EMPOWER

Career Essentials

Introductions

★ Emily Cornwell

  ○ Commercial Baking Instructor

  ○ 3rd year using Career Essentials

  ○ I make the curriculum work for me!

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SkillsUSA
CALIFORNIA

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Topics to cover

1. What is Career Essentials?
2. Level of Career Essentials
3. Instructor Resource
4. Getting Students Logged In
5. Admin side of LMS
6. Information
7. Q&A
   a. Add questions to the Chat!

What is Career Essentials?

Levels of Career Essentials

- Exploratory course (ages 12 – 14)
- Fundamental course (ages 14 – 16)
- Advanced course (ages 17 – 19)
- Adult Learner course (ages 20+)

***Age is just a number!

***Pick the level and experiences that are best for your students.

Exploratory Course (MS)

★ Nearly 70 learning events divided into four units.
★ Approximately 25 hours of designed lesson activities, and approximately 25 hours of suggested expansion activities, making the course customizable over a quarter, semester, school year, or a variety of other time frames.
★ Four unit kickoff lessons, more than 20 e-learning modules and more than 40 project activities
  ○ Unit 1: Getting Ready for Your Career
  ○ Unit 2: Personal Skills
  ○ Unit 3: Workplace Skills
  ○ Unit 4: Technical Skills
  ○ Pre and Post Test

Fundamental Course

★ Nine Experience units that are project-based and include online and offline learning events

★ Include a 30-minute instructor-led kickoff, student instruction sheets, instructor guides, online e-learning events, offline learning events, pre- and post-tests, and scoring rubrics
- Unit 1: Reliability
- Unit 2: Resourcefulness
- Unit 3: Resilience
- Unit 4: Innovation
- Unit 5: Cooperation
- Unit 6: Project Management
- Unit 7: Responsiveness
- Unit 8: Workplace Habits
- Unit 9: Career Planning
- Pre and Post Test
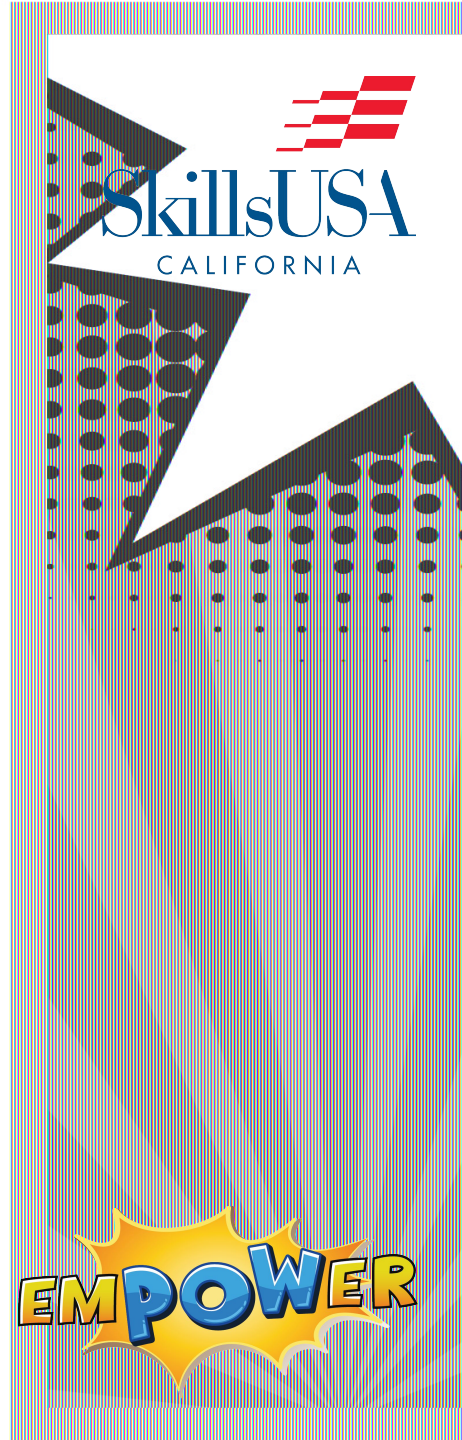
Advance Course

