

Adult Learner Curriculum (AGES 20+)

The SkillsUSA Career Essentials Adult Learner Curriculum engages learners ages 20 and older as they build personal, workplace and technical skills grounded in the SkillsUSA Framework. The Adult Learner Curriculum provides a comprehensive structure for supporting adult learners in exploring, developing and practicing essential career-readiness skills.

Each course unit provides a mix of independent and group-based activities that promote reflection, self-discovery and growth. The Adult Learner Curriculum is designed to be flexible to meet the needs of adult learners pursuing any career field.

SkillsUSA Career Essentials has everything you need to give your learners what they need to be career-ready:

- Includes a 30-minute instructor-led kickoff, student instruction sheets, instructor guides, online e-learning events, offline learning events, pre- and post-tests, and scoring rubrics
- Begin with a unit pre-test and an instructor-led kickoff and continue with individualized and differentiated pacing opportunities
- Each instructional unit includes a summative post-test
- May be taught synchronously or asynchronously in an online environment, face-to-face, or in a hybrid approach
- Through a systematic approach that includes virtual training opportunities, teachers develop Career Essentials implementation plans that allow them to feel both confident and competent in their delivery
- Ongoing instructor support is available through the SkillsUSA Customer Care Team.



Flexible Implementation Options!

All required project activities are marked “Capstone Artifacts” and are located in the learner’s course under the Learning Events tab. Learner completion time for all required learning events in the Adult Learner Curriculum averages **17 hours, 40 minutes + portfolio development hours**.

A selection of optional project activities totaling approximately 18 hours may be assigned at the instructor’s discretion. These additional (optional) project activities can be accessed in the learner’s course under the Resources tab of Units 1–5.

The newly revised course does not require learners to upload any project activities in Units 1–5. Learners can now submit project activities to their instructor via off-platform methods (email, shared drive, etc.).

The only required upload in the Adult Learner Curriculum is located in Unit 6, at which time learners access an upload button to upload their professional portfolio or a link to an online portfolio.

Flexible Purchase Options!

Instructors now have the option to purchase Units 1–5 of the Adult Learner Curriculum bundle individually. Learners earn a certificate and unit badge with successful completion of each unit when the unit post-test is passed at 80% or higher.

The industry-validated SkillsUSA Career Essentials Credential is earned when the learner completes the full Adult Learner Curriculum and scores an 80% or higher on the final post-assessment. The SkillsUSA Career Essentials Credential cannot be achieved by purchasing the individual units (unless the full Adult Learner Curriculum is later ordered). The Pre-Assessment is not available when the individual unit option is selected.



OPTION 1: Full Adult Learner Curriculum

\$20 per learner

Average full curriculum completion time:

17 hours, 40 minutes plus portfolio development hours

Time estimate above based on curriculum implementation with required Capstone Artifacts only. Teachers can choose to assign additional project activities from a bank of optional lessons.

The full Adult Learner Curriculum consists of:

**Career Readiness
Pre-Assessment**

Instructional Units 1–5

“Capstone” Unit 6

**Career Readiness
Post-Assessment**

OPTION 2: Purchase by Individual Unit

\$5 per learner, per unit

Career Essentials Adult Learner Curriculum units (1–5):

Unit 1: **CONTINUOUS IMPROVEMENT**

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

Unit 2: **INITIATIVE**

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

Unit 3: **COLLABORATION**

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

Unit 4: **CUSTOMER SERVICE**

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

Unit 5: **CHANGE MANAGEMENT**

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



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