

Inside this Issue

Measuring Career Readiness	2
Expanding The Focus	2
Engaging Students	3
Promoting Skills	3
Tech Skills	4
Check Us Out!	4

## Defining Career Readiness

According to the Association for Career and Technical Education (ACTE), **career readiness** is primarily focused on three main skills:

- Core academic skills,
- Employability skills, and
- Technical, job-specific skills.

Usually, career readiness is used synonymously with college readiness, but the terms are not as similar as one might think. While college readiness preps students in an academic sense for post-secondary education, career readiness includes two additional factors of skills that are necessary for success. Career readiness requires *core academic skills*, which are necessary to perform well in a work setting. The ability to apply these skills in a workplace setting is just as important as in an academic environment. The second required factor, *employability skills*, include critical thinking and responsibility. Finally, a student must have *technical* and *job-specific skills*, which are more focused to the specific career that a student is entering. These skills are usually unique to the career subset, as defined in Career and Technical Education (CTE) standards. Enter CTE, which is not only a new buzzword, but an important aspect of education that teaches students a specific subset of skills that are required to perform the task, and eventually career, at hand. In this newsletter, career readiness will be discussed in a number of ways, including: how to measure career readiness, expanding the focus, engaging students in preparation and planning, promoting essential skills for success in college and a career, and technology to help with career and college success for students.



Upcoming Events

**TIVA Professional Development Conference**

Houston, Texas  
 July 13–17, 2015

**CTAT Education Open Source**

Fort Worth, Texas  
 July 20-23, 2015

**Best Practices & Innovations Conference**

Glendale, Arizona  
 Sept. 23-25, 2015

**ACTE CareerTech VISION**

New Orleans, Louisiana  
 Nov. 19-22, 2015

## ***Measuring Career Readiness***

Measuring career readiness has particular challenges because there are no general set of career readiness measures that are broad enough to account for differing skillsets. Each career has differing skills that students need for success, which introduces the issue of variation. With this, each assessment must be catered to meet the needs of each individual rather than having a standard measuring system. College readiness is more straightforward because standardized tests and grades are usually assessed to determine if a student has the ability to perform at the school's standards. In this sense, measuring for career readiness needs improvement. For more information on the challenges of measuring career readiness, please visit: <http://www.ccrscenter.org/products-resources/blog/challenges-achieving-college-and-career-readiness-definitions-alignment-and>



## ***Expanding the Focus***

Why is it important to expand the focus of career preparation? Most students do not know their options until they are exposed to them. The best way to expand the focus on the importance of career readiness is via

awareness on the benefits of certificate programs (short- or long-term), as well as CTE. The focus in the past mainly included college preparation and did not include any form of career preparation. This has been changing over the past couple of years with the inclusion of CTE in middle school and high school. Most students are now more aware of their options coming out of high school and feel they can succeed in avenues other than a four-year university. For more information please download: <https://www.acteonline.org/WorkArea/DownloadAsset.aspx?id=2114>.



## ***Engaging Students in Planning***

Many student organizations are geared towards CTE career clusters. Career and Technical Student Organizations (CTSOs) can be a great way for teachers to encourage students to experience more about varying careers and the skill sets that are needed to be successful. CTSOs often provide students a chance to learn more about a specific career field, compete against other students, earn scholarships, and participate in internship opportunities. There are a variety of CTSOs, including the following, in which teachers can encourage students to check out:

- DECA,

- FBLA,
- FCCLA,
- FFA,
- FEA, and
- HOSA.

More information about CTSOs are found in the following blog from the CTSP Center: <http://ctsp.tamu.edu/engaging-students-in-cte-with-ctsos/>

## ***Promotion of Skills***

There are several skills that are of importance for career preparation. Promoting and bringing awareness of these skills to students is vital to their success. Of these, the most important tools for career readiness are social-emotional skills. According to the Collaborative for Academic, Social and Emotional Learning (CASEL), Social and Emotional Learning, or SEL, is where children and adults obtain and appropriately apply the knowledge, attitudes, and skills necessary to:

- Manage emotions appropriately,
- Create and achieve realistic and positive goals,
- Show and feel empathy towards others,

- Create and maintain positive relationships, and lastly,
- Make responsible decisions.

