

Grade Nine – Grade Ten Employability Skills Standards

Introduction to Indiana’s Employability Skills Standards

Indiana’s Employability Skills Standards allow students to be prepared for the ever-changing needs of today’s workforce. These standards are to be implemented in the 2019-2020 school year. The expectation is for students to work through the standards in multi-subject areas. As students move through grade levels, they will work with and experience the standards at those grade bands (K-2, 3-5, 6-8, 9-10, and 11-12). The standards are based on the National Employability Skill Standards from the Office of Career, Technical, and Adult Education (OCTAE), the Indiana Department of Workforce Development’s Employability Skills Benchmarks, and the Governor’s Work Ethic Certificate. The standards are arranged within four key areas: Mindsets (M), Work Ethic (WE), Learning Strategies (LS), and Social and Emotional Skills (SE).

Mindsets (M) <i>The established set of attitudes impacting self growth.</i>	
1. Lifelong Learning Understand that life-long learning is necessary for long-term career success; demonstrate willingness to work and learn and continually apply new knowledge.	9-10.M.1 Seek and participate in challenging learning activities related to career goals.
	9-10.M.2 Able to view feedback as data that helps the learning process.
2. Self-Confidence Possess belief in own ability to succeed; assert self when necessary; demonstrate a sense of belonging.	9-10.M.3 Demonstrate an awareness of strengths and weaknesses while accepting constructive criticism from others to improve results.

Work Ethic (WE) <i>A set of values centered on the importance of doing work and reflected especially in a desire or determination to work hard.</i>	
3. Self Discipline Demonstrate self-control and behave in accordance with rules with minimal direction; appropriately manage potential or perceived conflict.	9-10.WE.1 Demonstrate control over self while considering the future impact of choices.
4. Independence Able to successfully carry out expectations with minimal supervision; demonstrate opinion and conduct not influenced or controlled by others.	9-10.WE.2 Complete tasks or activities with minimal prompting and guidance.
5. Perseverance Able to delay immediate gratification for long-term rewards; demonstrate endurance, and capacity to complete tasks.	9-10.WE.3 Utilize self-efficacy to plan and achieve goals.
6. Time Management / Organization Prioritize and balance school, home, work, and community activities; plan and organize long and short term goals.	9-10.WE.4 Demonstrate organizational skills while completing project-based learning experiences and activities.
7. Adaptability Manage transitions and adapt to changing.	9-10.WE.5 Able to exercise flexibility in responding to change.

situations and responsibilities	
8. Integrity Act in a trustworthy, honest, and transparent manner.	9-10.WE.6 Apply ethical decision-making skills to establish and maintain responsible personal and professional relationships.
9. Professionalism Use the appropriate skills and behaviors for personal and professional environments.	9-10.WE.7 Understand and demonstrate appropriate behavior in professional situations (i.e., attire, handshake, eye contact, communication, etc.).

Learning Strategies (LS) <i>Processes and tactics students employ to aid in the cognitive work of thinking, remembering or learning.</i>	
10. Effective Communication Apply existing and emerging academic, technological, and interpersonal skills to clearly, effectively and convincingly express ideas and messages to others appropriate to the environment.	9-10.LS.1 Write documents for a variety of purposes and audiences using varied media formats.
	9-10.LS.2 Able to communicate knowledge and thinking through effective oral presentations.
	9-10.LS.3 Create presentation media for a variety of audiences.
11. Aptitude Awareness Able to identify and communicate individual interests and skills that align to potential career paths, to related coursework, and to in-demand occupations.	9-10.LS.4 Demonstrate how to conduct a job search utilizing current search engines.
	9-10.LS.5 Able to acquire knowledge of various career clusters through exploration (field trips, jobsite tours, job shadows, mentors, etc.).
12. Decision-Making Utilize critical thinking skills to make informed decisions based on options, rewards, risks, limits and goals; consider multiple perspectives.	9-10.LS.7 Predict outcomes to problems based on data and evidence.
13. Initiative Apply self-motivation and self-direction to learning; able to self start.	9-10.LS.8 Participate in challenging learning activities and/or coursework related to career goals.
14. Attention to Detail Able to achieve thoroughness and accuracy when accomplishing a task.	9-10.LS.9 Complete activities and assignments thoroughly and accurately.
15. Problem Solving Apply critical and creative thinking skills to complex problems; evaluate causes, problems, patterns, or issues and explore workable and innovative solutions to improve situations.	9-10.LS.10 Able to approach problems with reasoning and logic to hypothesize results.
	9-10.LS.11 Able to combine concepts in different ways to create new ideas and innovative solutions.

Social and Emotional Skills (SE) *The process through which the knowledge, the attitudes, and the skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions is acquired.*

16. Regulation Recognize and manage one’s emotions.	9-10.SE.1 Develop an awareness of personal safety skills and the consequences of irresponsible behavior.
	9-10.SE.2 Come to class prepared to learn.
17. Connection Able to have strong social awareness.	9-10.SE.3 Able to listen to others' ideas and respect different ways of being and doing.
	9-10.SE.4 Begin to think critically about equity and social justice in a variety of environments and cultures.
	9-10.SE.5 Able to show care for people like them and people different from them.
18. Collaboration Able to work well with others, including in the group and teamwork environment.	9-10.SE.6 Demonstrate ability to give and receive feedback to work towards effective communication skills.
	9-10.SE.7 Able to approach conflict in a collaborative manner and work toward solutions using a strength-based lens that respects individual or cultural differences.