



Vocational Technical Education Framework Standardized Objectives ▪ Strands 1, 4, 5 & 6 *Crosswalk to* SkillsUSA's Professional Development Program (PDP)



Strand 1: Health and Safety

1.A Define health and safety regulations:

- 1.A.01a Identify and apply OSHA/MOSHA and other health and safety regulations that apply to specific tasks and jobs in the occupational area
- 1.A.02a Identify and apply EPA and other environmental protection regulations that apply to specific tasks and jobs in the occupational area
- 1.A.03a Identify and apply Right-To-Know (Hazard Communication Policy) and other communicative regulations that apply to specific tasks and jobs in the occupational area
- 1.A.04a Explain procedures for documenting and reporting hazards to appropriate authorities
- 1.A.05a List penalties for non-compliance with appropriate health and safety regulations
- 1.A.06a Identify contact information for appropriate health and safety agencies and resources

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- 2.16 Recognize Safety Issues
 - 3.14 Exercise your "Right to Know"
- Career Safe On-Line 10 hours Safety Certificate

1.B Demonstrate health and safety practices:

- 1.B.01a Identify, describe and demonstrate the effective use of Material Safety Data Sheets (MSDS)
- 1.B.02a Read chemical, product, and equipment labels to determine appropriate health and safety considerations
- 1.B.03a Identify, describe and demonstrate personal, shop and job site safety practices and procedures
- 1.B.04a Demonstrate safe dress and use of relevant safety gear and personal protective equipment (PPE), including wrist rests, adjustable workspaces and equipment, gloves, boots, earplugs, eye protection, and breathing apparatus
- 1.B.05a Illustrate appropriate safe body mechanics, including proper lifting techniques and ergonomics
- 1.B.06a Locate emergency equipment in your lab, shop, and classroom, including (where appropriate) eyewash stations, shower facilities, sinks, fire extinguishers, fire blankets, telephone, master power switches, and emergency exits
- 1.B.07a Demonstrate the safe use, storage, and maintenance of every piece of equipment in the lab, shop, and classroom
- 1.B.08a Describe safety practices and procedures to be followed when working with and around electricity
- 1.B.09a Illustrate proper handling and storage practices, including working with hazardous materials, disposal, and recycling
- 1.B.10a Demonstrate proper workspace cleaning procedures

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3.13 Perform a skill demonstration

1.C Demonstrate responses to situations that threaten health and safety

- 1.C.01a Illustrate First Aid procedures for potential injuries and other health concerns in the occupational area
- 1.C.02a Describe the importance of emergency preparedness and an emergency action plan
- 1.C.03a Illustrate procedures used to handle emergency situations and accidents, including identification, reporting, response, evacuation plans, and follow-up procedures
- 1.C.04a Identify practices used to avoid accidents
- 1.C.05a Identify and describe fire protection, precautions and response procedures
- 1.C.06a Discuss the role of the individual and the company/organization in ensuring workplace safety
- 1.C.07a Discuss ways to identify and prevent workplace/school violence

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5.05 Write a professional paper or develop a team report on one aspect of your career area

Strand 4: Employability

4.A Develop employability skills to secure and keep employment in chosen field

- 4.A.01a Evaluate industries, organizations, and careers based on multiple sources of research and information
- 4.A.02a Assess interest areas to determine potential career pathways, including career ladders
- 4.A.03a Develop a career plan with alternatives
- 4.A.04a Complete job applications and related employment documents (e.g. W-4)
- 4.A.05a Create professional cover letters, resumes, and portfolios in a variety of formats (print and electronic)
- 4.A.06a Apply job search skills to seek, evaluate, apply for, and accept employment
- 4.A.07a Demonstrate good interviewing skills
- 4.A.08a Demonstrate employability skills needed to get and keep a job
- 4.A.09a Assess alternative occupational choices (e.g. working conditions, benefits, and opportunities to change)

Performance Examples:

1. Research positions open within a variety of companies and compare/contrast their descriptions, duties, and expectations
2. Prepare responses to standard interview questions
3. Participate in a mock-interview with industry professionals

