

Washington Workplace Skills Standards

correlated to

Career Strategies, Life Strategies and Career Portfolio

Vocational-technical education programs provide the opportunity for students to develop and demonstrate technical, related academic, and work readiness competencies required in the workplace, community, family, and for continuing education.	Career Strategies	Life Strategies	Career Portfolio
Students achieve specific technical competencies and proficiencies associated with entry level career sustaining objectives.	Chapter Three, Lessons 1-4 (pp. 64-92); Chapter Four, Lessons 2-4 (pp. 102-121); Chapter Five, Lessons 2-4 (pp. 130-150); Chapter Six, Lessons 1-2 (pp. 152-165)	Chapter 4, Lessons 2-3 (pp. 88-103)	Section One "Your Plan" Section Seven "Job Search"
Students achieve specific technical competencies and proficiencies associated with preparation for further education.		Chapter One, Lessons 1-2 (pp. 8-21); Chapter Three, Lessons 1-4 (pp. 52-77); Chapter Five, Lessons 1-4 (pp. 106-137); Chapter Six, Lesson 1 (pp. 140-148)	Section Two "Resume"
Students apply related academic competencies and proficiencies, which include the ability to read, write, speak, listen, and perform basic computations.	Chapter Two, Lesson 1 (pp. 38-39, 44-45); Chapter Three, Lesson 4 (p. 90); Chapter Four, Lesson 4 (p. 121)	Chapter Three, Lesson 2 (pp. 52-77); Chapter Four, Lesson 2 (pp. 88-95)	Section Two "Resume" Section Five "Letters"
Students exhibit effective interpersonal skills and multicultural sensitivities.	Chapter Two (pp. 31-62); Chapter Three (pp. 63-92); Chapter Four (pp. 93-118); Chapter Five, Lesson 1 (pp. 128-129)	Chapter Four, Lesson 3 (pp. 96-104)	Section Four "Job Interviews"
Students think critically, solve problems, make decisions, organize, and prioritize.	Chapter One, Lesson 1 (pp. 7-26*); Chapter Three, Lessons 3-4 (pp. 80-85, 90-91); Chapter Four, Lesson 3 (pp. 112-113); Chapter Five, Lessons 2-4 (pp. 134-148)	Chapter One, Lesson 1 (pp. 8-21); Chapter Two, Lesson 1 (pp. 24-32); Chapter Three, Lesson 3 (pp. 68-71); Chapter Five, Lessons 1-2 (pp. 110-121)	Section One "Your Plan" Section Four "Job Interviews"

Academic Innovations

Students work effectively with resources, teams, systems, and technologies.	Chapter Three, Lesson 2 (pp. 72-79)	Chapter Four (pp. 79-103)	
Students achieve work readiness skills to develop skills and attitudes to adapt to change and the need for life long learning.	Chapter Two (pp. 31-37, * 62); Chapter Three, Lessons 1 & 4 (pp. 64-71, 90-91)	Chapter One, Lesson 2 (pp. 16-21); Chapter Six (pp. 137-148)	Section One "Your Plan"
Students achieve work readiness skills to manage personal, family, and work responsibilities.	Chapter Five, Lesson 3 (pp. 136-143)	Chapter Four (pp. 80-103); Chapter Six (pp. 140-148)	
Students develop career/education transition plans that provide for technical preparatory activities from ninth grade through two years after high school graduation.	Chapter One (pp. 7-29*)	Chapter One (pp. 7-21); Chapter Five (pp. 105-137); Chapter Six (pp. 140-148)	Section One "Your Plan"
Career development identifies and coordinates activities to strengthen academic skills.	Chapter One, Lesson 3 (pp.22-29*)	Chapter One (pp. 7-29); Chapter Three (pp. 52-77)	Section One "Your Plan" Section Nine "Projects & Awards"
Career development uses student aptitude and interest inventories to help students in program/course selection.	Chapter One (pp. 7-29*)	Chapter Five, Lesson 3 (pp. 122-129); Chapter Six (pp. 140-148)	
Career development informs students of career opportunities related to occupational training. Students locate, interpret, and use information about job openings and opportunities including nontraditional options.	Chapter One, Lessons 2-3 (pp. 16-29*)	Chapter Five, Lesson 3 (pp. 122-129); Chapter Six (pp. 140-148)	Section One "Your Plan" Section Eight "Network"
Career development assists students to understand how they can integrate academic, vocational, and personal skills, with career goals and work activities.	Chapter One (pp. 7-29*)	Chapter Five, Lesson 3 (pp. 122-129); Chapter Six (pp. 140-148)	Section One "Your Plan"

* 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.

Academic Innovations

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