1 (pp. 139-140)	Section One "Your Plan" Section Three "Job Application" Section Seven "Job Search"
2b. Research and Analysis <ul style="list-style-type: none"> Developing a familiarity with pertinent information and its location Researches and synthesizes information from a variety of sources Analyzes, interprets and draws conclusions from a variety of information types and sources Develops theories of action and tests them in practice 	Chapter One, Lesson 1-2 (pp. 10,* 18,* 20*); Chapter Five, Lesson 2 (pp. 130-135)	Chapter One, Lesson 1 (pp. 8-15); Chapter Five, Lessons 2-4 (pp. 114-139); Chapter Six, Lesson 1 (pp. 139-140)	Section One "Your Plan" Section Three "Job Application" Section Seven "Job Search" Section Eight "Network"

Academic Innovations

<p>2c. Quantitative Analysis and Mathematics</p> <ul style="list-style-type: none"> • Performs simple calculations—addition and subtraction—with and without a calculator • Applies basic math—including multiplication and division—to complete appropriate tasks 		<p>Chapter Two, Lesson 2 (pp. 34-41); Chapter Two, Lesson 3 (pp. 46-49); Chapter Five, Lesson 4 (p. 135)</p>	
<p>Competency Three: Problem Solving The student identifies problems, understands their context, and develops solutions.</p>	Career Strategies	Life Strategies	Career Portfolio
<p>3a. Identifying Problems</p> <ul style="list-style-type: none"> • Identifies problems with help of supervisor • Identifies problems independently • Explores cause of problems and evaluates impact on various stakeholders • Identifies potential problems and proposes preventive action 	<p>Chapter Two, Lesson 4 (pp. 54-62); Chapter Five, Lesson 2 (pp. 130-135); Chapter Three, Lesson 3 (pp. 80-85); Chapter Three, Lesson 4 (p. 91)</p>	<p>Chapter Two, Lessons 2-3 (pp. 34-50)</p>	
<p>3b. Solving Problems</p> <ul style="list-style-type: none"> • Solves problem with help from supervisor • Solves simple problems independently • Explores options and considers several alternative solutions when solving problems • Develops hypotheses and proposes creative solutions and systematic change, including preventive action 	<p>Chapter Five, Lesson 2 (pp. 130-135); Chapter Three, Lesson 4 (p. 91)</p>	<p>Chapter One, Lesson 1 (pp. 12-13); Chapter Two, Lessons 2-3 (pp. 34-50)</p>	
<p>Competency Four: Using Technology The student identifies and applies appropriate technology.</p>	Career Strategies	Life Strategies	Career Portfolio
<p>4b. Computer Operation</p> <ul style="list-style-type: none"> • Learning basic computer skills • Demonstrates basic computer skills • Use appropriate software for assignments 	<p>Chapter One, Lesson 1-2 (pp. 10, * 27*); Chapter Two, Lesson 1 (p. 37*)</p>		<p>Section Five "Letters" Section Six "Reference Letters"</p>
<p>Competency Five: Completing Entire Activities The student participates fully in a task or project from initiation to completion, using appropriate time management skills.</p>	Career Strategies	Life Strategies	Career Portfolio
<p>5a. Initiating and Completing Projects</p> <ul style="list-style-type: none"> • Completes tasks and projects as assigned with supervision • Completes tasks and projects as assigned • Initiates and completes projects independently • Delivers high quality results on schedule 	<p>Chapter One, Lesson 3 (p. 26); Chapter Two, Lesson 4 (pp. 54-59); Chapter Five, Lessons 1-4 (pp. 123-149)</p>	<p>Chapter One, Lesson 2 (pp. 16-22)</p>	<p>Section One "Your Plan" Section Nine "Activities/Records"</p>
<p>5b. Time Management</p> <ul style="list-style-type: none"> • Meets assigned deadlines with supervision • Meets assigned deadlines independently • Sets priorities and deadlines independently • Manages multiple tasks and projects effectively 	<p>Chapter Five, Lesson 3 (pp. 136-143)</p>	<p>Chapter One, Lesson 2 (pp. 16-22); Chapter Three, Lesson 3 (pp. 68-69); Chapter Six, Lesson 1 (p.147)</p>	<p>Section One "Your Plan"</p>