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- SK.01 - Identify personal interests
- 1.09 - Participate in a shadowing activity
- 1.10 - Identify components of an employment portfolio
- 2.09 - Complete a survey for employment opportunities
- 2.10 - Review a professional journal and develop a 3-5 minute presentation
- 2.12 - Complete a job application
- 2.13 - Identify a mentor
- 2.14 - Assemble an employment portfolio
- 2.15 - Explore supervisory and management roles in an organization
- 3.01 - Establish career goals
- 3.08 - Develop a resume and write a cover letter
- 3.09 - Demonstrate interviewing skills
- 3.12 - Demonstrate evaluation skills
- 4.01 - Forecast employment trends and risks of employment changes
- 4.02 - Re-evaluate career goals and establish long-term goals
- 4.03 - Compare ethical and non-ethical workplace attitudes
- 4.04 - Develop a working relationship with a mentor
- 4.05 - Illustrate an organizational structure
- 4.06 - Construct a job search network
- 4.13 - Organize your employment portfolio

4.B Communicate in multiple modes to address needs within the career and technical field

- 4.B.01a Apply strategies to enhance effectiveness of all types of communications in the workplace
- 4.B.02a Apply reading skills and strategies to work-related documents
- 4.B.03a Locate information from books, journals, magazines, and the Internet
- 4.B.04a Apply basic writing skills to work-related communication
- 4.B.05a Write work-related materials
- 4.B.06a Explain information presented graphically
- 4.B.07a Use writing/publishing/presentation applications
- 4.B.08a Apply basic skills for work-related oral communication
- 4.B.09a Explain proper telephone etiquette and skills
- 4.B.10a Lead formal and informal group discussions
- 4.B.11a Demonstrate effective negotiation and conflict management
- 4.B.12a Apply active listening skills to obtain and clarify information
- 4.B.13a Communicate with others in a diverse workforce

Performance Examples:

1. Review a professional journal; choose one article to summarize
2. Call the publisher for free products in journal
3. Develop an oral presentation regarding an article in a journal
4. Summarize trends presented in a graph

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- SK.02 - Engage in a team negotiation activity
- SK.03 - Identify effective communication skills
- SK.10 - Evaluate professional development traits
- 1.01 - Demonstrate effective communication with others
- 2.05 - Apply team skills to a group project
- 3.11 - Identify and apply conflict resolution skills

4.C Solve problems using critical thinking

- 4.C.01a Demonstrate skills used to define and analyze a given problem
- 4.C.02a Explain the importance and dynamics of individual and teamwork approaches of problem solving
- 4.C.03a Describe methods of researching and validating reliable information relevant to the problem
- 4.C.04a Explain strategies used to formulate ideas, proposals and solutions to problems
- 4.C.05a Select potential solutions based on reasoned criteria
- 4.C.06a Implement and evaluate solution(s)

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- 1.06 - Define the customer
- 2.11 - Identify customer expectations
- 4.09 - Develop customer service skills
- 4.10 - Apply supervisory skills
- 5.03 - Maximize customer service opportunities

4.D Demonstrate positive work behaviors

- 4.D.01a Identify time management and task prioritization skills
- 4.D.02a Explain the importance of following workplace etiquette/protocol
- 4.D.03a Demonstrate willingness to learn and further develop skills
- 4.D.04a Demonstrate self-management skills
- 4.D.05a List causes of stress and effective stress management techniques
- 4.D.06a Describe the importance of having a positive attitude and techniques that boost morale
- 4.D.07a Show initiative by coming up with unique solutions and taking on extra responsibilities
- 4.D.08a Explain the importance of setting goals and demonstrate the ability to set, reach, and evaluate goals
- 4.D.09a Explain the importance of taking pride in work accomplished and extrinsic and intrinsic motivators that can be used to increase pride
- 4.D.10a Value the importance of professionalism, including reliability, honesty, responsibility, and ethics
- 4.D.11a Demonstrate a respect for diversity and its benefit to the workplace

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- SK-06 – Recognize Stress Factors
- SK-07 – Identify personal qualities that are desirable for the workplace
- SK-08 – Recognize the importance of goals
 - 1.02– Complete a self-assessment and identify individual learning styles
 - 1.03 - Discover self-motivation techniques and establish short-term goals
 - 1.04 - Determine individual time management skills
 - 1.05 - Develop awareness of cultural diversity and equity issues
- 2.01 – Measure/modify short-term goals
- 2.02 – Identify stress sources
- 2.03 – Select characteristics of a positive image
- 2.08 – Demonstrate social etiquette

