Career Development Competencies and Activities
For the Adult Learner

CAREER AWARENESS AND EXPLORATION

Career Awareness and Exploration Competencies

- Identify the steps of the career decision-making process:
  - Who am I?
  - Where am I going? and
  - How am I going to get there?
- Discuss “Career Clusters” (the national or state model that organizes careers into “clusters.”)
- Identify “Pathways” – groupings of similar or related occupations within a Career Cluster.
- Connect personal interests, abilities, and academic strengths to personal career options.
- Understand how career inventory and assessments can contribute to career decision-making.
- Identify and explore sources of career information, both print-based and internet-based.
- Recognize the state’s key industries (e.g. manufacturing, tourism, food production, health care) and jobs in those industries.
- Identify one to three pathways for career exploration, based on assessment, exploration and investigation.
- Identify at least four jobs within a career pathway that require different levels of education (on-the-job training, short-term certification, associate’s degree and bachelor’s degree).
- Define entrepreneurship and successful entrepreneurial traits.

Career Awareness and Exploration Activities

- At program site, participants learn where the print-based and internet-based career resources are located.
- Business and community volunteers visit the program to conduct “speed-networking” small group of Participants interviewing several volunteers from different industries and careers.
- Guest speakers who are entrepreneurs the program to talk about starting and operating a business.
- Participants use “fishbowl questions” technique to post multiple questions to business volunteers.
- Participants may participate in work-based learning activities like worksite tours, job shadowing, and mentoring.
- Participants attend a regional- or community-wide “Future Fair” (blended career and college

1 This framework is adapted from Georgia Department of Education Career Cluster Awareness Activities Guidance and the Pennsylvania Career Education and Work Standards.
Participants learn about apprenticeship programs available in the region, and participate in tours of such programs.

Participants are introduced to the career pathways in each career cluster.

Participants use informal career inventories to identify possible occupations.

Participants use assessment tools to identify their academic, technical and professional skills.

Participants use a written portfolio tool (print or electronic) to document their current and targeted levels of academic, technical and professional skills.

Participants take career personality assessment (e.g. Holland Codes), and discover careers based on the Holland codes.

Every participant meets with a counselor to develop a Personal Education and Career Plan to include both academic and career pathway course planning.

Participants compose and compare a business and personal letter.

Participants make oral presentations to other adults to strengthen public presentation skills and confidence.

Program participants visit a college, university or technical training program for a tour, learning about majors, careers and general campus life for both residential and non-resident students.

Faculty members incorporate career understanding into program offerings.

**CAREER APPLICATION**

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<th>Career Application Competencies</th>
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<td>▪ Analyze career options based on personal interests, abilities, aptitudes, achievement, and goals.</td>
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<td>▪ Identify career options that take into account personal work values, educational aptitude and achievement, and financing options.</td>
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<td>▪ Apply financial literacy knowledge and skills to personal money management, and decisions about financing postsecondary education.</td>
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<td>▪ Analyze how entrepreneurship relates to personal character traits, and if appropriate, begin developing an entrepreneurial concept.</td>
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<td>▪ Understand the role of job-search skills and creating a professional job network as part of career development.</td>
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<td>▪ Participants review and update their Personal Education and Career Plan, with particular attention to employment goals and meeting program completion requirements.</td>
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<td>▪ Guidance advisors show “guided pathways” to students, helping them choose the most efficient and effective pathway through education and training to gainful employment.</td>
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<td>▪ Participants take appropriate postsecondary admissions and placement assessments.</td>
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• Participants and parents participate in a FAFSA/student financial aid activity to help them apply for financial aid.
• Participants enroll in academic and technical courses related to a selected career pathway and take appropriate end-of-pathway assessments or industry-based certifications related to their pathway.
• Participants may participate in work-based learning activities such as job shadowing, internships, and apprenticeships, and other “work and earn” strategies.
• Participants participate in post-secondary Career Technical Student Organizations and other organized activities.
• Faculty members emphasize the importance of professional skills for work-life success, such as timeliness, individual follow-through and responsible team-work.
• Participants may continue to pursue a pathway program of study at the postsecondary level (through short-term certification, two-year college, four-year college, military or apprenticeship).

CAREER MANAGEMENT

Career Management
(Search, Retention, Advancement, Entrepreneurship)

Competencies, Career Search
• Apply research skills in searching for a job.
• Develop job-hunting document such as a cover letter and resume.
• Apply effective speaking and listening skills used in a job interview.
• Model the “professional” skills required to hold a job – punctuality, courtesy, personal initiative, professionalism – in the process of search and interviewing for a job.

Competencies, Career Retention and Advancement
• Develop personal attitudes and work habits that support career retention and advancement.
• Develop and practice team member skills such as active listening, conflict resolution, and time management.
• Develop a personal budget based on personal career choice.
• Consider and develop strategies for career retention and advancement based on the job availability in different fields.
• Evaluate the need for ongoing, life-long learning to support career retention and advancement.
• Identify and evaluate the quality and economic value of programs offered by postsecondary education and training institutions, in both on-site and online learning platforms, to access additional learning to promote career advancement.

Competencies, Entrepreneurship
• Analyze how entrepreneurial skills relate to personal career goals, business opportunities, and personal character traits.
• Develop a business plan for an entrepreneurial concept of personal interest.
• Research and identify available support resources such as community-based organization, financial institutions, small business administration services, and venture capital.

Activities
• Participants create a resume and begin networking the market for possible job opportunities.
• Program participants or graduates obtain rewarding entry-level employment within their chosen pathway.
• Program participants or graduates continue to refine career choices throughout their lifetime of learning.
• Program participants or graduates enroll in entrepreneurship courses offered by postsecondary education providers, community-based organizations or economic development organizations.