



TIPS Career Readiness Course Skills Alignment

Vermont Agency of Education Quality Standards (EQS) Transferable Skills addressed in each lesson

	Lesson 1 Goals & Expectations	Lesson 2 Emerging Fields	Lesson 3 Ideal Job	Lesson 4 Job Searching	Lesson 5 Resume Writing	Lesson 6 Cover Letters	Lesson 7 Interviewing	Lesson 8 Interviewing Cont.	Lesson 9 Innovation	Lesson 10 Local Work Env.	Lesson 11 Workplace Safety	Lesson 12 Digital Citizenship	Lesson 13 Internship Prep	Lesson 14 Reflection
Graduation Proficiencies and Indicators*														
1. Clear & Effective Communication														
a. Organized & purposeful communication	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦			♦
b. Use of evidence & logic appropriately	♦			♦	♦			♦	♦	♦	♦	♦		♦
c. Integration of info from speaking & listening	♦	♦	♦	♦	♦		♦	♦	♦	♦	♦	♦	♦	♦
d. Adjusted for audience, context & purpose					♦			♦				♦		♦
e. Effective, expressive & receptive	♦	♦	♦	♦	♦	♦	♦	♦	♦			♦		♦
f. Use of technology to further enhance & disseminate		♦	♦									♦		♦
g. Collaborate effectively & respectfully	♦	♦		♦	♦			♦	♦		♦			♦
2. Self-Direction														
a. Identify, assess, & manage new opps. related to goals	♦	♦	♦	♦	♦				♦	♦	♦	♦	♦	♦
b. Integrate knowledge from variety of sources	♦	♦		♦	♦	♦		♦	♦			♦	♦	♦
c. Apply knowledge in familiar & new contexts			♦				♦	♦	♦	♦				♦
d. Demonstrate initiative & responsibility for learning			♦	♦										♦
e. Demonstrate flexibility; learn, unlearn & relearn														♦
f. Analyze accuracy, bias & usefulness of information		♦		♦	♦	♦			♦		♦	♦		
g. Collaborate as needed to advance learning		♦		♦								♦		
h. Persevere in challenging situations														
i. Use of technology & digital media strategically						♦						♦		
3. Creative and Practical Problem-Solving														
a. Observe & evaluate situations to define problems							♦				♦	♦		
b. Frame questions, predictions, data collection, strategies								♦						
c. ID patterns, trends, & relationships to apply to solutions							♦							
d. Analyze, evaluate, & synthesize evidence and more	♦			♦				♦	♦	♦	♦	♦		♦
e. Generate solutions, use evidence & evaluate responses														
f. ID opportunities for innovation & collaboration								♦						
g. Use tools including technology to solve problems													♦	
h. Persist in solving problems; learn from failure														
4. Responsible and Involved Citizenship														
a. Participate in & contribute to community life														
b. Take responsibility for personal decisions & actions											♦	♦		
c. Demonstrate ethical behavior & moral courage												♦		
d. Respect diversity & differing points of view														
e. Demo. commitment to personal and community health														
f. Practice responsible digital citizenship												♦		
5. Informed and Integrative Thinking														
a. Apply knowledge from disciplines to real life situations		♦	♦				♦	♦	♦	♦	♦	♦	♦	♦
b. Analyze, evaluate & synth. info from multiple sources		♦	♦	♦	♦	♦			♦	♦		♦	♦	♦
c. Apply systems thinking to understand outcomes														
d. Use evidence & reasoning to justify claims												♦		
e. Develop & use models to explain phenomena									♦					
f. Use technology to support & enhance critical thinking														
Partnership for 21st Century Learning 4Cs addressed in each lesson														
1. Collaboration	♦	♦		♦	♦			♦	♦		♦			♦
2. Communication	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦
3. Creativity	♦			♦				♦	♦	♦	♦	♦		♦
4. Critical Thinking		♦	♦	♦	♦	♦			♦	♦		♦	♦	♦

VT AOE: Collaboration, Innovation, Inquiry and Use of Technology are EQS-required Transferable Skills that are woven throughout the Performance Indicators in this document. Using this model, students would have opportunities to demonstrate acquisition of those skills as a part of attaining their Transferable Skills Graduation Proficiencies.

Partnership for 21st Century Learning: www.p21.org