

Advanced *Experiences* Course

The *SkillsUSA Career Essentials: Experiences* were created to facilitate the development of SkillsUSA Framework skills in students through implementation and use of the skills. The course helps students strengthen competencies and mindsets they can apply in a real-world context. The advanced *Experiences* course also provides students with a meaningful, engaging mix of independent and group-based activities that promote reflection, critical reasoning, self-awareness and growth in personal, workplace and technical skills. The advanced course is designed to be flexible to meet the needs of students exploring careers in all fields or occupational areas.



- Designed for students ages 17-19
- 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 were created using project-based learning design best practices and include a 30-minute instructor-led kickoff, student instruction sheets, instructor guides, online e-learning events, offline learning events, a pre- and post-test, 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 in a hybrid approach, with individualized and differentiated pacing opportunities
- Activities are mobile-responsive, so students can work on assignments using smartphones and tablets, and are accessible for students 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
- Badges are earned following successful completion of each Experience
- Earn the Career Essentials credential, when course and post-assessment are passed at 80%



Advanced Experiences

The following list includes the Experience unit topics and the Essential Elements (career-readiness 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

Multicomponent

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

Change Management

Multicomponent

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

Career-Readiness Capstone Experience

In addition to the first five Experiences of the advanced course, students complete a sixth Experience known as the Career-Readiness Capstone, an authentic assessment.

In the Capstone, students spend time reviewing feedback they received on artifacts produced in the first five Experiences. They revise and polish specific outputs to add to a career-readiness portfolio, which they will then be able to share with a potential employer. In addition, students 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 students receiving and implementing feedback to prepare themselves for the world of work.



Experience 1:

Continuous Improvement | Experience Map



- ✓ Pre-test: Continuous Improvement (10 minutes)
- Continuous Improvement Kickoff Presentation (30 minutes)
- Overview: Continuous Improvement (5 minutes)
- Essential Element 1.A: Computer and Technology Literacy**
- Using Technology Responsibly (10 minutes)
- Validating Information Online (30 minutes)
- Essential Element 1.B: Job-Specific Skills**
- Action Planning to Stretch Your Skills (20 minutes)
- Planning a Process (10 minutes)
- Going Above and Beyond (20 minutes)
- Essential Element 1.C Safety and Health**
- Committing to Personal Well-being (10 minutes)
- Following Safety Policies (45 minutes)
- Responding in an Emergency (15 minutes)
- Essential Element 1.D: Service Orientation**
- Building Strong Relationships (5 minutes)
- Personal and Professional Time (10 minutes)
- Customer Service Role-play (20 minutes)
- Essential Element 1.E: Professional Development**
- Your Career Interview (30 minutes)
- Your Career Path (15 minutes)
- Your Progress Interview (20 minutes)
- Standout Portfolios (30 minutes)
- ✓ Post-test: Continuous Improvement (10 minutes)

SkillsUSA 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.