★ Course includes five workplace-based units and a Capstone authentic assessment unit, where learners develop a career readiness portfolio and interview materials and skills

★ All units were created using project-based learning design best practices and include a 30-minute instructor-led kickoff, student instruction sheets, instructor guides, online e-learning events, offline learning events, a pre- and post-test, and scoring rubrics

- ○ Unit 1: Continuous Improvement
- ○ Unit 2: Initiative
- ○ Unit 3: Collaboration
- ○ Unit 4: Customer Service
- ○ Unit 5: Change Management
- ○ Unit 6: Career Readiness Capstone
- ○ Pre and Post Test

Instructor Resources

★ Kick off Powerpoint or Video
★ Rubrics
★ Instructor Guide
  ○ Activities in the unit
  ○ Essential Question
  ○ SkillsUSA Essential Elements for the Unit
  ○ Experience Map

Getting Students Logged In

1. Fill out the spreadsheet with student names.
2. SkillsUSA will make the accounts!

Scheduled Imports_SkillsUSA_Departments_TEMPLATE
1. Please include the Name of the sub-departments you want to have established for your instructors in Column A (Name).
   a. Follow this format: School Name – Teacher First Initial. Teacher Last Name
   b. If the teacher will have multiple sections they will teach, perhaps by class period, please include that in the Department Name as well. A full example might look like this:
      - Greater Lowell Technical HS – A. Foor – Welding 1
      - Greater Lowell Technical HS – A. Foor – Welding 2
      - Greater Lowell Technical HS – A. Foor – Culinary Arts A
   c. Enter these sub-departments for each teacher in Column A.
   d. If the teacher only has one section, you may simply list it as initially described in item 1a above.
2. Enter the email address of the teacher for each respective sub-department listed in the corresponding row in column G (EmailAddress).
3. We'll take it from there

Scheduled Imports_SkillsUSA_Users_TEMPLATE
1. Please include the first name, last name, and email address of all teacher users in Columns C, D, and G respectively.
2. Please place an 1 in Column K (IsAdmin) for all teachers.
3. After teacher information is entered, please include the first name, last name, and email address of all student users in Columns C, D, and G respectively.
4. Please include which sub-department the student belongs in by copying and pasting the appropriate sub-department name from the Departments_TEMPLATE into Column E (DepartmentExternalIDLookup) of this template. This needs only to be done for the students, and not for the teachers.

You are welcome to fill in student ID numbers in Column H, and any of the other demographic columns as well, but it is not needful.

