# Career & Life Planning Course No. 19258 Credit: 0.5

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| **Student name:** |  | **Graduation Date:** |  |

Pathways and CIP Codes: Family, Community & Consumer Services (19.0799); Early Childhood Development & Services (19.0709); Teaching and Training (13.0101); Government & Public administration (44.0401); Travel & Tourism (52.0901); Restaurant & Event Management (12.0504); Fashion, Apparel, Interior Design - FAID (19.0999)

Course Description: **Introductory Level**: This course will introduce students to the skills and strategies needed to be focused, productive individuals. Emphasis is placed on goal setting, decision making, time and personal management. Development of workplace skills, knowledge and attitudes needed to be successful in various career, community and family settings will be incorporated throughout this course.

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

## Benchmark 1: Analyze strategies to balance multiple roles and responsibilities (individual, family, and career).

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Compare and contrast occupations that fit individual interests and personal life goals (e.g. interest survey results). |  |
| 1.2 | Research, and evaluate information to set SMART personal short term and long-term goals across the lifespan. |  |
| 1.3 | Apply fundamental knowledge of cost benefits related to personal and family goal achievement. |  |
| 1.4 | Identify local, regional and national employment trends which impact career selection. |  |
| 1.5 | Analyze the effects of social, economic, and technological change on work and family dynamics (e.g. dual career families, work at home trends, job splits, gender roles). |  |
| 1.6 | Analyze the benefits of having a career plan to meet personal and family needs over the lifespan. |  |
| 1.7 | Predict potential impact of career path decisions on balancing work and family responsibilities. |  |
| 1.8 | Practice solving real-world problems related to career /life goalsetting and life balance. (e.g. meal planning, family budgeting, daily work juggling). |  |

## Benchmark 2: Enhance career awareness, personal job searching and application skills.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Analyze career choices to determine the knowledge, skills, and personality traits associated with each career. |  |
| 2.2 | Identify resources which can help meet personal, family and career goals (e.g. non-profit agencies and educational institutions). |  |
| 2.3 | Practice public speaking skills to build personal confidence and enhance employability. |  |
| 2.4 | Demonstrate job seeking skills. |  |
| 2.5 | Analyze strategies for job retention, addressing job performance weaknesses and how to leave a job appropriately. |  |
| 2.6 | Assess health, wellness, and work safety considerations of the worker in a variety of careers. |  |
| 2.7 | Analyze the impact of an individual’s career decision on personal goals, relationships (e.g. peer and family), financial benefit, and the impact on the national and global community (as in choosing one field over another). |  |
| 2.8 | Demonstrate teamwork and leadership skills in family, school, and community settings (e.g. FCCLA experience). |  |
| 2.9 | Demonstrate respect for others regardless of age, gender, socio-economic or culture. |  |

## Benchmark 3: Enhance career readiness through practicing appropriate skills in school, community and work situations.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 3.1 | Demonstrate appropriate communication skills (verbal, listening, and writing skills) to communicate clearly. |  |
| 3.2 | Practice appropriate social skills, manners, and etiquette in a variety of settings. |  |
| 3.3 | Identify common tasks that require individuals to use problem-solving skills. |  |
| 3.4 | Apply problem-solving and critical thinking skills to address personal, professional and/or community settings. |  |
| 3.5 | Create ideas, proposals, and solutions to overcome barriers to personal goal achievement. |  |
| 3.6 | Use math principles (as appropriate) when addressing career and life goals (e.g. return on investment, budgeting, etc.). |  |
| 3.7 | Evaluate career portfolios (electronic or physical) to learn how to document knowledge, skills, and experiences. |  |
| 3.8 | Establish a personal individualized plan of study (IPS) portfolio (electronic or hard copy) to begin to document personal achievements and experiences. |  |
| 3.9 | Use technology appropriately to access, manage and/or create career information (e.g. practice internet ethics, avoid identify theft). |  |
| 3.10 | Critique the physical and social environment to reduce conflict and promote safety in school, community and work settings. |  |
| 3.11 | Identify personal rights and responsibilities as an employee and how to address violations. |  |

## Benchmark 4: Demonstrate personal and family resource decision making to meet personal and family goals across the lifespan.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 4.1 | Analyze the components and purpose of having a personal and family financial plan. |  |
| 4.2 | Investigate how education, income, career and life decision impact setting and achieving financial goals. |  |
| 4.3 | Practice time management, organizational and process skills to prioritize tasks and achieve short term goals. |  |
| 4.4 | Analyze how individuals and families make choices to satisfy basic needs and wants. |  |
| 4.5 | Apply consumer skills for providing and maintaining clothing, transportation and recreation needs of individuals and their families. |  |

## Benchmark 5: Evaluate the effects of technology on personal and family resources in a global context.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 5.1 | Explore the types of technology (i.e. software, apps) that can affect personal and family decision making. |  |
| 5.2 | Investigate how media and technological advances influence personal and family decisions. |  |
| 5.3 | Explore how technology impacts jobs and personal opportunities for advancement. |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

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