# Common Career Technical Core Government & Public Administration Pathway

|  |  |  |  |
| --- | --- | --- | --- |
| **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:

CTE Pathways Help Desk

(785) 296-4908

[pathwayshelpdesk@ksde.org](mailto:pathwayshelpdesk@ksde.org)



900 S.W. Jackson Street, Suite 102

Topeka, Kansas 66612-1212

[https://www.ksde.org](https://www.ksde.org/)

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to any group officially affiliated with the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.