

**National Career Development Guidelines
Workforce Career Development Model
Crosswalk**

<p style="text-align: center;">NATIONAL CAREER DEVELOPMENT GUIDELINES (High School)</p>	<p style="text-align: center;">WORKFORCE CAREER DEVELOPMENT MODEL</p>
<p>COMPETENCY I: Understanding the influence of a positive self- concept.</p> <ul style="list-style-type: none"> • Identify and appreciate personal interests, abilities and skills. • Demonstrate the ability to use peer feedback. • Demonstrate an understanding of how individual characteristics relate to achieving personal, social, educational and career goals. • Demonstrate an understanding of environmental influences of one's behaviors. • Demonstrate an understanding of the relationship between personal behavior and self- concept. 	<p>Element 2: Career/Employment Assessment</p> <ul style="list-style-type: none"> • Evaluate participant’s goals and relate to the assessment process. <p>Element 3: Exploration of Alternatives</p> <ul style="list-style-type: none"> • Evaluate goals and objectives when compared to assessment outcomes. <p>Element 6: Career Transition and Career Management Skills</p> <ul style="list-style-type: none"> • Develop effective coping skills to meet demands of new occupation setting.
<p>COMPETENCY II: Skills to interact positively with others.</p> <ul style="list-style-type: none"> • Demonstrate effective interpersonal skills. • Demonstrate interpersonal skills required for working with and for others. • Describe appropriate employer and employee interactions in various situations. • Demonstrate how to express feelings, reactions and ideas in an appropriate manner. 	<p>Element 6: Career Transition and Career Management Skills</p> <ul style="list-style-type: none"> • Develop skills for career management, including decision making, planning, problem solving, coping with change, and job skills. • Develop effective coping skills to meet demands of new occupation setting.
<p>COMPETENCY III: Understanding the impact of growth and development.</p> <ul style="list-style-type: none"> • Describe how developmental changes affect physical and mental health. • Describe the effect of emotional and physical health on career decisions. • Describe healthy ways of dealing with stress • Demonstrate behaviors that maintain physical and mental health. 	<p>Element 6: Career Transition and Career Management Skills</p> <ul style="list-style-type: none"> • Develop skills for career management, including decision making, planning, problem solving, coping with change, and job skills. • Develop effective coping skills to meet demands of new occupation setting.
<p>COMPETENCY IV: Understanding the relationship between educational achievement and career planning.</p> <ul style="list-style-type: none"> • Demonstrate how to apply academic and vocational skills to achieve personal goals. • Describe the relationship of academic and vocational skills to personal interests. • Describe how skills developed in academic and vocational programs relate to career goals. • Describe how education relates to the selection of college majors, further training and/or entry into the job market. • Demonstrate transferable skills that can apply to a variety of occupations and changing occupational requirements. • Describe how learning skills are required in the workplace. 	<p>Element 3: Exploration of Alternatives</p> <ul style="list-style-type: none"> • Clarify occupational goals. • Explore relevant labor market and career information resources. <p>Element 6: Career Transition and Career Management Skills</p> <ul style="list-style-type: none"> • Develop a desire to participate in lifelong learning to retain and achieve career growth and stability.

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<p>COMPETENCY V: Understanding the need for positive attitudes toward work and learning.</p> <ul style="list-style-type: none"> • Identify the positive contributions workers make to society. • Demonstrate knowledge of the social significance of various occupations. • Demonstrate a positive attitude toward work. • Demonstrate learning habits and skills that can be used in various educational situations. • Demonstrate positive work attitudes and behaviors. 	<p>Element 6: Career Transition and Career Management Skills</p> <ul style="list-style-type: none"> • Develop skills for career management, including decision making, planning, problem solving, coping with change, and job skills. • Develop effective coping skills to meet demands of new occupation setting. • Develop a desire to participate in lifelong learning to retain and achieve career growth and stability.
<p>COMPETENCY VI: Skills to locate, evaluate and interpret career information.</p> <ul style="list-style-type: none"> • Describe the educational requirements of various occupations. • Demonstrate use of a range of resources (e.g., handbooks, career materials, labor market information, and computerized career information delivery systems). • Demonstrate knowledge of various classification systems that categorize occupations and industries (e.g., Dictionary of Occupational Titles). • Describe the concept of career ladders. • Describe the advantages and disadvantages of self-employment as a career option. • Identify individuals in selected occupations as possible information resources, role models, or mentors. • Describe the influence of change in supply and demand for workers in different occupations. • Identify how employment trends relate to education and training. • Describe the impact of factors such as population, climate and geographic location on occupational opportunities. 	<p>Element 3: Exploration of Alternatives</p> <ul style="list-style-type: none"> • Clarify occupational goals. • Explore relevant labor market and career information resources. <p>Element 6: Career Transition and Career Management Skills</p> <ul style="list-style-type: none"> • Develop skills for career management, including decision making, planning, problem solving, coping with change, and job skills.

