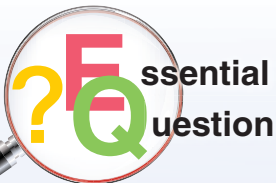


Career Planning

Section 21.1

Choosing a Career



How do a person's skills contribute to career success?

Objectives

After completing this section, you will be able to:

- **Determine** the skills needed for the workplace.
- **Describe** how to create a career plan.
- **Explore** sources of career information.
- **Summarize** how CTSOs can prepare a student for a career.

Section 21.1 Review

Check Your Understanding

1. Explain the difference between a job and a career.

Answer: A job is the work a person does regularly in order to earn money. A career is a series of related jobs in the same profession. A job may be a part-time position you go to after school. A career is a position for which you prepare by attending school or completing specialized training. Over time, a job can turn into a career.

2. Describe the relationship between career clusters and career pathways.

Answer: The career clusters are 16 groups of occupational and career specialties that share common knowledge and skills. Within each of the 16 career clusters are multiple career pathways. Career pathways are subgroups that reflect occupations requiring similar knowledge and skills.

3. Explain the importance of setting SMART goals.

Answer: Goal setting is the process of deciding what a person wants to achieve. Your goals must be based on what you want for your life. Well-defined career goals follow the SMART goal model. SMART goals are specific, measurable, attainable, realistic, and timely.

4. Name and describe three types of organizations of business.

Answer: A proprietorship is a business that has a sole owner. A partnership is comprised of two or more people working toward a joint purpose. A corporation is a type of business that is defined by the US Supreme Court as “an artificial being, invisible, intangible, and existing only in contemplation of the law.”

5. Summarize how CTSOs can prepare you for a career.

Answer: CTSO programs are tied to different course areas. Depending on the course area, internships and other cooperative work experiences may be a part of the CTSO experience. Participation in CTSOs helps prepare high school graduates for the next step, whether that step is postsecondary education or entering a chosen field of work.

Build Your Vocabulary

As you progress through this course, develop a personal glossary of key terms. This will help you build your vocabulary and prepare you for a career. Write a definition for each of the following terms and add it to your personal glossary.

job

Answer: Work a person does regularly in order to earn money.

career

Answer: Series of related jobs in the same profession.

skill

Answer: Something an individual does well.

employability skills

Answer: Applicable skills used to help an individual find a job, perform in the workplace, and gain success in a job or career.

career clusters

Answer: Groups of occupational and career specialties.

career pathways

Answer: Subgroups within career clusters that reflect occupations requiring similar knowledge and skills.

career plan

Answer: List of steps on a timeline to reach a career goal; also called *postsecondary plan*.

aptitude

Answer: Characteristic that an individual has developed naturally; also called *talents*.

ability

Answer: Mastery of a skill or the capacity to do something.

values

Answer: Principles and beliefs that a person considers important.

interest

Answer: Feeling of wanting to learn more about a topic or to be involved in an activity.

networking

Answer: Talking with people a person knows and making new contacts.

informational interviewing

Answer: Strategy used to interview a professional to ask for advice and direction, rather than asking for a job opportunity.

career and technical student organization (CTSO)

Answer: National student organizations with local school chapters that are related to career and technical education (CTE) courses.

Section 21.2

Planning for Your Education



Why is planning for education, training, or certification worthwhile?

Objectives

After completing this section, you will be able to:

- **Describe** the role of education, training, and certification on career choices.
- **Explain** the term college access.
- **Identify** sources of funding for pursuing an education.

Section 21.2 Review

Check Your Understanding

1. What are three ways an individual can meet his or her educational needs for a career?

Answer: Education, training, and certification.

2. Describe the role formal education can play in career preparation.

Answer: Most careers require a college education. However, for an entry-level position, a high school diploma may get you in the door. Jobs higher on the career ladder often require additional formal education.

3. How is an apprenticeship different from an internship?

Answer: An internship is a short-term position with a sponsoring organization that gives the intern an opportunity to gain on-the-job experience in a certain field of study or occupation. Internships can be paid or unpaid, depending on the sponsoring organization. Often, high schools, colleges, and universities offer school credit for completing internships. An apprenticeship is a combination of on-the-job training, work experience, and classroom instruction. An apprenticeship is a combination of on-the-job training, work experience, and classroom

instruction. Apprenticeships are typically available to those who want to learn a trade or a technical skill. The apprentice works on mastering the skills required to work in the trade or field under the supervision of a skilled tradesperson.