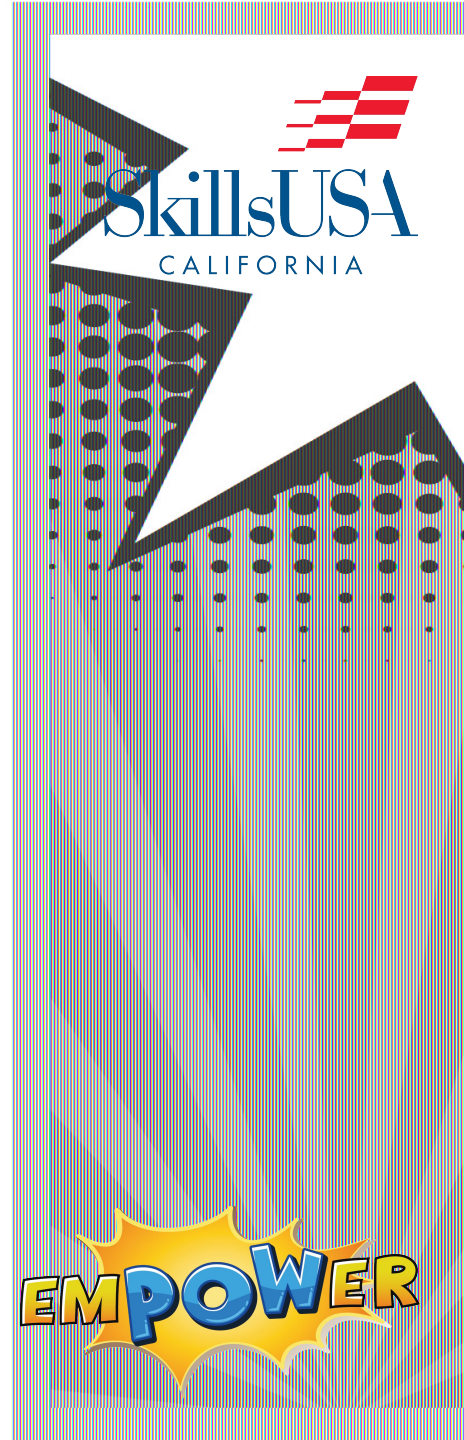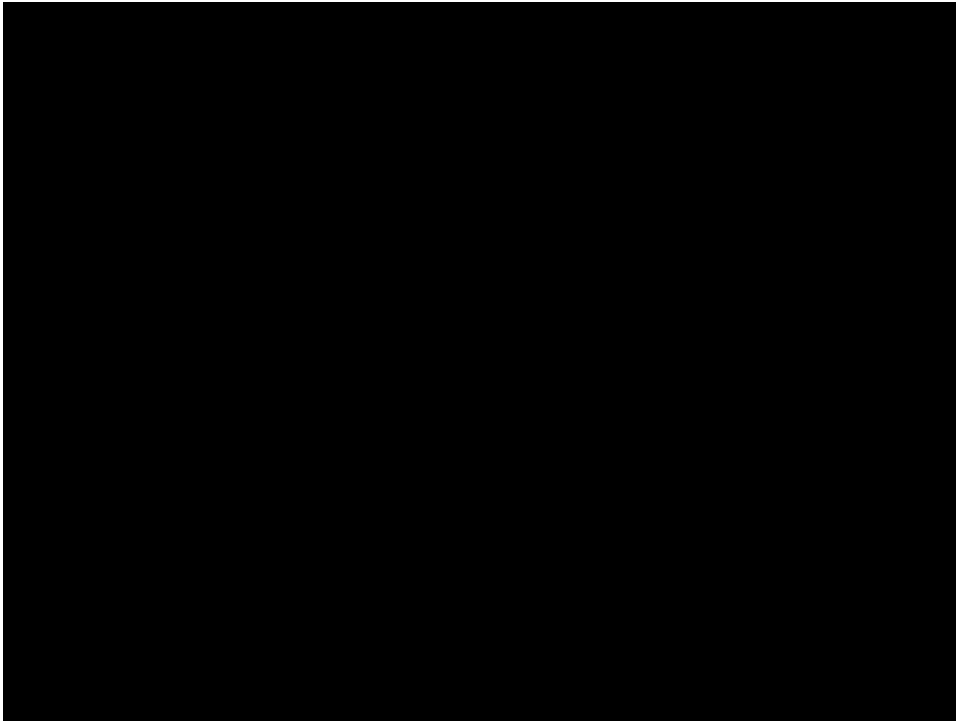# Admin side of LMS

★   Student Progress

Admin side of LMS

★ Looking at the progress for one student

Information

★ Fundamental units can be started in any order

★ Advanced must be completed in order

★ Advanced is a Capstone project.
   ○ If you have a capstone some of the activities might be duplicates

★ Fundamental can be done over two years. You will have to pay for both years but the progress stays with the student's account.

Training Links

★ To sign up for a 60-minute Career Essentials Overview, register by clicking [HERE](#)

★ To sign up for the 3-hour Career Essentials Implementation Training, register by clicking [HERE](#)

SkillsUSA Help: Customer Care Team at
careeressentials@skillsusa.org