Competency Six: Acting Professionally The student meets workplace standards on attendance, punctuality, dress-code, confidentiality, flexibility, and self-control.	Career Strategies	Life Strategies	Career Portfolio
6a. Attendance and Appearance <ul style="list-style-type: none"> • Maintains consistent attendance, punctuality and appropriate dress with supervision • Maintains consistent attendance, punctuality and appropriate dress independently • Is a model of excellent attendance and dress; attends events beyond those required 	Chapter Two, Lessons 1-4 (pp. 31-62)	Chapter Two, Lesson 1 (pp. 24-31)	Section Four “Job Interviews”
6b. Accepting Direction and Criticism <ul style="list-style-type: none"> • Learning to accept direction • Accepts direction with positive attitude • Accepts constructive criticism with positive attitude • Accepts and applies constructive criticism to improve 	Chapter Three, Lesson 4 (pp. 86-91); Chapter Three, Lesson 3 (pp. 80-85)	Chapter Four, Lessons 1-3 (pp. 79-104)	
6c. Flexibility and Maintaining Self-Control <ul style="list-style-type: none"> • Learning to adapt to change • Adapts to change with positive attitude; resumes self-control independently • Explores change; maintains self-control in challenging circumstances • Initiates change 	Chapter One, Lesson 3 (pp. 22-24); Chapter Three, Lessons 1 & 3 (pp. 63-69, 80-85); Chapter Six, Lessons 1-3 (pp. 151-166)	Chapter Four, Lessons 1-3 (pp. 79-104); Chapter Five, Lesson 1 (pp. 106-109)	
6d. Respecting Confidentiality <ul style="list-style-type: none"> • Models good discretion for others in maintaining confidentiality 	Chapter Three, Lesson 3 (pp. 80-85)		
Competency Seven: Interacting with Others The student works professionally and respectfully with a diversity of co-workers, supervisors, and customers, resolving conflicts in a constructive manner.	Career Strategies	Life Strategies	Career Portfolio
7a. Interacting with Customers/Clients <ul style="list-style-type: none"> • Developing skills necessary to deal with difficult customers/clients and situations • Appropriately requests assistance • Resolves customer/client problems 	Chapter Four, Lesson 1-4 (pp. 93-122)	Chapter Four, Lesson 2 (p. 94)	
7b. Interacting with Co-Workers <ul style="list-style-type: none"> • Developing basic interaction skills • Initiates positive interaction • Participates constructively as part of a team • Leads teams of co-workers to complete projects in an effective and timely manner 	Chapter Three, Lessons 1-4 (pp. 63-92)	Chapter Four, Lessons 1-3 (pp. 79-104)	
7c. Managing Stress and Conflict <ul style="list-style-type: none"> • Identifies conflict and considers its source • Recognizes and avoids potential conflict • Maintains perspective and sense of humor • Resolves conflict by appropriately addressing issues with involved parties 	Chapter Three, Lesson 3 (pp. 80-85)	Chapter Four, Lesson 3 (pp. 96-103)	

7d. Respecting Diversity <ul style="list-style-type: none"> Demonstrates ability to work with people different from him/herself 	Chapter Six, Lesson 2 (pp. 158-165)	Chapter Four, Lesson 2 (pp. 88-96)	
Competency Nine: Taking Responsibility for Career and Life Choices The student balances demands of work, school, and personal life and takes responsibility for developing his or her own personal and professional growth.	Career Strategies	Life Strategies	Career Portfolio
9a. Teaching and Learning on an Ongoing Basis <ul style="list-style-type: none"> Uses and effectively acquires new skills 	Chapter One, Lesson 2 (pp. 22-28)	Chapter Five, Lesson 2 (pp. 114-117)	All sections
9b. Balancing Personal, Professional, and Academic Responsibilities <ul style="list-style-type: none"> Learning to recognize the difference among personal, professional, and academic life choices Prioritizes effectively among life choices 	Chapter One, Lesson 2 (pp. 16-21)	Chapter Five, Lessons 1-4 (pp. 105-138)	Section One "Your Plan"
9c. Setting Career Goals <ul style="list-style-type: none"> Aware of career opportunities Actively researches career opportunities Initiates steps to accomplish career goals, including participating in professional development activities such as workshops and seminars 	Chapter One, Lesson 1, 2, & 3 (pp. 10, 18, 20, 21, 27); Chapter Two, Lesson 1-2 (pp. 37, 38, 39, 40, 44, 45, 61, 75, 101, 120, 149, 157)	Chapter One, Lesson 2 (pp. 16-22); Chapter Five, Lesson 3 (p. 122); Chapter Six, Lesson 1 (pp. 140-148)	Section One "Your Plan" Section Seven "Job Search"

* Internet Enhancement Opportunities (see www.academicinnovations.com for links)

#1 – page 10: Project Cool Link: Use this education link to research higher education opportunities.

#2 – page 18: Finding a career category.

#3 – page 20: Online version of the *Occupational Outlook Handbook*.

#4 – page 21: Informational Interviews on the Internet: Using e-mail to connect with people all over the country.

#5 – page 27: Building a Resume: An online resume worksheet.

#6 – page 27: Test your Resume IQ: A quiz to judge the effectiveness of a resume.

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