

## Workforce Readiness

- Employability skills, along with academic and technical skills, are a critical component of college and career readiness.
- Discussing/documenting employability skills that are embedded in instructional practice helps students to realize the connection between education and employment.
- Opportunities exist for tutors to integrate employability skills in everyday lessons, at every age and in every content area.
- Development of employability skills does not occur in one or two classes, but grows over the course of a student's educational career.
- LVNRRV serves as a bridge to student achievement of college and career goals.

### Spotlight Resources:

#### Employability Skills

- Learn to Earn Toolkit: [learntoearn toolkit.org](http://learntoearn toolkit.org) website <http://learntoearn toolkit.org/>, a free resource for adults who are trying to improve their employability skills. One of the helpful features is that students can use the intermediate or advanced level of language. Vocabulary development is part of the lessons. There are ten employability skills that include several articles, quizzes and videos that are followed by practice/discussion with a partner. Instructors can track the progress their students are making.
- GCF Learn: <https://www.gcflearnfree.org/>: This free website is also for adults who are trying to improve their employability skills. There are sections on how to use a computer, work and career topics (such as resume writing, interviewing and job search, and reading/math instruction as well.
- Soft Skills to Pay the Bills Curriculum: <https://www.dol.gov/odep/topics/youth/softskills/>

#### Financial Literacy

- Wells Fargo Curriculum [Practitioner - Resources - Hands on Banking - Financial Education](#)
- Cash Course <https://www.cashcourse.org/>

#### Digital Literacy

- Northstar Digital Literacy Certificate: <https://www.digitalliteracyassessment.org/>
- Microsoft Word Digital Literacy Certificate: <https://www.microsoft.com/en-us/digitalliteracy>
- GCF Learn Free: <https://www.gcflearnfree.org/> (tutorials on Microsoft Office)
- Keyboarding: <http://www.freetypinggame.net>

#### Job Search

- VA Wizard (interest and skills inventory): <https://www.vawizard.org/wizard/home?404url=/vccs/careerworkbased.action>
- VA Employment Commission: <http://www.vec.virginia.gov/find-a-job>
- Indeed.com
- Resume writing: Ineedaresume

**Life Skills Support Group Curriculum (Calworks)**

[http://file.lacounty.gov/SDSInter/dmh/171974\\_LifeSkillsFinal3-18-08.pdf](http://file.lacounty.gov/SDSInter/dmh/171974_LifeSkillsFinal3-18-08.pdf)