

## Career-Related Learning Standards

The Career-Related Learning Standards (CRLS) are fundamental skills essential for success in employment, college, family, and community life. These skills are taught throughout the curriculum, integrated with academic learning, and emphasized in the students' career-related learning experiences.

### Guidelines for a Sufficient Collection of Evidence

**Does the work sufficiently represent each of the career-related learning standards?**

**The collection must include:**

- **Evidence of all six CRLS.** Students produce evidence that adequately addresses all the career-related learning standards.
- **Evidence that reflects the scope (depth and breadth) of the CRLS.** Students address the scope of the standards (within and across standards) versus a single component (e.g., completing a problem-solving experience from beginning to end, versus identifying a problem only).
- **Explicit connection between the work and the CRLS.** Students explicitly describe the connection between their work and the specific CRLS.

**Is there evidence that the work is the student's own?**

**The collection must include:**

- **Direct evidence of each CRLS.** Students include direct evidence of each CRLS through video, photos, written products, etc.
- OR**
- **Corroborated evidence of each CRLS.** Someone other than the students (e.g., teacher, employer, advisor, coach) corroborates the students' explanations and reflections of work. One piece of documentation may be used to corroborate multiple standards.

**Does the collection relate to the student's educational plan (school, community, and/or workplace experiences)?**

**The collection must show:**

- **A clear relationship to the student's educational plan, including school, community, and/or workplace experiences.** Students describe how their CRLS collection relates to their school, community, and/or workplace experiences.

## 1/05 - Student Sufficiency Guidelines: Career-Related Learning Standards (CRLS) Collection of Evidence

*Use this worksheet to track your progress and see if your work shows enough evidence of each of the Career-Related Learning Standards.*

STANDARD	HAVE YOU?	√	LIST WHERE TO FIND EVIDENCE OF EACH STANDARD IN YOUR COLLECTION (e.g., page number, section title)
<b>PERSONAL MANAGEMENT</b>			
Exhibit appropriate work ethic and behaviors in school, community, and/or workplace.	Identified tasks and initiated a plan of action to complete tasks?		
	Completed tasks on time and met established standards of quality?		
	Taken responsibility for your actions and anticipated consequences of your actions?		
	Maintained regular, on-time attendance?		
	Interacted appropriately with others?		
	Documented your work and explained how your work shows personal management?		
<b>PROBLEM SOLVING</b>			
Apply decision-making and problem-solving techniques in school, community, and/or workplace.	Accurately identified a problem?		
	Located information that led to a solution to the problem?		
	Identified and evaluated alternative solutions to the problem?		
	Selected a solution and a course of action?		
	Developed and carried out a plan to solve the problem?		
	Assessed your results?		
	Documented your work and explained how your work shows problem solving?		

STANDARD	HAVE YOU?	√	LIST WHERE TO FIND EVIDENCE OF EACH STANDARD IN YOUR COLLECTION (e.g., page number, section title)
<b>COMMUNICATION</b>			
Demonstrate effective communication skills to give and receive information in school, community, and/or workplace.	Communicated clearly, accurately, and appropriately to other students and adults?		
	Used traditional (e.g., written, oral) and technological (e.g., internet, multimedia) methods to locate and convey information?		
	Read and used technical and instructional materials for information and to carry out a task?		
	Listened carefully and summarized key ideas?		
	Given and received feedback in a positive manner?		
	Documented your work and explained how your work shows communication?		
<b>TEAMWORK</b>			
Demonstrate effective teamwork in school, community, and/or workplace.	Identified and assumed roles within a team?		
	Worked productively with others (e.g., negotiated, compromised, built consensus, shared decision making, set goals, managed conflict)?		
	Documented your work and explained how your work shows teamwork?		

STANDARD	HAVE YOU?	✓	LIST WHERE TO FIND EVIDENCE OF EACH STANDARD <i>IN YOUR COLLECTION (e.g., page number, section title)</i>
<b>EMPLOYMENT FOUNDATIONS</b>			
Demonstrate academic, technical, and organizational knowledge and skills required for successful employment.	Applied academic and technical knowledge and skills in a career context?		
	Used and maintained appropriate tools and technologies for a task?		
	Identified parts of a work organization or system and how work moves through an organization or system?		
	Described how changes in the workplace affect individuals and a work organization or system?		
	Followed safety, regulatory, and/or ethical practices in a work environment?		
	Demonstrated appearance and hygiene appropriate to a workplace?		
	Documented your work and explained how your work shows employment foundations?		
<b>CAREER DEVELOPMENT</b>			
Demonstrate career development skills in planning for post-high school experiences.	Assessed your personal knowledge and skills related to your education and career goals?		
	Planned for life after high school (e.g., researched career and educational options, developed a plan to achieve goals)?		
	Reviewed your education and career goals to determine if they should change?		
	Used job-seeking skills (e.g., writing resumes, completing applications, participating in interviews)?		
	Documented your work and explained how your work shows career development?		