**Jobs for America’s Graduates**

**Competency-Based Curriculum Resources**

The National High School Curriculum for the In-School Program Applications (Senior Year and Multi-Year) is comprised of 81 competency-based modules. The 81 competency-based modules provide 810 hours of content, activities, reading and math exercise, competency-based tests, and methodology. The Senior Year Program focuses on the 37 core competencies (A.1 to F.37) in the 12th Grade. The Multi-Year Program accesses the 88 core competencies (A.1 to I.81) in the 9th, 10th, 11th and 12th grades. Employers were asked to validate the core competencies (A.1 to F.37) for the Senior Program and the 81 competencies (A.1 to I.81) as well as the 20 Out-of-School Program Competencies (OS-1 to OS-20). The 42 National Middle School Curriculum competencies (7th and 8th grades) have been reviewed by employers, principals, counselors and curriculum specialists.

**National High School Curriculum**

**A. Career Development Competencies**

A.1 Identify occupational interests, aptitudes and abilities

A.2 Relate interests, aptitudes and abilities to appropriate occupations

A.3 Identify desired life style and relate to selected occupations

A.4 Develop a career path for a selected occupation

A.5 Select an immediate job goal

A.6 Describe the conditions and specifications of the job goal

**B. Job Attainment Competencies**

B.7 Construct a résumé

B.8 Conduct a job search

B.9 Develop a letter of application

B.10 Use the telephone to arrange an interview

B.11 Complete application forms

B.12 Complete employment tests

B.13 Complete a job interview

**C. Job Survival Competencies**

C.14 Demonstrate appropriate appearance

C.15 Understand what employers expect of employees

C.16 Identify problems of new employees

C.17 Demonstrate time management

C.18 Follow directions

C.19 Practice effective human relations

C.20 Appropriately resign from a job

**D. Basic Competencies**

D.21 Comprehend verbal communications

D.22 Comprehend written communications

D.23 Communicate in writing

D.24 Communicate verbally

D.25 Perform mathematical calculations

**E. Leadership and Self Development Competencies**

E.26 Demonstrate team membership

E.27 Demonstrate team leadership

E.28 Deliver presentations to a group

E.29 Compete successfully with peers

E.30 Demonstrate commitment to an organization

**F. Personal Skills Competencies**

F.31 Understand types of maturity

F.32 Identify a self-value system and how it affects life

F.33 Base decisions on values and goals

F.34 Identify process of decision-making

F.35 Demonstrate ability to assume responsibility for actions and decisions

F.36 Demonstrate a positive attitude

F.37 Develop healthy self-concept for home, school and work

**G. Life Survival Skills**

G.38 Evaluate a career plan to determine appropriate postsecondary educational options

G.39 Identify how best to achieve marketable occupation skills for an entry level job

G.40 Conduct a job analysis

G.41 Apply critical thinking skills

G.42 Demonstrate effective study skills

G.43 Demonstrate how to use group dynamics techniques

G.44 Explain the roles and function of a value-added organization

G.45 Understand the essential elements of high performing work teams

G.46 Describe how to work and communicate with diverse people at work and in the community to satisfy their

expectations

G.47 Demonstrate techniques for building commitment by others

G.48 Demonstrate an openness to change

G.49 Provide constructive feedback

G.50 Negotiate solutions to conflicts

G.51 Demonstrate politeness and civility

G.52 Demonstrate an ability to adapt to people and situations

G.53 Exhibit work ethics and behaviors essential to success

G.54 Set and prioritize goals and establish a timeline for achieving them

G.55 Apply the problem solving process to complex problems

G.56 Demonstrate an ability to analyze the strengths and weaknesses of self and others

G.57 Design and justify solutions by tracking and evaluating results

G.58 Identify ways to build mutual trust and respect

G.59 Prepare a short- and long-term personal budget

**H. Workplace Competencies**

H.60 Demonstrate punctuality and good attendance practices

H.61 Demonstrate initiative and proactivity

H.62 Demonstrate how to work effectively with others

H.63 Demonstrate an attitude that attracts the attention of management

H.64 Demonstrate an ability to communicate and work with customers to satisfy their expectations

H.65 Demonstrate listening skills which will result in gaining a clear understanding of information being conveyed

H.66 Demonstrate an ability to follow and give directions

H.67 Demonstrate good reasoning skills which results in thinking first, then taking action

H.68 Demonstrate integrity and honesty in dealings with internal and external customers

H.69 Demonstrate a willingness to accept responsibility for one’s own actions

H.70 Demonstrate a commitment in completing work assignments accurately and in a timely fashion

