

# First Steps: Understanding the World of Work through Career Technical Education (CTE)

## First Steps Standards

### Domain 1: Self-Evaluation (Who am I?)

1. Identify Personality (What makes me unique?)
  - A. Take a personality inventory.
  - B. Document a reflection of the results.
2. Identify Interests (What do I enjoy doing?)
  - A. Use multiple methods to identify personal interests.
  - B. Document a reflection of the results.
3. Identify Values (What really matters to me?)
  - A. Summarize personal importance of family and other relationships as they relate to school/work.
  - B. Assess desired lifestyle and associated cost.
  - C. Relate the importance of health and wellness to school/work.
  - D. Document a reflection of the results.
4. Identify Skills (What am I good at?)
  - A. \*Critical Thinking and Problem-Solving
    - i. Recognize and analyze a problem.
    - ii. Identify and evaluate potential solutions and resources.
    - iii. Use sound reasoning to choose a solution.
    - iv. Implement the solution and evaluate the outcome.
    - v. Document a reflection about your use of the problem-solving process.
  - B. \*Work Ethic
    - i. Define work ethic and explain its importance in the workplace.
    - ii. Define and explain the importance of diligence, dependability, responsibility, and accountability in the workplace.
    - iii. Demonstrate diligence.
    - iv. Demonstrate dependability.
    - v. Demonstrate responsibility.
    - vi. Demonstrate accountability.
    - vii. Document a reflection about personal work ethic after demonstrating diligence, dependability, responsibility, and accountability.
  - C. \*Information Security
    - i. Evaluate presence on social media.
    - ii. Evaluate risk associated with presence on social media.
    - iii. Follow classroom/workplace protocols to maintain the security of information, computers, networks, and facilities.
    - iv. Demonstrate basic internet and email safety.
    - v. Document a reflection about personal presence on social media, associated risks, and changes needed for personal safety.

## Domain 2: Career Exploration (What's out there for me?)

1. Apply Self-Evaluation to the World of Work (Where do I fit in the world of work?)
  - A. Express the purpose and value of work.
  - B. Summarize how one researches and chooses a career interest.
  - C. Use results of self-evaluation to identify related career clusters and occupations.
  - D. Explore multiple career clusters and occupations of interest (e.g. work site visits, speakers, case studies, shadowing, or community service).
  - E. Choose a cluster or occupation. Research the education or training required, including program of study, labor market information, and wage compared to Idaho's living wage.
2. Make Responsible Choices (How do my choices influence my future?)
  - A. Describe how personal, career, and educational choices impact major life decisions.
  - B. Describe how your personal choices will affect workplace, school, and community.
  - C. Discuss the need for continuous career planning.

## Domain 3: Future Planning (How do I get there?)

1. \*Efficiency and Productivity (How do I turn an interest in to a plan?)
  - A. Having identified a career interest and program of study, research institutions offering the program according to personal preferences.
  - B. Research helpful high school courses and experiences.
  - C. Utilize a goal setting process to develop short-term and long-term personal, education, and career goals.
  - D. Manage time and resources and track progress throughout the term.
2. Understand High School Offerings (What can I do in high school to reach my goals?)
  - A. Explore available CTE programs.
  - B. Research the local CTSO options and benefits for participation therein.
  - C. Examine the benefits of participating in school and community activities.
  - D. Examine academic and other high school pathways.
3. Create and Idaho Student Learning Plan (How do I move forward?)
  - A. Develop or update the Idaho Student Learning Plan (Four-Year Plan) aligned with personal, educational, and career goals.
  - B. Apply Idaho Student Learning Plan to selection of high school courses and pathways.

\* Aligned to a corresponding standard in the Idaho Workplace Skills for Career Readiness (2021).

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