Career and Technical Education Employability Skills

Implementation. The provisions of this section shall be implemented by school districts beginning with the 2025-2026 school year. CTEEMPLOY.A

a **Implementation. The provisions of this section shall be implemented by school districts beginning with the 2025-2026 school year.** CTEEMPLOY.A

General requirements. These standards may not be offered as a standalone course. These standards shall be offered together with the essential knowledge and skills for career and technical education (CTE) courses in this chapter. CTEEMPLOY.B

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Introduction. CTEEMPLOY.C

1 **CTE instruction provides content aligned with challenging academic standards, industry-relevant technical knowledge, and college and career readiness skills for students to further their education and succeed in current and emerging professions.** CTEEMPLOY.C1

2 **The goal of the employability skills standards is to ensure that students develop essential skills for effective performance in the workplace, regardless of the occupation.** CTEEMPLOY.C2

3 **These standards are required to be addressed in their entirety as part of each CTE course based on the level of the course in a CTE program of study.** CTEEMPLOY.C3

A CTE courses identified as Level 1 or Level 2 courses in a CTE program of study must address the employability skills standards identified in subsection (d)(1) of this section. CTEEMPLOY.C3A

B CTE courses identified as Level 3 or Level 4 courses in a CTE program of study must address the employability skills standards identified in subsection (d)(2) of this section. CTEEMPLOY.C3B

Skip to main content

4 **Statements that contain the word "including" reference content that must be mastered, while those containing the phrase "such as" are intended as possible illustrative examples.** CTEEMPLOY.C4

Knowledge and skills. CTEEMPLOY.D

1 **Employability skills--Levels 1 and 2. In a CTE course identified as a Level 1 or Level 2 course in a CTE program of study, the student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:** CTEEMPLOY.1

A explain the importance of dressing appropriately, speaking politely, and conducting oneself in a manner appropriate for the profession and work site; CTEEMPLOY.1A

B describe teamwork, group dynamics, and conflict resolution and how they can impact the collective outcome; CTEEMPLOY.1B

C present written and oral technical communication in a clear, concise, and effective manner for a variety of purposes and audiences; CTEEMPLOY.1C

D identify time-management skills such as prioritizing tasks, following schedules, and tending to goal-relevant activities and how these practices optimize efficiency and results; CTEEMPLOY.1D

E define work ethic and discuss the characteristics of a positive work ethic, including punctuality, dependability, reliability, and responsibility for reporting for duty and performing assigned tasks; CTEEMPLOY.1E

F demonstrate respect for differences in the workplace; CTEEMPLOY.1F

G identify the importance and benefits of meritocracy, a hard work ethic, and equal opportunity in the workplace; CTEEMPLOY.1G

H identify consequences relating to discrimination and harassment; CTEEMPLOY.1H

I demonstrate knowledge of personal and occupational health and safety practices, including first aid, in the workplace; CTEEMPLOY.1I

J describe the roles and responsibilities of managers; CTEEMPLOY.1J

K identify career development and entrepreneurship opportunities in the field; CTEEMPLOY.1K

L identify appropriate training, education, or certification in the field; and CTEEMPLOY.1L

M identify legal and ethical responsibilities in relation to the field. CTEEMPLOY.1M

2 **Employability skills--Levels 3 and 4. In a CTE course identified as a Level 3 or Level 4 course in a CTE program of study, the student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:** CTEEMPLOY.2

A demonstrate dressing appropriately, speaking politely, and conducting oneself in a manner appropriate for the profession and work site; CTEEMPLOY.2A

B analyze how teams can produce better outcomes through cooperation, contribution, and collaboration from members of the team; CTEEMPLOY.2B

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C present written and oral technical communication in a clear, concise, and effective manner for a variety of purposes and audiences, including explaining and justifying decisions; CTEEMPLOY.2C

D use time-management skills independently and in groups to prioritize tasks, follow schedules, and tend to goal-relevant activities in a way that optimizes efficiency and results; CTEEMPLOY.2D

E describe the importance of and demonstrate punctuality, dependability, reliability, and responsibility in reporting for duty and performing assigned tasks as directed; CTEEMPLOY.2E

F demonstrate respect for differences in the workplace; CTEEMPLOY.2F

G identify the importance and benefits of meritocracy, a hard work ethic, and equal opportunity in the workplace; CTEEMPLOY.2G

H identify consequences relating to discrimination and harassment; CTEEMPLOY.2H

I demonstrate knowledge of personal and occupational health and safety, applicable regulations, and first aid in the workplace and discuss why it is critical for employees and employers to maintain a safe work environment; CTEEMPLOY.2I

J compare skills and characteristics of managers and leaders in the workplace; and CTEEMPLOY.2J

K identify career development opportunities in the field: CTEEMPLOY.2K

- i education and training; CTEEMPLOY.2K.I
- ii credentialing; CTEEMPLOY.2K.II
- iii internships and apprenticeships; and CTEEMPLOY.2K.III
- iv entrepreneurship opportunities; and CTEEMPLOY.2K.IV

L demonstrate an understanding of legal and ethical responsibilities in relation to the field. CTEEMPLOY.2L