Strand 5: Management and Entrepreneurship

5.A Analyze basic business practices required to start and run a company/organization

- 5.A.01a Define entrepreneurship
- 5.A.02a Describe the relationship between suppliers, producers, and consumers
- 5.A.03a Compare and contrast types of businesses, including sole proprietorships, small businesses, companies, corporations, governmental agencies, and non-profit organizations
- 5.A.04a Describe practices that ensure quality customer service
- 5.A.05a Explain the value of competition in business/field

Performance Examples:

1. Prepare a business plan for a new company in your community
2. Participate in a discussion with members of a local small-business incubator or chamber of commerce, identifying opportunities and summarizing best practices of new companies
3. Create an equipment list, with costs, of equipment required for doing specific tasks
4. Identify local zoning and environmental laws that apply to businesses in your industry

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- SK-04 – Describe workplace components
- SK-05 – Design, conduct and evaluate a survey
 - 1.05 - Define your future occupation
- 3.06 – Plan and develop a business
- 3.07 – Conduct a worker interview
- 3.10 – Understand the cost of customer service
- 4.08 – Investigate entrepreneurship opportunities

5.B Manage all resources related to a business/organization

- 5.B.01a Identify a company's/organization's chain of command and organizational structure
- 5.B.02a Define and demonstrate leadership and teamwork skills
- 5.B.03a Explain ways a company or organization can market itself, including choosing a name, designing logos and promotional materials, advertising, and the importance of word-of-mouth
- 5.B.04a Identify methods to track inventory, productivity, income, expenses, and personnel
- 5.B.05a Explain the importance of written operating procedures and policies
- 5.B.06a Identify professional organizations and their benefits
- 5.B.07a Explain methods to effectively run a meeting

Performance Examples:

1. Create a plan to keep track of tools and supplies in your classroom/shop
2. Work as a team to complete a project, including running and participating in problem-solving meetings
3. Contact a relevant professional organization and request information about its benefits, membership requirements, and costs
4. Clip print advertisements from local companies, identifying common themes and contrasting different styles

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- 2.06 - Observe and critique a meeting
- 2.07 - Demonstrate business meeting skills
- 4.07 - Plan and implement a leadership project

5.C Describe methods for managing, organizing, retrieving and reporting financial data

- 5.C.01a Explain the role of small businesses in the economy
- 5.C.02a Extract and extrapolate data from financial documents, such as a pay-stub, budget, tax statement, and financial report

Performance Examples:

1. Create and follow a budget for an in-class project
2. Identify equipment in your shop/lab that are considered as capital
3. From a pay-stub, determine gross salary, deductions, and net pay for a calendar year
4. Create a rate card or other list of standardized costs for services provided, based on research of local rates and practices

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- 3.02 – Develop personal finances
- 4.11 – Manage a project and evaluate others
- 4.12 – Evaluate professional competencies

5.D Apply labor and civil rights law and guidelines to business practice and decisions

- 5.D.01a List federal and state mandated employee rights
- 5.D.02a Describe proper working conditions for your industry
- 5.D.03a Explain the role of labor organizations
- 5.D.04a Discuss the importance of diversity and list methods of encouraging diversity in the workplace
- 5.D.05a Describe standard forms of employment contracts applicable to your industry
- 5.D.06a State the current minimum wage, as well as wages for common jobs found within the field
- 5.D.07a List opportunities for continual professional development

Performance Examples:

1. Participate in and summarize a discussion with a member of a labor organization
2. Participate in and summarize a discussion with a member of a civil rights organization
3. While participating in a group project, write and follow job descriptions for each member of the team
4. Evaluate a shop/lab in terms of safety, ergonomics, and workflow

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- 2.04 - Demonstrate awareness of government, professional organizations and trade unions
- 3.03 – Explore opportunities for advanced training
- 3.04 – Market your instructional program
- 5.01 – Develop and make a presentation promoting your career choice
- 5.02 – Reassess and analyze your entry level job skills using TQM
- 5.04 – Design and present a lesson plan on an aspect of your career choice