H.71 Demonstrate an ability to satisfy the purposes of a delegated task

H.72 Demonstrate an ability to prioritize and manage time effectively in the workplace

H.73 Demonstrate enthusiasm for work

H.74 Demonstrate an eagerness to learn new responsibilities or improve current responsibilities

H.75 Demonstrate an understanding of the work to be accomplished

H.76 Demonstrate familiarity with a variety of technologies

H.77 Demonstrate an ability to self-evaluate and develop a continuous improvement (career development) plan

H.78 Demonstrate basic computer operation skills

H.79 Demonstrate an ability to learn from past experiences and others

H.80 Demonstrate an ability to send, receive and organize e-mail messages

H.81 Demonstrate an ability to search for information on the Internet

**National Middle School 7th Grade Curriculum**

**J. Self-Understanding Competencies**

J.101 Identify, understand and apply knowledge of social roles

J.102 Participate in assessments and utilize results

J.103 Articulate personal values

J.104 Identify, understand and effectively manage emotions

J.105 Demonstrate ability to make healthy choices

J.106 Identify and understand personal interests, aptitudes and abilities

**K. Communications Competencies**

K.107 Differentiate between opinion and fact

K.108 Identify and demonstrate key communication skills

K.109 Express needs and wants

K.110 Listen and contribute appropriately in a group situation

**L. Organizational Skills Competencies**

L.111 Use a method of time management

L.112 Establish long- and short-term goals

L.113 Demonstrate organizational skills

**M. Study Skills Competencies**

M.114 Use basic study skills effectively

M.115 Use knowledge of personal learning style in study habits

M.116 Explain the value of completed homework

**N. Decision Making Competencies**

N.117 Demonstrate an understanding of decision making

N.118 Explain the importance of taking responsibility for actions and behaviors

N.119 Demonstrate appropriate anger control techniques

N.120 Demonstrate appropriate conflict resolution techniques

N.121 Develop and implement a Personal Development Plan

N.122 Define and demonstrate empathy

**P. Character Development Competencies**

P.123 Explain the significance of respect for self, others and rules

P.124 Explain the value of good character

P.125 Explain the benefit of a positive attitude

P.126 State the benefits of being perceived as a person of good character

P.127 Demonstrates effective leadership skills

**National Middle School 8th Grade Curriculum**

**Q. Dreamwork Competencies**

Q.128 Develop a career or educational plan which reflects personal goals, interests and skills

Q.129 Describe the future, including personal and career potential

Q.130 Demonstrate understanding of social and cultural diversity

**R. Lifestyles Competencies**

R.131 Apply concepts related to living on their own in the "real world"

R.132 Access key local resources

R.133 Demonstrate understanding of earning, spending and saving

R.134 Develop a budget

**S. Negotiations Competencies**

S.135 Define "negotiation" and give examples of everyday negotiations that take place in a student's life and

society

S.136 Explain the reasons for and benefits of negotiation related to self and counterpart

S.137 Describe the process of negotiation

**T. Career-Based Learning Competencies**

T.138 Explain the difference between a job and a career

T.139 Demonstrate an understanding of skills and abilities necessary for success in a job

T.140 Identify skills necessary for career choice

T.141 Demonstrate understanding of the job application process

T.142 Explain the value of job shadowing

**National Out-of-School Curriculum**

OS-1 Identify occupational interests, aptitudes and abilities

OS-2 Design a personal resume

OS-3 Conduct a comprehensive job search

OS-4 Write a cover letter for a job application

OS-5 Complete a job application and accompanying employment tests

OS-6 Demonstrate job interviewing skills

OS-7 Dress appropriately for a job interview

OS-8 Determine employer expectations of employees

OS-9 Demonstrate the ability to work cooperatively with others

OS-10 Demonstrated effective decision-making and problem- solving skills

OS-11 Demonstrate positive attitudes, work ethics and behaviors

OS-12 Demonstrate the ability to accept responsibility for one's own actions

OS-13 Demonstrate effective conflict resolution skills

OS-14 Demonstrate the ability to establish realistic goals and priorities

OS-15 Demonstrate effective money management skills (*e.g. personal/family budget, credit, etc.*)

OS-16 Demonstrate an ability to communicate and work with customers to satisfy expectations

OS-17 Demonstrate basic computer skills

OS-18 Demonstrate the ability to objectively evaluate one's job-related skills

OS-19 Explore opportunities for personal development (*e.g., further job training, post- secondary education, etc.*)

OS-20 Demonstrate effective independent living skills (*e.g., renting an apartment, shipping, insurance, etc*