# Common Career Technical Core Government & Public Administration Pathway

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

Course Description: To be taught in all courses in the approved pathway.

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: Career REady practices - [Career Ready Practices](https://careertech.org/wp-content/uploads/2024/10/Career-Ready-Practices.pdf)

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Lead as a contributing & professional employee |  |
| 1.2 | Communicate clearly, effectively, & with reason |  |
| 1.3 | Think critically to make sense of problems & persevere in solving them |  |
| 1.4 | Collaborate productively while using cultural & global competencies |  |
| 1.5 | Use digital skills & technologie to enchance productivitiy & make date-informed decisions |  |
| 1.6 | Remain resilient in a changing workplace & world of work |  |
| 1.7 | Manage time & space effectively |  |
| 1.8 | Demonstrate a creative & innovative mindset |  |
| 1.9 | Act as a good steward of organizational & personal finances & resources |  |
| 1.10 | Navigate an education & career path aligned to strengths, work style, interests, & goals |  |
| 1.11 | Consider the environmental & social impacts of decisions |  |
| 1.12 | Apply appropriate academic & technical skills |  |

## Benchmark 2: Government & Public Administration Career Cluster

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Explain the purpose and functions of government and public administration and the application of democratic principles in the process of governmental and administrative policymaking. |  |
| 2.2 | Analyze the systemic relationships of government and public administration agencies. |  |
| 2.3 | Describe health, safety and environmental management systems, as well as policies and procedures in government and public administration agencies. |  |
| 2.4 | Describe health, safety and environmental management systems, as well as policies and procedures in government and public administration agencies. |  |
| 2.5 | Describe career opportunities and the means to achieve those opportunities in each of the Government & Public Administration Career Pathways. |  |
| 2.6 | Explain the administration of human, financial, material and information resources in government and public administration agencies. |  |

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

Instructor Signature:

For more information, contact:

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