The goals associated with SEL for students include creating self-awareness, social awareness, relationships and responsible decision-making, and improving student attitudes and beliefs about oneself, others, and the school. Students can use this as a tool to appropriately interact in a workplace setting for success in their career.

For additional information and tools on SEL, please visit: [www.casel.org](http://www.casel.org).

## ***Beneficial Tech Skills for New Careers***

Technology-based skills are useful in today's working world. Some are learned in school, but others can be self-taught or done via online training.

Google provides a great Google Apps Training. A few of the apps that are useful to learn include Google Calendar, Docs Suite, Google Forms, Drive, and Google Play for Education. Some educational facilities have made access to Google more simple by linking institution-based emails through Google. Training can be found at the following link: <https://www.google.com/edu/training/get-trained/>.

Additionally, Microsoft Office provides free training for all applications on their website: <https://support.office.com/en-us/article/Office-training-and-tutorials-b8f02f81-ec85-4493-a39b-4c48e6bc4bfb?ui=en-US&rs=en-US&ad=US>, which includes:

- Microsoft 365 training,
- Office 2013 training,
- Office for Mac 2011,
- Office for Android tablet,
- Office for iPad Training, and
- Office for iPhone Training.

In addition, there are short, 15-minute webinars that help teach tips and tricks for several Microsoft applications. With training, a student gains the ability to earn a Microsoft Office Specialist (MOS) Certification, which makes them more marketable in the job market.

For students looking into post-secondary education to obtain a specific degree, a free app is available that helps with college prep for SAT/ACT tests: <http://www.professorword.com/>. This app helps students easily expand their vocabulary while they surf the Web, or even learn English for English Language Learners (ELLs).

Check out our Social Media & CTSP Blog for more education news & tips for CTE Teachers and Students!



**paper.li**

# Career & Technical Special Populations

## Physical Address

578 John Kimbrough  
Bldg. 1536, Rm 117

## Mailing Address

Attn: CTSP Center  
Texas A&M AgriLife Extension  
Service  
2251 TAMU  
College Station, TX 77843-  
2251

Phone: 979-845-4374 or  
979-845-2444

Fax: 979-845-6496

E-mail: [ctsp@tamu.edu](mailto:ctsp@tamu.edu)



**What We Do:** CTSP provides access to career and technical education (CTE) and special populations-related multimedia information to teachers, parents, and education professionals throughout Texas.

**What We Offer:** The CTSP Center aids CTE teachers to better work with special populations. Our resources include: online courses, showcased Best Practices, multimedia materials, professional development opportunities, in-service trainings for ISDs and ESCs, help for parents, and expert advice on critical topics. Our database contains over 1100 new materials covering a range of CTE and special education topics.

**What You Gain:** The CTSP Center has received approval from TEA to be a CPE Provider (#500533). CTE teachers who enroll in and complete our online courses will receive professional development credit.

Copyright © Texas Education Agency, 2015. The materials found on this website are copyrighted © and trademarked ™ as the property of the Texas Education Agency and may not be reproduced without the express written permission of the Texas Education Agency, except under the following conditions:

1. Texas public school districts, charter schools, and Education Service Centers may reproduce and use copies of the Materials and Related Materials for the districts' and schools' educational use without obtaining permission from the Texas Education Agency;
2. Residents of the state of Texas may reproduce and use copies of the Materials and Related Materials for individual personal use only without obtaining written permission of the Texas Education Agency;
3. Any portion reproduced must be reproduced in its entirety and remain unedited, unaltered, and unchanged in any way;
4. No monetary charge can be made for the reproduced materials or any document containing them; however, a reasonable charge to cover only the cost of reproduction and distribution may be charged.

Private entities or persons located in Texas that are not Texas public school districts or Texas charter schools or any entity, whether public or private, educational or non-educational, located outside the state of Texas MUST obtain written approval from the Texas Education Agency and will be required to enter into a license agreement that may involve the payment of a licensing fee or a royalty fee.

Contact [Copyrights@tea.state.tx.us](mailto:Copyrights@tea.state.tx.us) with any questions you may have.

Educational programs of the Texas A&M AgriLife Extension Service are open to all people without regard to race, color, sex, disability, religion, age, or national origin.

The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating