**Work-Based Learning**

**Employability Skills Checklist**

The following skills were identified as the most critical employability skills that can be learned through work-based learning. Over 225 stakeholders from across Tennessee vetted this list through focus groups with the Tennessee Department of Education, including administrators, teachers, WBL coordinators, CTE directors, post-secondary and industry representatives. While all these skills were deemed important by all stakeholders; the most critical were “Application of Academic Knowledge and Skills” and “Personal and Social Skills”

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| **Application of Academic and Technical Knowledge and Skills** |
| * LITERACY: Read and comprehend relevant academic and technical texts * MATH: Select and apply relevant mathematical concepts to solve problems and perform expected tasks * INDUSTRY-SPECIFIC TECHNICAL SKILLS: Demonstrate industry-specific technical skills * INDUSTRY-SPECFIC SAFETY SKILLS: Demonstrate adherence to industry-specific safety regulations |
| **Career Knowledge and Navigation Skill** |
| * UNDERSTANDING CAREER PATHS: Plan and navigate education/career paths alighted to personal goals * PLANNING: Develop and implement a personalized student learning plan * REFLECTION: Reflect on experiences through creation of a personal portfolio |
| **21st Century Learning and Innovation Skills** |
| * CREATIVITY AND INNOVATION: Think creatively, Work creatively with others, Implement innovations * CRITICAL THINKING & PROBLEM SOLVING: Reason effectively, Make judgments and decisions, Solve problems * COMMUNCIATION: Oral and written communications skills appropriate to the context, Listen effectively * COLLABORATION: Exercise flexibility and willingness, assume shared responsibility, work with diverse teams * INFORMATION LITERACY: Access and evaluate information, manage information accurately and ethically * ICT (Information, Communications & Technology) LITERACY: Use technology effectively and appropriately |
| **Personal and Social Skills** |
| * INITIATIVE: Work independently; demonstrate agency, curiosity, and the ability to learn * PROFESSIONALISM, ETHICS, AND INTERPERSONAL SKILLS: Demonstrate reliability, integrity, responsibility, proper etiquette, and ethical behavior * CULTURAL AND GLOBAL COMPETENCE: Exhibit interpersonal and social skills that are respectful of cultural differences * ADAPTABILITY AND FLEXIBILITY: Adapt flexibility to roles and responsibility; work effectively with ambiguity; change course as needed * PRODUCTIVITY: Set goals and priorities and manage time and projects; exhibit punctuality, persistence, and precision and accuracy; complete projects to agreed-upon standards |