

Career Choices and the Hawaii PTP Benchmarks

According to the PTP Regulations, a Personal/Transition Plan (PTP) “*is defined as an individually designed and custom tailored plan of action for each high school student to move successfully from high school to post-secondary and/or career venues. The plan shall have the elements of goal attainment, identification of available resources to students, evidence to support the plan of action taken by the student, and a student self-evaluation component.*”

Understanding that implementation of the Personal/Transition Plan (PTP) will vary from one school to the next, we’ve outlined below how the *Career Choices* textbook, when used at the 9th grade level with the consumable *Workbook and Portfolio* and the My10yearPlan.com online enhancement, can **address all of the PTP benchmarks**.

Students who complete a *Career Choices* course in the 9th grade year (with a minimum of 90-hours of instruction) can **meet all of the benchmarks**. This leaves time in the 10th, 11th, and 12th grade for schools to build on the momentum started in the 9th grade and enhance their efforts by using the ten-step plan recommended by The George Washington University’s *Freshman Transition Initiative*. (Visit www.freshmantransition.org/NASSP_Article_1105.pdf to access an article outlining the ten steps to an effective school-wide initiative from NASSP’s *Principal Leadership* magazine.)

Guidelines for Implementation of Personal/Transition Plan (PTP)

1) A Personal/Transition Plan should be initiated as each student enters into high school.

- The comprehensive guidance provided by *Career Choices* meets this requirement by guiding students through a progression of important developmental tasks – from self-discovery to career research and, finally, personal planning. You’ll note that the scope and sequence of *Career Choices* becomes startlingly apparent when you articulate the step-by-step process through which it leads students.
- Students complete a series of career characteristic surveys (see *Career Choices*, pp. 124-141), which segues to in-depth career interest surveys that prompt students as they conduct their own extensive career research (see *Career Choices*, pp.144-165).
- Lifestyle is an important aspect of career planning that is too often overlooked. *Career Choices* directs students as they work through an extensive budget activity in which they calculate the financial and educational requirements of their own “ideal” lifestyle (see *Career Choices*, pp. 77-121).
- Once students have completed the “groundwork” outlined above, they complete several chapters aimed at the acquisition of much-needed

planning skills, including but not limited to goal setting, decision making, and basic work maturity (see *Career Choices*, pp. 169-247).

- As noted above, the comprehensive scope and sequence of *Career Choices* leads students through a process that begins with self-discovery and career research, but that culminates in the development of a personalized career-inclusive 10-year education/training plan.
- With new self-awareness and an array of newly-acquired life skills, students reach the paramount activity of the entire process – the thoughtful and informed development of a personalized career-inclusive 10-year education/training plan (see *Career Choices*, pp. 266-282).

2) The PTP should be reviewed periodically by the student, school staff member, and parent to ensure that the student is meeting the elements of the PTP.

- To maintain the momentum started by a *Career Choices* course, it is critical that students revisit and revise their 10-year plans during their 10th, 11th, and 12th grade years. The more students are asked to rethink and rework their plans, the more meaningful the plans become and the more comfortable students are making decisions that involve change – a crucial survival skill in the workforce of the 21st century.
- For advisory situations to function effectively, parents, teachers, counselors, and advisors need quantitative information about each student and their unique education/career goals. If advice and mentoring is built on each student's identifiable goals as outlined in their 10-year plan, it will have more meaning. This process is easily facilitated when using My10yearPlan.com in conjunction with the consumable *Workbook and Portfolio*. By having this information in a secure online format, all stakeholders can quickly access this in-depth information so individual guidance can be provided easily.
- The secure online format of My10yearPlan.com also makes it easy to compile and update the documents (e.g., resume, mission statement, post-secondary education/training plan) needed for a complete Career Portfolio.

3) When possible, the PTP should be developed by the student on an electronic format as determined by the school.

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Career Technical Education Model Benchmarks (by grade level)

9th Grade

- 1) Evaluate potential career choices in relation to personal interests, strengths, and values
- 2) Assess the compensation, lifestyle, and other benefits associated with careers of interest
- 3) Develop individual education and career goals
- 4) Develop career portfolio that documents evidence of progress toward the attainment of personal, educational, and career goals

10th Grade

- 1) Evaluate potential career choices in relation to personal interests, strengths, and values
- 2) Assess the compensation, lifestyle, and other benefits associated with careers of interest
- 3) Analyze individual education and career goals
- 4) Assess career portfolio that documents evidence of progress toward the attainment of personal, educational, and career goals

11th Grade

- 1) Evaluate potential career choices in relation to personal interests, strengths, and values
- 2) Assess the compensation, lifestyle, and other benefits associated with careers of interest
- 3) Analyze individual education and career goals
- 4) Analyze the demographic, geographic, and technological trends that affect work opportunities
- 5) Assess career portfolio that documents evidence of progress toward the attainment of personal, educational, and career goals
- 6) Prepare for the job interview process

12th Grade

- 1) Finalize Personal Statement*
- 2) Complete Career Portfolio*
- 3) Complete Professional Resume*
- 4) Complete Post-Secondary Plan*
- 5) Exposure to various entrance tests (Post-Secondary, work, etc.)

*(*denotes required)*