

## **CAREER-RELATED LEARNING STANDARDS**

### *Demonstrate career-related knowledge and skills.*

The career-related learning standards (CRLS) are fundamental skills essential for success in employment, college, family and community life. These skills are taught throughout the curriculum, integrated with academic learning, and emphasized in the students' career-related learning experiences.

Table 2. Career-Related Learning Standards and Criteria

<b>Standard</b>	<b>Criteria</b>
<b>PERSONAL MANAGEMENT</b>	
Exhibit appropriate work ethic and behaviors in school, community, and workplace.	Identify tasks that need to be done and initiate action to complete the tasks.
	Plan, organize, and complete projects and assigned tasks on time, meeting agreed upon standards of quality.
	Take responsibility for decisions and actions and anticipate consequences of decisions and actions.
	Maintain regular attendance and be on time.
<b>PROBLEM SOLVING</b>	
Apply decision-making and problem-solving techniques in school, community, and workplace.	Identify problems and locate information that may lead to solutions.
	Identify alternatives to solve problems.
	Assess the consequences of the alternatives.
	Select and explain a proposed solution and course of action.
	Develop a plan to implement the selected course of action.
Assess results and take corrective action.	
<b>COMMUNICATION</b>	
Demonstrate effective communication skills to give and receive information in school, community, and workplace.	Locate, process, and convey information using traditional and technological tools.
	Listen attentively and summarize key elements of verbal and non-verbal communication.
	Give and receive feedback in a positive manner.
	Read technical/ instructional materials for information and apply to specific tasks.
	Write instructions, technical reports, and business communications clearly and accurately. Speak clearly, accurately and in a manner appropriate for the intended audience when giving oral instructions, technical reports and business communications.

## Diploma and CAM Requirement

<b>TEAMWORK</b>	
Demonstrate effective teamwork in school, community, and workplace.	<p>Identify different types of teams and roles within each type of team; describe why each role is important to effective teamwork.</p> <p>Demonstrate skills that improve team effectiveness (e.g., negotiation, compromise, consensus building, conflict management, shared decision-making and goal-setting).</p>
<b>EMPLOYMENT FOUNDATIONS</b>	
Demonstrate academic, technical, and <b>organizational</b> knowledge and skills required for successful employment.	<p>Apply academic knowledge and technical skills in a career context.</p> <p>Select, apply, and maintain tools and technologies appropriate for the workplace.</p> <p>Identify parts of organizations and systems and how they fit together.</p> <p>Describe how work moves through a system.</p> <p>Describe the changing nature of work, workplaces, and work processes on individuals, organizations and systems.</p> <p>Demonstrate dress, appearance, and personal hygiene appropriate for the work environment and situation.</p> <p>Explain and follow health and safety practices in the work environment.</p> <p>Explain and follow regulatory requirements, security procedures, and ethical practices.</p>
<b>CAREER DEVELOPMENT</b>	
Demonstrate career development skills in planning for post high school experiences.	<p>Assess personal characteristics related to educational and career goals.</p> <p>Research and analyze career and educational information.</p> <p>Develop and discuss a current plan designed to achieve personal, educational, and career goals.</p> <p>Monitor and evaluate educational and career goals.</p> <p>Demonstrate job-seeking skills (e.g., writing resumes, completing applications, and participating in interviews).</p>

*The career-related learning standards were last revised June 2001.*

## Diploma and CAM Requirement

### *Assessment of the Career-Related Learning Standards*

Performance standards for Extended Application and Career-Related Learning Standards were adopted by the State Board of education January 20, 2005. Assessment guidelines for a sufficient collection of evidence and proficiency criteria and scoring guide for Extended Application and Career-Related Learning Standards is available on the ODE website at <http://www.ode.state.or.us/teachlearn/certificates/cam/pdfs/implemguide/implementationguide200304.pdf> The implementation guide also provides lessons learned from the assessment pilot and resources and tools developed by the participating high schools.

### *K-12 CRLS Instructional Framework*

The *Career and Life Role Common Curriculum Goals and Career-Related Learning Standards*, document published in 1998 is available at <http://www.ode.state.or.us/cimcam>. This document aligns career and life role education with the career-related learning standards. Career and life role education helps students connect the personal side of their lives (learning to live) to educational growth (learning to learn) and career development (learning to work).

For an example of a K-12 model that integrates the CRLS across the curriculum see the Hillsboro School District website <http://www.hsd.k12.or.us/crls>. The Hillsboro K-12 Career Development Education model reflects effective collaboration between teachers, counselors, school-to-work coordinators, administrators, school board members, parents and the business community.