

## General CTE Pathway Test Blueprint

### I. Academic Foundations

A. Demonstrate language arts knowledge and skills required to pursue the full range of postsecondary education and career opportunities.

1. Recognize appropriate language for audience, purpose, and situation (e.g., diction/structure and style).
2. Organize oral and written information.
3. Create a plan for writing documents (e.g., notes, reports, and forms/documents).
4. Construct focused copy for a variety of written documents (e.g., notes, reports, and forms/documents).
5. Edit written documents (e.g., notes, reports, and forms/documents).
6. Demonstrate comprehension of key elements of oral and written information (e.g., charts/tables/graphs, cause/effect, sequence, summaries, and compare/contrast).
7. Evaluate oral and written information for accuracy, clarity, and relevancy.
8. Project potential outcomes and/or solutions based on oral and written information (e.g., trends).

B. Demonstrate mathematical and quantitative reasoning skills required to pursue the full range of postsecondary education and career opportunities.

1. Apply basic arithmetic operations using whole numbers, decimals, percentages, and fractions.
2. Demonstrate use of relational expressions such as equal to, not equal to, greater than, or less than.
3. Use data and measurements to solve a problem.
4. Recognize missing and/or irrelevant data in mathematical problem statements.
5. Interpret charts/tables/graphs.
6. Interpret and solve basic algebraic equations.
7. Interpret functions that arise in applications in terms of the context.
8. Demonstrate knowledge of basic geometry (e.g., area, perimeter, and volume).
9. Demonstrate knowledge of basic statistics (e.g., mean, median, mode, and range).
10. Use appropriate calculations in monthly personal budgeting, including income (e.g., net take-home pay) and expenses (e.g., mortgage, car loans, and living expenses).

C. Demonstrate science knowledge and skills required to pursue the full range of postsecondary education and career opportunities.

1. Apply scientific reasoning (e.g., observation, data collection, controls, problem identification, and conclusions).

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### II. Information and Communication

A. Select and employ appropriate reading and communication strategies to learn and use technical concepts and vocabulary in practice.

1. Determine the most appropriate reading strategy for identifying the overarching purpose of a text (e.g., skimming, reading for detail, reading for meaning, or critical analysis).
2. Demonstrate use of content, technical concepts, and vocabulary when analyzing information and following directions.
3. Interpret and communicate information, data, and observations from reading and apply the information to actual practice.

B. Demonstrate use of the concepts, strategies, and systems for obtaining and conveying ideas and information to enhance communication in the workplace.

1. Document information needed to report on a given topic or problem.
2. Construct appropriate correspondence (e.g., business letter) that conveys and/or obtains information effectively.

C. Locate, organize, and reference written information from various sources to communicate with coworkers and clients/participants.

1. Locate written information used to communicate with coworkers and customers.
2. Organize information to use in written and oral communication.
3. Reference the sources of information used in communication.

D. Evaluate and use information resources to accomplish specific occupational tasks.

1. Review and apply informational sources for occupational tasks (e.g., informational texts, internet sites, and technical materials).
2. Evaluate the reliability of information (e.g., informational texts, internet sites, and technical materials).

E. Use appropriate grammar, punctuation, and terminology to prepare and edit documents.

1. Organize clear, succinct, and accurate multiparagraph documents.
2. Use descriptions of audience and purpose when preparing and editing documents.
3. Use appropriate grammar, spelling, punctuation, and capitalization when preparing and editing documents.

F. Interpret verbal and nonverbal cues/behaviors to enhance communication with coworkers and clients/participants.

1. Interpret verbal behaviors when communicating with clients and coworkers.
2. Interpret nonverbal behaviors when communicating with clients and coworkers.
3. Apply factors and strategies for communicating with a diverse workforce.

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<p>G. Evaluate appropriate visual representations to support written and oral communications (e.g., tables, charts, figures, multimedia presentations, and demonstrations).</p>
<p>1. Select appropriate visual representations to support written and oral communications (e.g., tables, charts, figures, multimedia presentation, and demonstrations).</p>
<p>2. Interpret appropriate visual representations to support written and oral communications (e.g., tables, charts, figures, multimedia presentations, and demonstrations).</p>
<p>H. Employ information management techniques and strategies in the workplace to assist in decision-making.</p>
<p>1. Describe the nature and scope of information management.</p>
<p>2. Maintain records to facilitate ongoing business operations.</p>
<p><b>III. Collaboration and Teamwork</b></p>
<p>A. Employ critical-thinking and interpersonal skills to resolve conflicts (e.g., with coworkers, peers, and customers).</p>
<p>1. Analyze situations and behavior that affect conflict management.</p>
<p>2. Determine best options/outcomes for conflict resolution using critical-thinking skills.</p>
<p>3. Analyze the impact of emotions, needs, and concerns of others in an organizational setting (e.g., customers, peers, and coworkers).</p>
<p>4. Identify stress management techniques.</p>
<p>5. Identify solutions for resolving conflicts.</p>
<p><b>IV. Safety, Health, and Environment</b></p>
<p>A. Implement personal and jobsite safety rules and regulations to maintain safe and healthy working conditions and environments.</p>
<p>1. Assess workplace conditions with regard to safety and health.</p>
<p>2. Align safety issues with appropriate safety standards to ensure a safe workplace/jobsite.</p>
<p>3. Identify safety hazards common to workplaces.</p>
<p>4. Identify safety precautions to maintain a safe worksite.</p>
<p>5. Employ a safety hierarchy and communication system within the workplace/jobsite.</p>
<p><b>V. Leadership</b></p>
<p>A. Employ leadership skills to accomplish organizational goals and objectives.</p>
<p>1. Identify the various roles of leaders within organizations.</p>

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2. Consider challenges related to leadership (e.g., diversity, environment, and global awareness).

3. Describe leadership characteristics (e.g., trust, positive attitude, integrity, and responsibility).

### **VI. Employability and Career Development**

A. Identify work behaviors, personal qualities, activities, and resources that are needed to be employable.

1. Manage resources in relation to an employee's position (e.g., budget, supplies, and computer).

2. Identify or demonstrate positive work qualities typically desired.

3. Manage work roles and responsibilities to balance them with other life roles and responsibilities.

4. Demonstrate basic proficiency with common technology applications (e.g., spreadsheet, word processor, e-mail, and web browser).

B. Maintain a career portfolio to document knowledge, skills, and experience in a career field.

1. Select educational and work history highlights to include in a career portfolio.

2. Evaluate pre-employment and work-history documents (e.g., résumé, certifications, and job applications).

C. Identify and evaluate traits for retaining employment.

1. Demonstrate understanding of required employment forms and documentation (e.g., W-4, I-9 form, work visa, and licensures).

2. Identify key activities necessary to retain a job.

3. Analyze positive work behaviors and personal qualities necessary to retain employment.

D. Recognize and act upon requirements for career advancement to plan for continuing education and training.

1. Identify opportunities for educational and/or career advancement.