

SkillsUSA Career Essentials: Experiences

Advanced or Adult Learner Course Implementation Video Companion Guide

What is your learner completion goal?

Select one of the options below.

- Pre-Assessment and Unit 1
- Pre-Assessment, Unit 1 and 2
- Pre-Assessment and Units 1-3
- Pre-Assessment and Units 1-4
- Pre-Assessment and Units 1-5
- Entire Advanced or Adult Learner Experience Curriculum (Pre-Assessment, Units 1-6 and Post-Assessment)

Where will you implement the advanced or adult learner curriculum?

Select one of the options below:

- Face-to-face classroom environment.
- Remote/virtual learning environment with live instruction led by the teacher. *
- Remote/virtual learning environment without live instruction led by the teacher. *
- A hybrid face-to-face and virtual learning environment. *

**All project activities that are designed for in-person learning provide suggestions for virtual learning solutions. You may also have ideas of your own. When implementing Career Essentials in a virtual or hybrid learning environment, consider how you can continue maximizing group/partner work, and what school-approved tools are available for use (video conferencing, collaborative documents, voice call, email, text, LMS-messaging, etc.). Consider both communication and work completion tools.*



SkillsUSA Career Essentials Advanced and Adult Learner Experience Quick Reference

Completion Time:

Approximately 45-50 hours of learner time



The Advanced and Adult Learner Experience:

50-question online pre-assessment

Six instructional units with e-modules,
project activities, pre-tests
and post-tests

50-question online post-assessment



Industry-Validated Career Essentials Credential Requirements

Complete and submit all project activities

Complete all e-modules

Score a minimum of 80% on unit post-tests

Score a minimum of 80% on the post-assessment



What is your start and end date for completion?

It is recommended to allow a minimum of nine weeks for implementation of the full curriculum if offered as a stand-alone class, and a minimum of a full semester for an integrated option.

Start Date: _____

End Date: _____

Will you implement the advanced or adult learner curriculum as a stand-alone course or integrated with another course?

Select applicable options below.

Stand-alone course

- Virtual/Remote learning with daily meetings: discuss progress and questions daily during class meetings.
- Virtual/Remote learning with weekly meetings: discuss progress and questions on a weekly basis and schedule weekly feedback conversations with individual students or small groups.
- Start all learners with overarching unit instructions and discuss course progress daily or weekly with learners while learners self-pace.
- Provide scheduled “completion due dates” for specific learning events, units and/or engage with students daily or weekly for feedback conversations.
- Other: _____

Integrated with another content course

- If integrating with another content course, how will you schedule time to devote to Career Essentials in class?

_____ minutes per class (beginning of class, end of class, etc.)

_____ days per week

- How much time should students expect to spend daily out of class/on their own time?

_____ minutes per day

How many total weeks are available for implementation from your start date to end date?

_____ total weeks of implementation

How will you pace learning event completion each week?

Use the *Project Planning Table* located in the **Resources** tab of each unit of your *Instructor Version* of the advanced or adult learner curriculum to plan for the work and completion of the learning events in each unit.

Which learning events may be done in the classroom (versus as homework)?

- E-modules because students don't have devices at home.
- Flipped instruction with e-modules completed outside of class and project activities done in the classroom.
- Worked on in the classroom as time is available or as needed by activity.

How will you implement the Kickoff Presentations (PowerPoint or Video) for each unit?

- Lead each Kickoff Presentation for each unit in-person and/or in real time via video conference.
- Direct learners to view the Kickoff Video in their Resources tab independently.
- Create and send learners a prerecorded screencast of the Kickoff PowerPoint Presentation for each unit.
- Other or combination of strategies above: _____

How will you grade and provide feedback on each student-uploaded project activity?

Note: Each unit contains capstone project activities that must be approved by the instructor for student advancement in the course. A teacher determines which of all project components they want to record Pass/No Pass or numerical scores for in their own gradebook. Time required for reviewing each project activity varies by outcome.

Grading/Feedback Notes:

How will you celebrate student success within and following each unit, and at the achievement of the Career Essentials Credential?
