CAREER READINESS FRAMEWORK

Career Awareness
LEARNING ABOUT WORK
Build awareness of the variety of careers available and the role of postsecondary education—the connection between education/training/experiences and career opportunities.

ACTIVITIES AND EXPERIENCES INCLUDE:
- Workplace tours
- Guest speakers
- Career fairs
- Career interest inventories

Career Exploration and Planning
LEARNING ABOUT AND PLANNING FOR WORK
Deepen exploration of connection between career opportunities and education/postsecondary requirements, to motivate and inform decision-making for high school and postsecondary choices; initial planning.

ACTIVITIES AND EXPERIENCES INCLUDE:
- Visits to college campuses
- Ongoing one-on-one advisement to create a postsecondary career plan
- Financial aid assessment and completion
- Work-based Learning (WBL)
- Informational interviews
- Job shadowing
- Industry-led projects

Career Preparation
LEARNING THROUGH WORK
Apply learning through practical experiences that develop knowledge and skills necessary for success in careers and postsecondary education.

PREPARATION EXPERIENCES INCLUDE:
- Preparing for Work
  - Mock interviews
  - Resume building
  - Personal statement
  - Professional network building
  - Entrepreneurship—student-run enterprise (virtual & non) with partner involvement
  - Ongoing one-on-one advisement to refine postsecondary career plan
  - Financial literacy workshop
- Work-based Learning (WBL)
- Service and experiential learning
- Internships
  - (paid or for credit)
- Afterschool and summer jobs (paid)

Career Training
LEARNING FOR WORK
Train for employment and/or postsecondary education in a specific range of occupations.

TRAINING EXPERIENCES INCLUDE:
- WBL (paid or for credit)
  - Sector internships
  - Service and experiential learning
  - Pre-apprenticeships
  - Entrepreneurship/business ownership, including worker owned/collective consumer models, collective consumer purchasing
- Work Experience (paid or for credit)
  - Cooperative/technical education
  - Apprenticeships
  - On-the-job training
  - Work-study
- Credits and Credentials
  - Industry credentials and certifications
  - Pre-college academic course work
  - College credits in high school
  - CTE (Career and Technical Education) endorsement
  - Matriculation and completion of postsecondary degree
  - Full-time employment
  - Further education
# Students Should Be Supported to

## Career Awareness

**High School and College**

Students have career awareness activities

- Complete career assessment that links, values, interests, and experiences to potential career paths to explore
- Create career interest inventory to inform high school choice, college majors, and career planning
- Participate in career awareness activities

## Career Exploration and Planning

**High School Students**

Earn college credits and participate in career exploration/planning

- Participate in academic enrichment and youth development programs during out of school time to reinforce learning and build skills
- Use career exploration tech platform to learn about skills and tasks linked to specific careers
- Have one-on-one advisement on applying to high schools that match interests and needs
- Visit a college campus

## Career Preparation

**All Secondary and Postsecondary**

Students have WBL and experiential learning opportunities along a developmental continuum

- Be part of team projects that relate to real-world issues or careers (e.g., project-based learning)
- Participate in volunteer, experiential, and leadership learning experiences
- Reflect on learnings from those experiences

## Career Training

**All High School and PostSecondary**

Students have access to work-based learning (WBL) experiences, including internships (paid or for academic credit)

- By 11th grade, select and complete a sector WBL opportunity (industry-led projects, internship, volunteer opportunity, or service learning) aligned with career interests

### Students Should Be Supported to

#### 10-14 yrs (Middle School)

- Complete career assessment that links, values, interests, and experiences to potential career paths to explore
- Create career interest inventory to inform high school choice, college majors, and career planning
- Participate in career awareness activities

#### 13-16 yrs (9th-11th Grade)

- Learn about specific jobs, careers, and career path concepts
- Understand different types of postsecondary credentials and institutions
- Participate in career awareness activities such as workplace tours

#### 15-17 yrs (10th-12th Grade)

- Have one-on-one advisement to support academic progress and postsecondary planning that aligns high school courses, WBL experiences, and interests with college and career goals
- Complete a financial aid assessment
- Use career exploration tech platform that links skills and tasks for specific careers to work based learning preparation and reflection activities
- Visit at least one postsecondary institution with a major or program of study aligned to career interests

#### Transition to Postsecondary (16-21 yrs)

- Complete a financial aid assessment
- Use career exploration tech platform that links skills and tasks for specific careers to work based learning preparation and reflection activities
- Visit at least one postsecondary institution with a major or program of study aligned to career interests

