**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
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| **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
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| **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
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| **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
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