Employability Education II

Competency Checklist & Pacing Guide

Self-Awareness - Explore own attributes in terms of strengths and weaknesses, understand how to choose healthy lifestyles and define success.

Weeks To Complete	Competency Goals	Date Completed	Teacher Initials
September - 4 weeks	Examine, based on present levels, strengths and weaknesses.		
	Identify the importance of developing a healthy lifestyle.		
	Determine one's own personality traits and identify how these affect learning and progress.		
	Become knowledgeable of laws and regulations that delineate the rights of individuals with disabilities.		
	Define success and how one's own self affect one's success.		
	Explore the personal identity using a variety of role models.		
	Complete an assistive technology needs assessment and provide a written reflection on the results.		

SOUTH CAROLINA HIGH SCHOOL
EMPLOYABILITY CREDENTIAL

Date Completed: _____ Student Initials: _____ Teacher Initials: _____

Self-Advocacy - Understand responsibilities to make appropriate decisions and choices that will affect education, post-secondary goals and adult life.

Weeks To Complete	Competency Goals	Date Completed	Teacher Initials
October – 3 weeks	Explore the concepts of informed decision making and making individual choices based on one's own preferences.		
	Demonstrate an understanding of work values and how their own work traits will lead to a successful career.		
	Develop an oral or written report on the impact of work as it relates to your family.		

Date Completed: _____ Student Initials: _____ Teacher Initials: _____

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Communication/Social Skills - Demonstrate an awareness of appropriate communication skills, how to handle criticism, and how to develop appropriate personal relationship skills with both peers and adults. Students will learn to work as a team.

Weeks To Complete	Competency Goals	Date Completed	Teacher Initials
November – 3 weeks	Demonstrate working as a member of a team.		
	Describe appropriate communication and social routines for a variety of workplace situations: oral speaking, written communication, internet etiquette.		
	Identify the importance and key components of successful job interviewing.		

Date Completed: _____ Student Initials: _____ Teacher Initials: _____

Portfolio - Create a personal student portfolio using technology. Begin the development of a resume.

Weeks To Complete	Competency Goals	Date Completed	Teacher Initials
December - 3 weeks	Demonstrate an appropriate application of technology to include online safety.		
	Use information gathered from assessments and transition checklists to develop a personal student portfolio; makes periodic portfolio entries as needed.		
	Develop the components of a resume.		

Date Completed: _____ Student Initials: _____ Teacher Initials: _____

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Self-Determination - Demonstrate the importance of making decisions that reflect wise choices, setting goals, determining the steps to achieve those goals and effective problem-solving.

Weeks To Complete	Competency Goals	Date Completed	Teacher Initials
January/ February 6 weeks	Demonstrate an understanding of appropriate decision making in workplace situations.		
	Explore the major components of goal attainment: Setting goals, problem-solving, writing reflections.		
	Explore the concepts of service learning and community engagement as it relates to successful employment.		
	Demonstrate ability to participate in the student-led IEP process.		

	Update the self-determination self-assessment and provide a written reflection on changes.		

Date Completed: _____ Student Initials: _____ Teacher Initials: _____

Career Clusters – Review the plan of study to make secondary and post-secondary options to include how to network and identify potential job options within the community.

Weeks To Complete	Competency Goals	Date Completed	Teacher Initials
February/ March 5 weeks	Identify chosen career cluster, potential job and roles.		
	Explores concepts of networking to locate resources and potential job options in community.		
	Update the career interest's survey and provide a written reflection on changes.		

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Date Completed: _____ Student Initials: _____ Teacher Initials: _____

Employment: Job Shadowing – Formulate a knowledge of specific jobs through viewing job videos, becoming involved in school-based enterprises and job shadowing within a school setting.

Weeks To Complete	Competency Goals	Date Completed	Teacher Initials
February/ March 5 weeks	Complete a post-school outcomes questionnaire and provide a written or oral report on the results.		

	Develop a powerpoint to present on the job-shadowing opportunities.		
	Use available resources to investigate various jobs aligned to student's interests.		
	Demonstrate successful workplace behaviors in a variety of work experience settings: school-based enterprises, and job shadowing.		

Date Completed: _____ Student Initials: _____ Teacher Initials: _____

Soft Skills - Understand the importance of critical thinking, problem-solving, time management, judgment and decision-making, personal appearance and care, social perceptiveness and leadership qualities.

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Weeks To Complete	Competency Goals	Date Completed	Teacher Initials
April 4 weeks	Examine the major concepts and components of soft skills: constructive criticism, personal qualities, desirable traits, personal appearance, personal care.		
	Explore successful work habits: professional growth, networking, leadership and teamwork skills.		
	Understand that change occurs and self-monitor behavior when dealing with change in personal, school and work environments.		

Date Completed: _____ Student Initials: _____ Teacher Initials: _____

Salary and Personal Finances - Develop and manage a monthly budget, understand parts of a paycheck and how to determine deductions.

Weeks To Complete	Competency Goals	Date Completed	Teacher Initials
May **4 weeks**	Create and manage a personal budget.		
	Demonstrate the ability to calculate wages and deductions.		
	Understand different parts of a paycheck.		

Date Completed: _____ Student Initials: _____ Teacher Initials: _____

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