Workplace Skills Standards Rationale

Most students will spend more than a third of their lives in a diverse and constantly changing workplace. Regardless of personal, career, or educational plans, students must demonstrate proficiency both in academics and the following workplace standards.

The Workplace Skills Standards are designed to be integrated into the traditional curriculum taught in schools at all levels and are most effectively learned in the context of an integrated effort involving parents, educators, business partners and members of the community. Student acquisition of critical workplace skills, with an emphasis on application, is a developmental process which encompasses an individual's entire lifetime. The demonstration of these skills is essential for individuals and contributes to the foundation of an educated citizenry.

Table 1. Workplace Skills Standards

STANDARD 1

Students use principles of effective oral, written and listening communication skills to make decisions and solve workplace problems.

STANDARD 2

Students apply computation skills and data analysis techniques to make decisions and solve workplace problems.

STANDARD 3

Students apply critical and creative thinking skills to make decisions and solve workplace problems.

STANDARD 4

Students work individually and collaboratively within team settings to accomplish objectives.

STANDARD 5

Students demonstrate a set of marketable skills which enhance career options.

STANDARD 6

Students illustrate how social, organizational and technological systems function.

STANDARD 7

Students demonstrate technological literacy for productivity in the workplace.

STANDARD 8

Students apply principles of resource management and develop skills that promote personal and professional well-being.

WORKPLACE SKILLS STANDARDS
BY LEVEL: READINESS (Kindergarten)

STANDARD 1

Students use principles of effective oral, written and listening communication skills to make decisions and solve workplace problems.

- **1WP-R1. Follow simple directions**

   PO 1. Identify the source of a direction
   PO 2. Complete directed work

- **1WP-R2.   Relate a personal experience or other information in proper sequence**

   PO 1. Recognize and distinguish between personal and other information
      to share
   PO 2. Communicate information with a beginning, middle and end

- **1WP-R3.   Speak in complete sentences**

   PO 1. Include subject-predicate information in oral expression

STANDARD 2

Students apply computation skills and data analysis techniques to make decisions and solve workplace problems.

The Readiness Level is central to preparation for the workplace and is adequately covered in the Mathematics Standards document (as follows)

- **2M-R1. Compare and sort objects by their physical attributes**

- **2M-R2. Collect, organize and describe simple data**

- **2M-R3. Construct concrete displays of data; read and interpret elementary tables, graphs and charts**

STANDARD 3

Students apply critical and creative thinking skills to make decisions and solve workplace problems.

- **3WP-R1. Share in the planning of classroom activities, specifying the goals and alternatives, and choosing the best course of action to take**

    PO 1. Participate in the classroom activities
    PO 2. Select goals
    PO 3. Apply creative thinking skills to determine alternatives
    PO 4. Use critical and creative thinking skills to choose best course of action

- **3WP-R2. Identify changing aspects of the school and community and describe the effects they have on personal decisions**

    PO 1. Describe what change is
    PO 2. Identify the characteristics of the various communities in which the child is a part (i.e., school, home, neighborhood, church, playground)
    PO 3. Compare various communities for change
    PO 4. Describe how changes in your communities affect you

STANDARD 4

Students work individually and collaboratively within team settings to accomplish objectives.

- **4WP-R1. Interact positively with other students and work cooperatively as a team member on class projects**

    PO 1. Demonstrate characteristics of positive behavior
    PO 2. Identify roles of team members
    PO 3. Interact collaboratively to obtain team results

- **4WP-R2. Demonstrate politeness and adaptability in their relations with other people**

    PO 1. Practice positive manners
    PO 2. Practice adaptability

STANDARD 5

Students will demonstrate a set of marketable skills that enhance career options.

- **5WP-R1. Describe examples of where people work and what they do**

  PO 1. Describe examples of where people work and what they do

- **5WP-R2. Describe how work relates to obtaining food, clothing and shelter**

  PO 1. Describe how work relates to obtaining food, clothing and shelter

- **5WP-R3. Describe appropriate behavior for different settings (e.g., in a classroom, on a bus, in an audience)**

  PO 1. Compare behaviors for different settings

- **5WP-R4. Define the importance of the basic academic skills (reading, writing, listening, speaking and mathematics) in being successful at home and at school**

  PO 1. Describe how/when language arts skills are used within a student's various communities

STANDARD 6

Students illustrate how social, organizational and technological systems function.

Definition: A system equals an organized framework made up of interrelated components acting together as a whole, in which a change in one component may affect the entire operation. Examples of systems are social (e.g., family, school) and technological (e.g., local area network, telephone).

- **6WP-R1. Understand the components of family and school systems in their daily life**

  PO 1. Identify systems in your community (e.g., family, school, social, technological)

STANDARD 7

Students demonstrate technological literacy for productivity in the workplace.

- **7WP-R1. Operate developmentally appropriate technologies (e.g., a telephone, VCR)**

    PO 1. Operate developmentally appropriate technologies

STANDARD 8

Students apply principles of resource management and develop skills that promote personal and professional well-being.

- **8WP-R1. Set short-term goals**

- **8WP-R2. Allocate the time, space and materials needed to accomplish classroom activities**