#### Young Adulthood (18-22 yrs)

- Be on track with financial aid and credits
- Participate in advanced WBL experiences
- Upon graduation, obtain job that provides workplace norms
- Participate in apprenticeship, on-the-job training, cooperative education, or training experience

#### Career Readiness Framework

Students should be supported to achieve the following milestones and experiences:

- Participate in academic enrichment and youth development programs during out of school time to reinforce learning and build skills
- Use career exploration tech platform to learn about skills and tasks linked to specific careers
- Have one-on-one advisement on applying to high schools that match interests and needs
- Visit a college campus

- Participate in job shadowing, industry-led projects, informational interviews and other work-based learning opportunities
- Reflect on learnings from those experiences
- Identify and enroll in summer activities (e.g., enrichment, employment) that help develop college and career ready skills
- Create a resume and practice interview skills

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## Achieve the Following Milestones and Experiences

- **15-17 yrs**  
  (10th-12th Grade)  
  - Update career interest inventory  
  - Participate in career awareness activities informed by career inventory  
  - Continue on-one-one advisement to support academic progress, including opportunities to earn college credits, and postsecondary planning  
  - Enroll and complete courses to earn college credits, with a goal of 12 credits by graduation  
  - Use a technology application for career exploration and WBL prep and reflection  
  - Visit at least one postsecondary institution with a major or program of study aligned to career interests  
  - Attend a postsecondary affordability workshop with an adult family member or guardian  
  - Identify and get commitment from advisor or another adult advocate and two teachers to write recommendation letters  
  - Based on postsecondary plan, begin and complete college applications and financial aid processes  
  - Learn about alternatives to college, including apprenticeships  
  - Enroll in an internship or other substantive WBL experience related to career interests  
  - Enroll in a summer activity that helps develop college- and career-ready skills  
  - Participate in community service and extracurricular activities  
  - Revise resume and participate in a mock job interview  
  - Engage with basic financial literacy concepts, e.g. banking; open a savings and/or checking account  
  - Develop an understanding of general workplace norms

- **16-21 yrs**  
  (Transition to Postsecondary)  
  - Update career interest inventory  
  - Participate in career awareness activities informed by career inventory  
  - Continue one-on-one advisement to support academic progress, including opportunities to earn college credits, and postsecondary planning  
  - Refine postsecondary plan that supports career interests and reflects academic and WBL experiences  
  - Attendance by a family member at one-on-one postsecondary planning meetings  
  - Based on postsecondary plan, complete applications and financial aid processes for college applications  
  - Choose among acceptances and matriculate the semester following high school graduation  
  - Enroll in an internship or other substantive WBL experience related to career interests  
  - Enroll in summer activities that help develop college- and career-ready skills  
  - Continue to participate in community service and extracurricular activities  
  - Revise resume, create a personal statement and participate in a mock job interview  
  - Engage with more additional financial literacy concepts, e.g. student loans  
  - Develop deeper sense of agency and confidence in identifying and beginning best-fit postsecondary opportunities  
  - *Deepen understanding and mastery of occupation-specific skills and workplace norms

- **18-22+ yrs**  
  (Young Adulthood)  
  - Participate in career awareness activities aligned with career aptitude and interest exercises  
  - Continue to refine career plan based on educational and work experiences and industry trends  
  - Utilize postsecondary advisor and campus career services  
  - Participate in meet-ups and clubs for networking, peer support  
  - Participate in an internship, work-study, or other job experience during the school year  
  - Identify and participate in a final/culminating work experience prior to postsecondary completion  
  - Upon graduation, obtain job that provides economic stability and upward mobility  
  - Matriculate to postsecondary institution, program, or training experience  
  - Participate in advanced WBL experiences and engage in professional networking  
  - Be on track with financial aid and credits toward completing a degree program and/or professional certifications  
  - Participate in apprenticeship, on-the-job training, sector-related work experience, and/or technical/ cooperative education
### Students Should Know and Be

<table>
<thead>
<tr>
<th>10-14 yrs (Middle School)</th>
<th>13-16 yrs (9th-11th Grade)</th>
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<tbody>
<tr>
<td><strong>Career Awareness</strong></td>
<td><strong>Career Exploration and Planning</strong></td>
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<tr>
<td>Students build a foundation for successful work-based learning through awareness of career options</td>
<td>Students make and refine plans around work and career, incorporating higher education and training options</td>
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<tr>
<td>- One or two career pathways of interest to them</td>
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<tr>
<td>- Jobs of adults they know</td>
<td>- Be able to describe jobs of adults they know</td>
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<tr>
<td>- Awareness of postsecondary options</td>
<td>- Consideration of how high school choice might relate to postsecondary options and career interests</td>
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<tr>
<td>- Educational requirements, costs, expected entry level salary, and pay range for occupations in two to three careers of interest</td>
<td>- Specific jobs, careers, and concept of career ladders vs. career lattice</td>
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<td>- Professional skills, strengths and areas for improvement, based on WBL experiences and reflections</td>
<td>- Different types of postsecondary entry points, institutions and credentials</td>
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<td>- Relationship between extracurricular activities and postsecondary and career goals</td>
<td>- Regents graduation requirements</td>
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<td>- Different types of financial aid and related processes, including grants, loans, and scholarships</td>
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<td>- Value of earning early college credit to postsecondary access and completion</td>
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### Career Preparation

