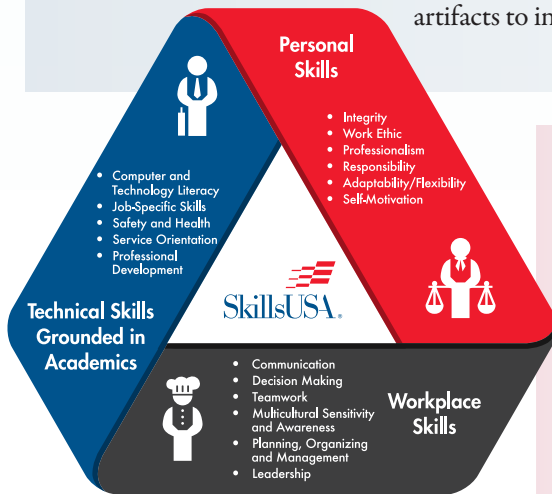


Adult Learner *Experiences* Course

SkillsUSA Career Essentials: Experiences builds upon the life experiences of adult learners to help develop personal, workplace and technical skills. This course fits adults' lifestyles and schedules while advancing their transferable employability skills — no matter their occupational area. As they implement and continually use these skills, the course helps learners strengthen competencies and mindsets they can apply in a real-world context. While completing each of the five adult learner course units and the Capstone assessment unit, learners generate artifacts to include in a portfolio they can use to gain or advance in a job or career.



- Designed for learners age 20 and older
- Course includes five workplace-based units and a Capstone authentic assessment unit, where learners develop a career readiness portfolio and interview materials and skills
- All units are project-based in design, and include instructor guides, learner instruction sheets, e-learning modules, pre- and post-tests, and scoring rubrics
- Includes formative and summative assessments in each unit
- May be taught synchronously or asynchronously in an online environment, face-to-face, or a hybrid approach — and may use differentiation of strategy and pacing
- Learning events and units build sequentially to scaffold learning
- Activities are mobile-responsive and available on smartphones, tablets and computers; they are accessible to learners with disabilities
- Through a systematic approach that includes face-to-face as well as virtual training opportunities, teachers develop Career Essentials implementation plans that allow them to feel both confident and competent in their delivery
- E-badges are earned following successful completion of each unit
- Earn the Career Essentials credential, when course and post-assessment are passed at 80%



Adult Learner Experiences

The following list includes the course unit topics and the Essential Elements (employability skills) that are addressed from the SkillsUSA Framework:

Continuous Improvement

Technical Skills

Computer and Technology Literacy, Job-Specific Skills, Safety and Health, Service Orientation and Professional Development

Initiative

Personal Skills

Integrity, Work Ethic, Professionalism, Responsibility, Adaptability/Flexibility and Self-Motivation

Collaboration

Workplace Skills

Communication, Decision Making, Teamwork, Multicultural Sensitivity and Awareness, Planning, Organizing and Management, and Leadership

Customer Service

Multi Component

Integrity, Work Ethic, Computer and Technology Literacy, Service Orientation, Communication, and Multicultural Sensitivity and Awareness

Change Management

Multi Component

Adaptability/Flexibility, Computer and Technology Literacy, Communication, Decision Making and Leadership

Career Readiness Capstone Experience

In addition to the first five *Experiences* of the adult learner course, learners complete a sixth *Experience* known as the Career Readiness Capstone, an authentic assessment.

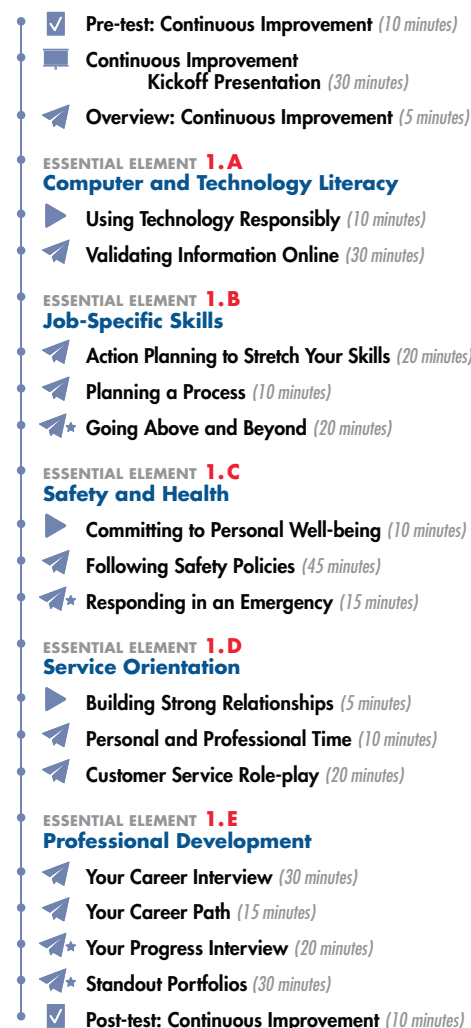
In the Capstone, learners spend time reviewing feedback they received on artifacts produced in the first five units. They revise and polish specific outputs to build a career readiness portfolio they may share with a potential employer. In addition, learners complete a Capstone reflection, a job search, the development of interview skills, and a practice interview. They prepare a résumé, cover letter and thank-you email or letter, as well as a letter requesting someone to serve as their reference. The Capstone is all about the learner receiving and implementing feedback in preparation for the world of work.

Career Essentials: Experiences meet the Web Content Accessibility Guidelines 2.0, as required by the Americans with Disabilities Act and Section 508 of the Rehabilitation Act.



Experience Map

(Shown here is the learning sequence for the Continuous Improvement unit of the adult learner Experiences course.)



- ✓ TEST
- ▶ MODULE
- ▶★ CAPSTONE
- PRESENTATION
- ▶ ACTIVITY

We believe in the SkillsUSA Career Essentials curriculum and credential as a much-needed academic resource to strengthen CTE to define, implement and measure career readiness beyond just technical skills. When someone asks what we're doing to help close America's skills gap, sponsoring Career Essentials is one thing we can point to.



— Al Smith

Group Vice President and
Chief Social Innovation Officer,
Toyota Motor North America

For full details on the SkillsUSA Career Essentials suite of products including purchasing information, please visit: www.careeressentials.org