

**Career and College Transition Division
California Department of Education**

Alignment Chart

California Standards for Career Ready Practice	Career and Technical Education Consortium of States (CTECS)
1. Apply appropriate technical skills and academic knowledge	18. Job-specific tools and technologies: Knows how to select and safely use industry-specific technologies, tools, and machines to complete job tasks effectively 19. Mathematics: Applies mathematical skills to complete tasks as necessary 21. Reading and writing: Reads and interprets workplace documents and writes effectively
2. Communicate clearly, effectively, and with reason	7. Listening and speaking: Listens attentively and asks questions to clarify meaning; articulates ideas clearly in a manner appropriate for the setting and audience 20. Professionalism: Meets organizational expectations regarding work schedule, behavior, appearance, and communication
3. Develop an education and career plan aligned to personal goals	12. Career and life management: Plans, implements, and manages personal and professional-development goals related to education, career, finances, and health 13. Continuous learning and adaptability: Accepts constructive feedback well and is open to new ideas and ways of doing things; continuously develops professional skills and knowledge to adjust to changing job requirements
4. Apply technology to enhance productivity	17. Information technology: Maintains a working knowledge of devices, resources, hardware, software, systems, services, applications, and IT conventions 16. Information security: Understands basic Internet and email safety and follows workplace protocols to maintain the security of information, computers, networks, and facilities 14. Efficiency and productivity: Plans, prioritizes, and adapts work goals to manage time and resources effectively
5. Utilize critical thinking to make sense of problems and persevere in solving them	2. Critical thinking and problem solving: Uses sound reasoning to analyze problems, evaluate potential solutions, and implement effective courses of action 6. Conflict resolution: Negotiates diplomatic solutions to interpersonal and workplace issues

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6. Practice personal health and understand financial literacy	12. Career and life management: Plans, implements, and manages personal and professional-development goals related to education, career, finances, and health 22. Workplace safety: Maintains a safe work environment by adhering to safety guidelines and identifying risks to self and others
7. Act as a responsible citizen in the workplace and the community	16. Information security: Understands basic Internet and email safety and follows workplace protocols to maintain the security of information, computers, networks, and facilities 14. Efficiency and productivity: Plans, prioritizes, and adapts work goals to manage time and resources effectively 3. Initiative and self-direction: Independently looks for ways to improve the workplace and accomplish tasks 20. Professionalism: Meets organizational expectations regarding work schedule, behavior, appearance, and communication
8. Model integrity, ethical leadership, and effective management	4. Integrity: Complies with laws, procedures, and workplace policies; demonstrates honesty, fairness, and respect 5. Work ethic: Consistently works to the best of one's ability and is diligent, dependable, and accountable for one's actions 8. Respect for diversity: Values individual differences and works collaboratively with people of diverse backgrounds, viewpoints, and experiences 6. Conflict resolution: Negotiates diplomatic solutions to interpersonal and workplace issues
9. Work productively in teams while integrating culture/global competence	10. Teamwork: Shares responsibility for collaborative work and respects the thoughts, opinions, and contributions of other team members 8. Respect for diversity: Values individual differences and works collaboratively with people of diverse backgrounds, viewpoints, and experiences 9. Customer service orientation: Anticipates and addresses the needs of customers and coworkers, providing thoughtful, courteous, and knowledgeable service
10. Demonstrate creativity and innovation	1. Creativity and innovation: Employs originality, inventiveness, and resourcefulness in the workplace

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11. Employ valid and reliable research strategies	15. Information literacy: Locates information efficiently, evaluates the credibility and relevance of sources and facts, and uses the information effectively to accomplish work-related tasks 17. Information technology: Maintains a working knowledge of devices, resources, hardware, software, systems, services, applications, and IT conventions 21. Reading and writing: Reads and interprets workplace documents and writes effectively 2. Critical thinking and problem solving: Uses sound reasoning to analyze problems, evaluate potential solutions, and implement effective courses of action
12. Understand the environmental, social, and economic impacts of decisions	11. Big picture thinking: Understands one's role in fulfilling the mission of the workplace and considers the social, economic, and environmental impacts of one's actions 8. Respect for diversity: Values individual differences and works collaboratively with people of diverse backgrounds, viewpoints, and experiences

Resources

ConnectEd. (2012). *College and Career Readiness: What Do We Mean?*

California Career Technical Education Model Curriculum Standards. (2013). *Standards for Career Ready Practice.*

Comparison of NASDCTEc Career Readiness Practices and NOCTI 21st Century Skills for Workplace Success Assessment

Partnership for 21st Century Skills Framework, www.p21.org

Employability Skills Framework-Office of Career Technical and Adult Education (OCTEA)