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<p>COMPETENCY VII: Skills to prepare to seek, obtain, maintain and change jobs.</p> <ul style="list-style-type: none"> • Demonstrate skills to locate, interpret, and use information about job openings and opportunities. • Demonstrate academic or vocational skills required for a full or part-time job. • Demonstrate skills and behaviors necessary for a successful job interview. • Demonstrate skills in preparing a resume and completing job applications. • Identify specific job openings. • Demonstrate employability skills necessary to obtain and maintain jobs. • Demonstrate skills to assess occupational opportunities (e.g., working conditions, benefits and opportunities for change). • Describe placement services available to make the transition from high school to civilian employment, the armed services or post- secondary education/ training. • Demonstrate and understand that job opportunities often require relocation. • Demonstrate skills necessary to function as a consumer and manage financial resources. 	<p>Element 4: Selection of Employment Goal</p> <ul style="list-style-type: none"> • Select goal and develop action plan designed to achieve the goal. • Prioritize occupational alternatives. • Review information and evaluate occupational goal alternatives. <p>Element 5: Implementing the Action Plan</p> <ul style="list-style-type: none"> • Begin activities and services identified in the Action Plan to reach the goal. <p>Element 6: Career Transition and Career Management Skills</p> <ul style="list-style-type: none"> • Develop skills for career management, including decision making, planning, problem solving, coping with change, and job skills. • Develop effective coping skills to meet demands of new occupation setting. • Develop a desire to participate in lifelong learning to retain and achieve career growth and stability.
<p>COMPETENCY VIII: Understanding how societal needs and functions influence the nature and structure of work.</p> <ul style="list-style-type: none"> • Describe the effect of work on lifestyles. • Describe how society's needs and functions affect the supply of goods and services. • Describe how occupational and industrial trends relate to training and employment. • Demonstrate an understanding of the global economy and how it affects each individual. 	<p>Element 3: Exploration of Alternatives</p> <ul style="list-style-type: none"> • Explore relevant labor market and career information resources.

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<p>COMPETENCY IX: Skills to make decisions.</p> <ul style="list-style-type: none"> • Demonstrate responsibility for making tentative educational and occupational choices. • Identify alternatives in given decision-making situations. • Describe personal strengths and weaknesses in relationship to post-secondary education/ training requirements. • Identify appropriate choices during high school that will lead to marketable skills for entry-level employment or advanced training. • Identify and complete required steps toward transition from high school to entry into post- secondary education/ training programs or work. • Identify steps to apply for and secure financial assistance for post-secondary education and training. 	<p>Element 4: Selection of Employment Goal</p> <ul style="list-style-type: none"> • Select goal and develop action plan designed to achieve the goal. • Prioritize occupational alternatives. <p>Element 5: Implementing the Action Plan</p> <ul style="list-style-type: none"> • Monitor and evaluate progress until the goal is achieved. • Make needed adjustments to the Action Plan when required.
<p>COMPETENCY X: Understanding the interrelationship of life roles.</p> <ul style="list-style-type: none"> • Demonstrate knowledge of life stages. • Describe factors that determine lifestyles (e.g., socioeconomic status, culture, values, occupational choices, work habits). • Describe the ways in which occupational choices may affect lifestyle. • Describe the contribution of work to a balanced and productive life. • Describe ways in which work, family and leisure roles are interrelated. • Describe different career patterns and their potential effect on family patterns and lifestyle. • Describe the importance of leisure activities. • Demonstrate ways that occupational skills and knowledge can be acquired through leisure. 	<p>Element 6: Career Transition and Career Management Skills</p> <ul style="list-style-type: none"> • Develop skills for career management, including decision making, planning, problem solving, coping with change, and job skills. • Develop effective coping skills to meet demands of new occupation setting. • Develop a desire to participate in lifelong learning to retain and achieve career growth and stability.
<p>COMPETENCY XI: Understanding the continuous changes in male/female roles.</p> <ul style="list-style-type: none"> • Identify factors that have influenced the changing career patterns of women and men. • Identify evidence of gender stereotyping and bias in educational programs and occupational settings. • Demonstrate attitudes, behaviors and skills that contribute to eliminating gender bias and stereotyping. • Identify courses appropriate to tentative occupational choices. • Describe the advantages and problems of non- traditional occupations. 	<p>Element 6: Career Transition and Career Management Skills</p> <ul style="list-style-type: none"> • Develop skills for career management, including decision making, planning, problem solving, coping with change, and job skills. • Develop a desire to participate in lifelong learning to retain and achieve career growth and stability.

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<p>COMPETENCY XII: Skills in career planning.</p> <ul style="list-style-type: none"> • Describe career plans that reflect the importance of lifelong learning. • Demonstrate knowledge of post-secondary vocational and academic programs. • Demonstrate knowledge that changes may require retraining and upgrading of employees' skills. • Describe school and community resources to explore educational and occupational choices. • Describe the costs and benefits of self-employment. • Demonstrate occupational skills developed through volunteer experiences, part-time employment or cooperative education programs. • Demonstrate skills necessary to compare education and job opportunities. • Develop an individual career plan, updating information from earlier plans and including tentative decisions to be implemented after high school. 	<p>Element 3: Exploration of Alternatives</p> <ul style="list-style-type: none"> • Clarify occupational goals • Evaluate goals and objectives when compared to assessment outcomes. <p>Element 4: Selection of Employment Goal</p> <ul style="list-style-type: none"> • Select goal and develop action plan designed to achieve the goal. • Prioritize occupational alternatives. • Review information and evaluate occupational goal alternatives. <p>Element 6: Career Transition and Career Management Skills</p> <ul style="list-style-type: none"> • Develop skills for career management, including decision making, planning, problem solving, coping with change, and job skills.