**Career Related Learning Standards**

**Overview**
The Career–Related Learning Standards state the knowledge and skills necessary to successfully develop your career goals. You will need to strengthen these skills to succeed in higher education, training, and on the job. Because achieving and demonstrating the CRLS is critical to completing your CRLS Assessment Portfolio, you need to know the standards well.

 **Career-Related Learning Standard 1
*Personal Management***

Good personal management skills are very important in school and in work. Instructors and employers expect you to exhibit an appropriate work ethic and work behaviors in school, community, and workplace.

Examples of **personal management skills** include the ability to:

* Plan, organize, and complete projects and assigned tasks on time, meeting agreed upon standards of quality.
* Maintain regular attendance and be on time.
* Identify tasks that need to be done and initiate action to complete the tasks
* Demonstrate accountability for decisions and actions and anticipate consequences.
* Demonstrate dress, appearance, and personal hygiene appropriate for the environment and situation.
* Explain and follow personal health and safety practices.

**Career-Related Learning Standard 2
*Problem Solving***

Good thinking and problem-solving skills will enable you to make valuable contributions on the job. Employers and colleges will expect you to be able to apply decision-making and problem-solving techniques in school, community, and workplace.
Examples of problem-solving skills include the ability to:

* 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.

 **Career-Related Learning Standard 3
*Communication***

Strong communication skills are important for success in school, in finding and applying for a job, and at work. You must be able to demonstrate effective communication skills to give and receive information in school, community, and workplace.

Examples of effective communication skills include the ability to:

* 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.

**Career-Related Learning Standard 4
*Teamwork***

Today’s classrooms and workplaces require that you work as a member of a team. Teachers and employers will expect you to work cooperatively and productively with people of different ages and cultural backgrounds in school, community, and workplace.

Examples of teamwork skills include the ability to:

* Identify the key characteristics of teamwork.
* Explain how work teams are the same or different from other kinds of teams.
* Identify different roles within teams and describe why each role is important to effective teamwork.
* Recognize the effects of individual difference on interactions among team members.
* Demonstrate skills that improve team effectiveness (e.g., negotiation, compromise, consensus building, conflict management, shared decision-making and goal-setting).
* Describe the significance of individual contributions to teamwork.

 **Career-Related Learning Standard 5
*Organizations and Systems***

An understanding of the world of work is important. It is important for you to be able to describe how individuals fit into organizations and systems.

Examples of understanding organizations and systems include the ability to:

* Identify parts of organizations and systems.
* Describe how the parts of organizations and systems fit together.
* Describe how work moves through a system.
* Describe the changing nature of work, workplaces, and work processes on individuals, organizations, and systems.

**Career-Related Learning Standard 6
*Employment Foundations***

Different types of jobs will require different skills. It is important for you to demonstrate both academic knowledge and technical skills required for successful employment within a career endorsement area.

Examples of understanding employment foundations include the ability to:

* Apply academic knowledge with technical skills.
* Explain and follow regulatory requirements, security procedures, and ethical practices.
* Select, apply, and maintain tools and technologies appropriate for workplace.
* Demonstrate job-seeking skills (e.g., writing resumes, completing applications, and participating in interviews).
* Use a problem-solving process to improve a school or community situation.
* Follow workplace health and safety requirements.

 **Career-Related Learning Standard 7
*Career Development***

Due to the changing demands of the job market, you need to have a good understanding of career paths and how to find jobs in your chosen field. It is important for you demonstrate career development skills in planning for post high school experiences. It is also important for you to identify how your interests and abilities relate to your goals.

Examples of career development skills include the ability to:

* Assess personal characteristics related to educational and career goals.
* Research and analyze career and educational information.
* Develop and discuss a current plan designed to achieve personal, educational, and career goals.