South Carolina Employability Credential

Employability Education 4- Advanced 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, at home, and in the community.

1 Examine, based on present levels, strengths and weaknesses as they relate to work and independent living experiences. S-AW.1

2 Demonstrate the ability to maintain 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 Update the independent living needs assessment and provide a written reflection on changes. 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 Contact and apply for adult services through outside agencies if appropriate. S-AD.3

COMMUNICATION/ SOCIAL SKILLS C

Demonstrate the ability to use appropriate communication skills,

1 Demonstrate working as a team in a variety of work settings to accomplish an assigned task. C.1

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

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

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PORTFOLIO INFORMATION PI

Create a personal student portfolio using technology. Continue the development of a resume.

1. Demonstrate an appropriate application of technology skills to include online safety. PI.1
2. Continue to use information gathered from assessments and transition checklists to develop personal student portfolio; make periodic portfolio entries as needed. PI.2
3. Develop a final resume with references, letters of recommendation, and an accompanying cover letter. 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 and presenting a multimedia presentation and reflecting on this experience. SD.4
5. Write a reflection on leading an IEP meeting. SD.5

CAREER CLUSTERS CC

Implements 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. Finalize a chosen career cluster, appropriate jobs and associated roles. CC.1
2. Conduct a job search based on career interests and abilities using the appropriate resources and/or agencies. CC.2
3. Write a plan for networking to locate resources/agencies and potential education, training and/ or job opportunities in the community. CC.3

EMPLOYMENT/INTERNSHIP EI

Participate in specific jobs by becoming involved in school-based enterprises and/or community-based employment.

1. Review and revise a list of all available resources needed to investigate various jobs aligned to student's interests. EI.1
2. Demonstrate successful workplace behaviors in a variety of work experience settings: school-based enterprises, job shadowing, internships and apprenticeships. EI.2
3. Demonstrate the physical demands and environmental tolerance needed for identified career choices. EI.3

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4. Identify technological supports needed to accommodate one's own disability in the workplace. EI.4

5 Provide a written log of 360 hours of work experiences. EI.5

6 Update employment needs survey to look at strengths/weaknesses as it relates to career choices and provide a written/oral report on changes. EI.6

7 Update a post-school outcomes questionnaire and provide a written or oral report on changes. EI.7

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

5 Provide a written and/or oral presentation on employability skills (work habits, soft skills) gained in high school. SS.5

SALARY & PERSONAL FINANCES SPF

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

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

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

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

4 Demonstrate the ability to manage money by accounting for personal expenses from net income. SPF.4