4. Explain the importance of college access.

Answer: College access refers to building awareness about college opportunities, providing guidance regarding college admissions, and identifying ways to pay for college. College access includes access to many types of postsecondary institutions. They can include colleges, universities, and trade schools.

Attending a postsecondary school to further your education can be a critical step in your career plan. However, preparing to go to college can present challenges to students and families both academically and financially. The sooner you begin planning, the better. It is never too early.

5. Give several examples of financial aid that might be available for high school students.

Answer: Student answers may vary but should include some or all of the following: grant, scholarship, work-study program, need-based award.

Build Your Vocabulary

As you progress through this course, develop a personal glossary of key terms. This will help you build your vocabulary and prepare you for a career. Write a definition for each of the following terms and add it to your personal glossary.

formal education

Answer: Education received in a school, college, or university.

postsecondary education

Answer: Any education achieved after high school.

not-for-profit school

Answer: School that returns the money it earns back into the school.

for-profit school

Answer: School that is set up to earn money for investors.

occupational training

Answer: Education that prepares a person for a specific type of work.

internship

Answer: Short-term position with a sponsoring organization that gives the intern an opportunity to gain on-the-job experience in a certain field of study or occupation.

apprenticeship

Answer: Combination of on-the-job training, work experience, and classroom instruction.

certification

Answer: Professional status earned by an individual after passing an exam focused on a specific body of knowledge.

college access

Answer: Building awareness about college opportunities, providing guidance regarding college admissions, and identifying ways to pay for college.

529 plan

Answer: Savings plan for education operated by a state or educational institution.

scholarship

Answer: Financial aid that may be based on financial need or some type of merit or accomplishment.

work-study program

Answer: Part-time job on a college campus that is subsidized by the government.

need-based award

Answer: Financial-aid awards available for students and families who meet certain economic requirements.

Chapter Summary

Section 21.1 Choosing a Career

- Employers require both job-specific skills and employability skills. Job-specific skills are those that are specific to the tasks related to a position. Employability skills are not specific to one career, but rather transferrable to any career. Studying the career clusters is a good way to learn about the different types and levels of careers.
- Creating a career plan will help you reach your goals. Conducting a self-assessment is the first step to discover who you are and what your interests are. Next, setting SMART goals will help you as you write your career plan.
- There are many resources for career research to help evaluate which careers would make the most of your talents, skills, and interests. The Internet is a good place to start. Career handbooks and informational interviews are also a way to gain insight into a career.
- Career and technical student organizations (CTSOs) are national student organizations that are related to career and technical education (CTE) courses. The goal of CTSOs is to help students acquire knowledge and skills in different career and technical areas, as well as related leadership skills and work experience.

Section 21.2 Planning for Your Education

- Your educational needs will depend on your career interests and goals. Most careers require a college education. However, there are many options for career training, including occupational training, internships, and apprenticeships. The military is also a career option.
- College access refers to building awareness about college opportunities, providing guidance regarding college admissions, and identifying ways to pay for college. It includes access to many types of postsecondary institutions, including colleges, universities, and trade schools.
- As you are making decisions on your education, it is important to create a financial plan for paying for your education. A 529 plan is a savings plan and is one way to pay for an education. There are also grants, scholarships, work-study, need-based awards, and loans available to help students and their families.

Review Your Knowledge

1. What is the difference between job-specific skills and employability skills?

Answer: Job-specific skills are critical skills necessary to perform the required work-related tasks of a position. Job-specific skills are acquired through work experience and education or training. Employability skills are applicable skills used to help an individual find a job, perform in the workplace, and gain success in a job or career. Employability skills are also known as foundation or transferrable skills. These skills are not specific to one career, but rather transferrable to any position for which you might have.

2. Describe what should be included in a career plan.

Answer: Student answers may vary but should be drawn from the following: A career plan, also known as a postsecondary plan, is a list of steps on a timeline to reach each of your career goals. A career plan should include options for education, such as four-year colleges, two-year colleges, or technical schools. It should also address current job opportunities in your career of interest. It is important to continue revising the career plan as you achieve your goals and set new ones.

3. Why is self-assessment important when considering career choices?

Answer: A self-assessment is the first step in evaluating your aptitudes, abilities, values, and interests. By conducting a self-assessment, you can focus your energy on what is necessary for you to become a successful employee in the career of your choosing.

