Florida CTE

Florida's Career Readiness Skills for CTE Programs (2026)

Employability Skills

1. **Apply academic skills to workplace scenarios.** 01.0
   1. Use reading skills. 01.01
   2. Use writing skills. 01.02
   3. Use mathematical strategies and procedures. 01.03
   4. Use scientific principles and procedures. 01.04

2. **Design a solution to an industry problem.** 02.0
   1. Use critical thinking. 02.01
   2. Use creativity. 02.02
   3. Make sound decisions. 02.03
   4. Solve problems. 02.04
   5. Reason. 02.05
   6. Plan and organize. 02.06

3. **Manage resources within an industry project** 03.0
   1. Manage time. 03.01
   2. Manage money or resources. 03.02
   3. Manage materials. 03.03
   4. Manage personnel. 03.04

4. **Oversee the subcomponents, operations and output of a technical or organizational system.** 04.0
   1. Manage systems. 04.01
   2. Monitor systems. 04.02
   3. Improve systems. 04.03

5. **Use information for decision making.** 05.0
   1. Locate information. 05.01
   2. Organize information. 05.02
   3. Use information. 05.03

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4 Analyze information. 05.04

5 Communicate information. 05.05

6 Apply relevant technology to workplace scenarios to aid productivity. 06.0

1 Use technology. 06.01

7 Interpret and express interpersonal communication. 07.0

1 Communicate verbally. 07.01

2 Listen actively. 07.02

3 Comprehend written material. 07.03

4 Convey information in writing. 07.04

5 Communicate nonverbally. 07.05

6 Interpret nonverbal communication. 07.06

8 Interact with others to accomplish workplace goals. 08.0

1 Collaborate with others in a team. 08.01

2 Respond to customer needs. 08.02

3 Exercise leadership. 08.03

4 Negotiate to resolve conflict. 08.04

5 Respect others. 08.05

9 Manage personal behavior to maximize productivity and professional growth. 09.0

1 Demonstrate responsibility and self-discipline. 09.01

2 Adapt and show flexibility. 09.02

3 Work independently. 09.03

4 Demonstrate a willingness to learn. 09.04

5 Demonstrate integrity. 09.05

6 Demonstrate professionalism. 09.06

7 Take initiative. 09.07

8 Display positive attitude. 09.08

9 Take responsibility for professional growth. 09.09

Career Exploration & Planning

10 Explain career opportunities aligned with the regional economy and personal aspirations. 10.0

1 Describe regional occupations that are high-demand, high-growth, high-wage and/or high-skill. 10.01

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2 Describe careers aligned with his or her interests, skills and values based on career assessment, experiential learning, career informational interviews, research and/or reflection. 10.02

11 Explain postsecondary pathways aligned with his or her career aspirations. 11.0

1 Compare and contrast postsecondary pathways, including education, employment, entrepreneurship and enlistment (the “Four Es”). 11.01

2 Compare and contrast regional postsecondary training provider options, including apprenticeships, technical colleges, state colleges, universities and industry-recognized certification providers. 11.02

3 Define postsecondary credentialing and stacking options, including industry-recognized certifications, apprenticeship certificates of completion, career certificates, licenses and associate or baccalaureate degrees. 11.03

4 Compare postsecondary training data for training programs of interest, such as total costs, average student loan debt, and median earnings and job placement rates after program completion. 11.04

12 Develop a personalized career and academic plan. 12.0

1 Prioritize an occupation, credential and postsecondary training provider for plan formation. 12.01

2 Self-assess progress toward meeting graduation requirements and skill-development goals. 12.02

3 Develop and complete a chronological checklist of steps and deadlines prior to postsecondary training or national service application that includes any required documentation to gather, writing prompts and examinations. 12.03

4 Identify a variety of financial aid opportunities, including scholarships, grants, savings, work, work-study programs, private loans and federal loans. 12.04

5 Develop a postsecondary training budget that is inclusive of living and school expenses. 12.05

Job Attainment

13 Find, assess and apply to job opportunities. 13.0

1 Identify online job posts relevant to his or her career aspirations. 13.01

2 Compare and contrast the job posts’ required qualifications, job duties, compensation, benefits and employers. 13.02

3 Define what information, documentation and writing prompts are required for the positions. 13.03

14 Communicate personal competence, character and fit for a job opportunity. 14.0

1 Develop a resume. 14.01

2 Write a cover letter. 14.02

3 Curate a professional portfolio that includes work products. 14.03

4 Prepare for and experience a mock job interview. 14.04

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15 Cultivate and leverage relationships to professionally advance. 15.0

1. Request a signed reference letter, letter of recommendation and/or an online skill/professionalism endorsement. 15.01
2. Develop a plan to cultivate a professional digital footprint. 15.02
3. Develop a networking plan for a specific industry of interest. 15.03