

# **Employability and Foundational Academic Standards- Alternate Assessment**

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## Employability and Foundational Academic Standards-Alternate Assessment

The Employability and Foundational Academic Standards-Alternate Assessment were developed to provide teachers a working knowledge of the skills needed to assist students in becoming career ready and succeeding in the environments they will encounter after high school.

The standards guide the assessment for youth on the Alternate K-PREP in the career ready academic component. The standards also serve as the foundation for work-based learning and the Kentucky Career Work Experience Certification (CWEC), which corresponds to the career ready technical component of the career readiness measures. See table below. The intent is the skills will be taught in the classroom but students will also be given opportunities, during high school, to practice and generalize the skills in community and work settings.

College and Career Readiness Measures for Students Participating in the Alternate Assessment				
<b>College Ready: Must meet TAR benchmarks</b>	<b>Career Ready: Must meet benchmarks in Career Academic area and Career Ready Technical area</b>		<b>Bonus: Must meet benchmarks on the following</b>	
College Ready	Career Ready Academic	Career Ready Technical	College Ready	Career Ready
Transition Attainment Record (TAR)	Employability Skills Attainment Record (ESAR) (based upon standards, i.e., KOSSA and Department of Labor Employment Standards)	Career Work Experience Certification (based upon standards, i.e., KOSSA & US Department of Labor Employment Standards)	TAR	ESAR CWEC

The standards were developed through a review the Kentucky Occupational Skill Standards (KOSSA). The KOSSA standards were reduced in number as well as in depth and breadth. Those that appeared salient for youth participating in Alternate Assessment were selected, and revised as needed, for inclusion in the EFAS-AA. The standards identified were also cross-walked with the US Department of Labor's Office of Disability Employment Policy's Skills to Pay the Bills research and curriculum (2012).

The EFAS-AA contains three main areas: Personal Quality and People Skills, Foundational Academic Skills, and Workplace Knowledge Skills. Each area is further delineated and organized into corresponding sub-areas with numbered standards.

## Employability and Foundational Academic Standards: Alternate Assessment

### PERSONAL QUALITIES AND PEOPLE SKILLS

<b>POSITIVE WORK ETHIC</b>		
EA	001	Uses directions provided for completing a job/task
EA	002	Keeps up with personal belongings and tools at school and work
EA	003	Arrives on time and maintains punctuality at school and work
EA	004	Maintains good attendance at school and work
EA	005	Assumes responsibility for behavior and actions at the worksite
EA	006	Exhibits a good outlook toward work assignments
EA	007	Meets work standards for the amount of work to complete and how well it is done
<b>INTEGRITY</b>		
EB	001	Follows rules at the worksite
EB	002	Exhibits loyalty to the employer
EB	003	Practices ethical behavior
<b>TEAMWORK</b>		
EC	001	Shares ideas and suggestions when making decisions as a group
EC	002	Works cooperatively with others
EC	003	Respects the opinions of other people in the workplace
<b>SELF-REPRESENTATION</b>		
ED	001	Demonstrates the use of good manners
ED	002	Dresses appropriately
ED	003	Greets people in a polite and courteous way
<b>FOUNDATIONAL ACADEMIC SKILLS</b>		
<b>SPEAKING AND LISTENING</b>		
EE	001	Asks questions and seeks guidance at worksite
EE	002	Gets information from supervisors
EE	003	Uses a variety of communications skills (e.g., talking, listening, reading, facial and body language)
EE	004	Knows how to listen and when to ask questions
<b>READING AND WRITING</b>		
EF	001	Uses charts, guides, and written directions to complete tasks and work assignments (utilizing, when necessary, assistive technology)
EF	002	Completes forms and other materials pertaining to time worked, leave and other required information for employer or school
<b>MATHEMATICS</b>		
EG	001	Uses basic math skills needed to complete assignments at school and work
EG	002	Makes a simple budget and keeps track of money and expenses
<b>TECHNICAL LITERACY</b>		
EH	001	Uses various technology tools in completing tasks
EH	002	Uses social media in a proper manner at school and work
EH	003	Follows direction when using the Internet at school and work
EH	004	Follows direction when using cell phones and e-mail appropriately at school and work

<b>WORKPLACE KNOWLEDGE SKILLS</b>		
		<b>CRITICAL THINKING AND PROBLEM SOLVING</b>
EI	001	Recognizes and uses symbols, signs, and maps when traveling to and from a job
EI	002	Participates in solving problems
		<b>HEALTH AND SAFETY</b>
EJ	001	Knows, follows and practices safety rules at the worksite
EJ	002	Uses equipment and supplies safely as directed by teacher, supervisor or other adult
		<b>JOB ACQUISITION AND ADVANCEMENT</b>
EK	001	Identifies job that use personal talents and interests
EK	002	Uses proper guidelines in applying for a job
EK	003	Listens to questions and answers questions with more than one word during an interview
EK	004	Develops training plan for occupational work experience(s)
		<b>TIME, TASK, AND RESOURCE MANAGEMENT</b>
EL	001	Uses time wisely at the worksite
EL	002	Follows directions for recording time at work
EL	003	Meets timelines for completing assigned tasks
EL	004	Leaves and returns from breaks on time