Students progressively develop professional skills needed for both academic and career success

- Relationship between community service/extracurricular activities and postsecondary/career goals
- Importance of school classes, attendance, and grades to postsecondary plans
- Professional skills essential for the workplace (e.g. critical thinking, accountability, responsibility, communication; workplace etiquette; and managing deadlines;)
- How high school coursework, attendance, and grades relate to postsecondary plans
- Connection between employment, wages, and independent living
- Basic financial literacy; opening a bank account

### Career Training

Students build employability and technical skills aligned to their career goals/internships (paid or for academic credit)

- Essential skills (e.g. communication, teamwork, problem-solving) in the context of experiential learning
- General workplace norms
- Occupation-specific skills
### Able to Demonstrate / Discuss

<table>
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<tr>
<th>Age Range</th>
<th>Grade Level</th>
<th>Key Skills and Knowledge Areas</th>
</tr>
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</table>
| 15-17 yrs | (10th-12th Grade) | - Two or three career pathways of interest  
- Deeper understanding of career pathways at a particular organization  
- Knowledge of technical skills needed to work in a particular field |
| 16-21 yrs | (Transition to Postsecondary) | - Link between degrees and employment/earning power in specific industries  
- At least one potential career option in depth  
- Postsecondary plans  
- How career-related courses and experiences articulate to postsecondary degree programs  
- Affordability of postsecondary options in relation to expected compensation and anticipated debt  
- Terms and conditions of scholarships or loans  
- Full understanding of requirements for successful course/degree completion |
| 18-22+ yrs | (Young Adulthood) | - Pros and cons of different career paths  
- Understand entry-level roles in different career paths  
- Career goals and specific steps to attain them  
- Value of career related networking opportunities |

**15-17 yrs (10th-12th Grade)**
- Connection between effort and outcome (grit, perseverance)  
- Understand how academic remediation might negatively impact postsecondary goals  
- A goal of earning between 6 and 12 college credits  
- Research and apply to postsecondary options aligned with career plan  
- Financial aid deadlines for chosen postsecondary options  
- Professional and early technical skills in context of experiential learning and work, communication skills, critical thinking, and organization  
- Growing understanding of their relationship to work and the economy  
- Financial literacy—understanding of budgeting, saving, and investing  
- Industry-specific workplace norms  
- Growing mastery of occupation-specific skills  
- Pros and cons of different career paths  
- Understand entry-level roles in different career paths  
- How to use formal/informal networks to learn and connect  
- Work independently; set and pursue short- and -long-term plans; commit to projects and events; strategic and analytical thinking  
- Ability to conduct job search and seek advancement opportunities  
- Personal and professional branding

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- Link between degrees and employment/earning power in specific industries  
- At least one potential career option in depth  
- Postsecondary plans  
- How career-related courses and experiences articulate to postsecondary degree programs  
- Affordability of postsecondary options in relation to expected compensation and anticipated debt  
- Terms and conditions of scholarships or loans  
- Full understanding of requirements for successful course/degree completion  
- Professional, academic, and technical skills in a work context  
- Set and meet challenging goals  
- Practice self-motivation and independence  
- How to obtain internships and work experience  
- Thorough research and writing skills  
- Financial literacy—understanding credit cards, credit scores, and consumer protection  
- How to use formal/informal networks to learn and connect  
- Work independently; set and pursue short- and -long-term plans; commit to projects and events; strategic and analytical thinking  
- Ability to conduct job search and seek advancement opportunities  
- Personal and professional branding

**18-22+ yrs (Young Adulthood)**
- Career goals and specific steps to attain them  
- Value of career related networking opportunities  
- Industry-specific workplace norms  
- Growing mastery of occupation-specific skills  
- Strong grasp of occupation-specific skills and workplace norms  
- Mastery of occupation-specific skills and workplace norms  
- Utilize support from adult networks and peers to consider a range of employment and further educational/training options