5.E Evaluate the effects of community relations on companies and the industry

- 5.E.01a Describe the role that the industry/organization plays in different communities
- 5.E.02a Describe the role that community interests play in a company's/organization's decision-making process

Performance Example:

1. Participate in a service project or community-centered event

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- SK-09 – Produce a list of potential volunteer activities
- 1.07 - Recognize the benefits of doing a community service project
- 3.05 – Serve as a volunteer in the community

5.F Apply legal requirements and ethical considerations to business practice and decisions

- 5.F.01a Identify laws that regulate businesses/organizations in your field
- 5.F.02a Define the requirements for and protections given by copyright and trademark law
- 5.F.03a Define the impact of the Americans with Disabilities Act and other civil rights legislation on your business/organization, employees, and customers
- 5.F.04a Define ethical business practices for your field

Performance Examples:

1. Research the ethical guidelines set forth by a professional organization related to your industry and participate in a debate over how to apply these guidelines to a variety of situations
2. Create a portfolio of a variety of completed contracts and their uses
3. Participate in and summarize a discussion with a lawyer, consumer advocate, or other legal professional
4. Create a quick reference outline listing legal topics and related resources

Strand 6: Underlying Principles of Technology

6.A Demonstrate proficiency in the use of computers and applications as well as an understanding of concepts underlying hardware, software, and connectivity

- 6.A.01a Select and utilize the appropriate technology to solve a problem or complete a task
- 6.A.02a Demonstrate file management skills (e.g., install new software, compress and expand files as needed, download files as appropriate)
- 6.A.03a Differentiate between different operating systems and demonstrate use of at least one to open and switch between programs and files
- 6.A.04a Identify and demonstrate resolutions to simple hardware and software problems as they occur (e.g., frozen screen, disk error, printing problems)
- 6.A.05a Save, retrieve, load, format, and import data into, and export a variety of electronic documents (word processing, spreadsheet, database, AND desktop publishing)
- 6.A.06a Demonstrate the proper use of a variety of external peripherals and how they connect to a computer
- 6.A.07a Illustrate methods of selecting and using search engines
- 6.A.08a Send, receive, and manage electronic correspondence and files, in accordance with school policy
- 6.A.09a Demonstrate proper use of electronic proofreading tools and explain reasons why these shouldn't be relied upon solely

Performance Example:

1. In the development of work-based projects, students demonstrate computer skills inherent in the word processing techniques used, the organization of data, use of photographic representation, research projects, and other relevant project based activities

6.B Demonstrate responsible use of technology and an understanding of ethics and safety issues in using electronic media

- 6.B.01a Identify ways in which technology is used in the workplace and in society
- 6.B.02a Summarize the rights and responsibilities of the school's Acceptable Use Policy
- 6.B.03a Explain laws restricting use of copyrighted materials on the Internet
- 6.B.04a Discuss the concerns about electronic communications, privacy and security, including protection from spyware and viruses

Performance Example:

1. Describe how computers are used to increase efficiency, accuracy, and professionalism in the industry

6.C Demonstrate ability to use technology for research, problem solving, and communication

- 6.C.01a Locate, evaluate, collect, and process information from a variety of electronic sources
- 6.C.02a Demonstrate the use of telecommunications and other media to interact or collaborate with peers, experts, and other audiences
- 6.C.03a Demonstrate the use of appropriate electronic sources to conduct research (e.g., Web sites, online periodical databases, and online catalogs)
- 6.C.04a Demonstrate proper style (with correct citations) when integrating electronic research results into a research project
- 6.C.05a Collect, organize, analyze, and graphically present data using the most appropriate tools
- 6.C.06a Present information, ideas, and results of work using any of a variety of communications technologies (e.g., multimedia presentations, Web pages, videotapes, desktop-published documents)
- 6.C.07a Identify capabilities of technology resources and describe how they can be used for lifelong learning
- 6.C.08a Demonstrate the proper use of electronic tools and office communications equipment (telephone, fax, copier, etc.)

Performance Example:

1. Student is able to effectively use various technologies in the work place

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