South Carolina Employability Credential

Employability Education 3- Career Development

SELF-AWARENESS S-AW

Explore own attributes in terms of strengths and weaknesses related to work experiences, understand how to create healthy lifestyles and define success at school, home, and community.

1 Examine, based on present levels, strengths and weaknesses as it relates to work experiences. S-AW.1

2 Identify the importance of maintaining a healthy lifestyle. S-AW.2

3 Determine one's own personality traits and identify how these affect work experiences. S-AW.3

4 Define success in relation to work, school, and independent living. S-AW.4

5 Define personal identity and what steps should be taken to become a resilient person. S-AW.5

6 Complete an independent living needs assessment and provide a written reflection on the results. S-AW.6

7 Update the assistive technology needs assessment and provide a written reflection on changes. S-AW.7

SELF-ADVOCACY S-AD

Understand responsibilities to make appropriate decisions and choices that will affect education, employment, and independent living.

1 Explain the concepts of informed decision making and making individual choices based on one's own preferences. S-AD.1

2 Demonstrate an understanding of work values in a school-based enterprise and how those personal work traits will lead to a successful career. S-AD.2

3 Identify adult service agencies and their services. S-AD.3

4 Develop an oral or written report on the impact of work as it relates to you personally. S-AD.4

COMMUNICATION/ SOCIAL SKILLS C

Demonstrate the ability to use appropriate communication skills, how to handle criticism, and how to develop appropriate interpersonal skills to effectively communicate with both peers and adults.

1 Demonstrate working as a member of a team. C.1

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2 Demonstrate appropriate communication and social routines in a variety of workplace situations: oral speaking, written communication, and internet etiquette. C.2

3 Demonstrate the key components of successful job interviewing. C.3

PORTFOLIO INFORMATION PI	**PI. PORTFOLIO INFORMATION** PI
Create a personal student portfolio using technology. Continue the development of a resume.	**Create a personal student portfolio using technology. Continue the development of a resume.**
Demonstrate an appropriate application of technology skills to include online safety. PI.1	**1 Demonstrate an appropriate application of technology skills to include online safety.** PI.1
Continue to use information gathered from assessments and transition checklists to develop personal student portfolio; make periodic portfolio entries as needed. PI.2	**2 Continue to use information gathered from assessments and transition checklists to develop personal student portfolio; make periodic portfolio entries as needed.** PI.2
Develop a cover letter, resume, and references. PI.3	**3 Develop a cover letter, resume, and references.** PI.3
SELF-DETERMINATION SD	**Demonstrate making decisions that reflect wise choices, setting goals, determining the steps to achieve those goals, and effective problem-solving.** 1 Demonstrate how to make appropriate decision making in workplace situations through experiences or role-playing. SD.1 2 Develop a post-secondary plan by setting goals and writing reflections on work-based experiences. SD.2 3 Participate in a service learning project and/or another community engagement activity. SD.3 4 Demonstrate ability to participate in the student-led IEP process by creating a multimedia presentation to use at the IEP meeting. SD.4
Skip to main content	Update the self-determination self- assessments and provide a written or oral report on changes over the four years in high school. SD.5

CAREER CLUSTERS CC

Create a plan of study to make successful secondary and post-secondary options to include how to network and identify appropriate job opportunities within community as it relates to specific career clusters.

1. Research a chosen career cluster and appropriate jobs/roles. CC.1
2. Develop a plan of networking to locate resources and potential job opportunities in the community. CC.2
3. Conduct a job search based on career interests and abilities using the appropriate resources and/or agencies. CC.3
4. Complete an employment needs survey to look at strengths/weaknesses as it relates to career choices and provide a written/oral report on the results. CC.4

EMPLOYMENT/JOB SHADOWING E-J

Participate in specific jobs by becoming involved in school-based enterprises and job shadowing within the school and/or community setting.

1. Develop a list of all available resources needed to investigate various jobs aligned to the student's interests. E-J.1
2. Define various technology resources that may be needed to accommodate one's own disability in the workplace. E-J.2
3. Demonstrate successful workplace behaviors in a variety of work experience settings: school-based enterprises, and job shadowing. E-J.3
4. Provide a written log of all completed hours of work. E-J.4
5. Update a post-school outcomes questionnaire and provide a written or oral report on changes. E-J.5

SOFT SKILLS SS

Use soft skills such as critical thinking, problem- solving, time management, judgment and decision-making, personal appearance and care, social perceptiveness, and leadership qualities.

1. Demonstrate the major concepts and components of soft skills: constructive criticism, personal qualities, desirable traits, personal appearance and personal care. SS.1
2. Demonstrate successful work habits: punctuality, preparedness, professional growth, networking, safety, leadership, and teamwork skills. SS.2
3. Reflect on changes that occur and self- monitor behavior when dealing with change in personal, school and work environments. SS.3
4. Exhibit good personal hygiene on a consistent basis. SS.4

SALARY & PERSONAL FINANCES SPF

Develop and manage a monthly budget and understand parts of a paycheck and how to determine deductions.

1. Create and manage a personal budget to include all living expenses. SPF.1

Demonstrate the ability to calculate wages, fringe benefits, and deductions on personal paycheck. SPF.2

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3 Develop a medical/health plan for post- secondary independent living. SPF . 3