4. Explain the relationship between aptitudes and abilities.

Answer: An aptitude is a characteristic that an individual has developed naturally. Ability is a mastery of a skill or the capacity to do something. Having aptitudes and skills are supported or limited by your abilities.

5. What is O*NET?

Answer: O*NET stands for the Occupational Information Network. O*NET was created by the US Department of Labor and is one of the most comprehensive databases of occupational information. This website contains data on salary, growth, openings, education requirements, skills and abilities, work tasks, and related occupations for more than 1,000 careers. The database can also be searched by career cluster.

6. What is the goal of informational interviewing?

Answer: Conducting this kind of interview will help you get a sense of what it is really like to work in that profession and can be a valuable networking opportunity. By talking with someone in the field, you can learn more about what is expected, types of jobs available, and other inside information about an industry.

7. Individuals preparing for careers may seek formal education, training, and potential certification opportunities. Describe each option.

Answer: Formal education is the education received in a school, college, or university. There are many options for career training, including occupational training, internships, and apprenticeships. Certification is a professional status earned by an individual after passing an exam focused on a specific body of knowledge.

8. Describe how military service provides career training.

Answer: Service in one of the branches of the armed forces can provide opportunities to receive skilled training, often in highly specialized technical areas. In addition to receiving this training, often it can be translated into college credit or professional credentials. After completing military service, there are many benefits available to veterans. For example, the GI Bill assists veterans pursuing education or training. Other forms of tuition assistance are also available.

9. College access is important to any student considering educational opportunities. What are some sources of information for building college awareness?

Answer: Many websites provide information to help you gain access to college. You can begin by searching the Internet for resources offered in your state. Search using the term college access plus the name of your state. If you have already been thinking about a specific school, make sure you check its official website to learn about admission requirements and to find out what financial help might be available to you. The US Department of Education, the College Board, and the National College Access Program Directory have web sites that include a wealth of information about college access including topics like applying to college and paying for college.

10. Explain the difference between grants and scholarships.

Answer: A grant is a financial award that does not have to be repaid and is typically provided by a nonprofit organization. Grants are generally need based, and are usually tax exempt. A scholarship is financial aid that may be based on financial need or some type of merit or accomplishment. There are scholarships based on standardized test scores, grades, extra-curricular activities, athletics, and music. There are also scholarships available for leadership, service, and other interests, abilities, and talents.

Apply Your Knowledge

1. Skills are the foundational elements of all career fields. Two important types of skills that are foundational to your career are job-specific skills and employability skills. Create a chart with two columns. In column one, list the job-specific skills you currently possess. In column two, list the employability skills that you possess. Use this chart as a source of information when you create a career plan.

Answer: Student answers will vary. Evaluate each response individually.

2. Analyzing the principles of various clusters will help you select a career in which you are interested. Refer to Figure 21-2 Career Clusters. Review the Business Management and Administration career cluster, Marketing career cluster, and Finance career cluster. Select a career cluster to analyze. How are the different careers within the cluster related to one another?

Answer: Student answers will vary. Evaluate each response individually.

3. Conduct an informal self-assessment by defining your work style, aptitudes, values, and interests. Next, evaluate your individual talents, abilities, and skills. This will help prepare you to write a career plan.

Answer: Student answers will vary. Evaluate each response individually.

4. Your interest can be a first step in determining career opportunities that would be a good fit for you. Take time to analyze your interests and how you can turn these into SMART career goals. Write three of your career goals as SMART goals. Specify how each of these goals is specific, measurable, attainable, realistic, and timely.

Answer: Student answers will vary. Evaluate each response individually.

5. A career plan is a list of steps to reach a career goal. Write a list of action items for a career plan for the next five years that you might consider following. Use Figure 21-4 as an example. Include your career objectives and the strategies you will use to accomplish your goals.

Answer: Student answers will vary. Evaluate each response individually.

6. Research the costs in tuition and fees of a college you would like to attend. Next, research scholarships and grants for which you may be eligible. Build a plan to fund your first year of attendance and present your plan to the class.

Answer: Student answers will vary. Evaluate each response individually.



You Do the Math

Geometric Reasoning

Slope is the angle of a line measured in relation to a horizontal axis. It is the ratio of rise over run (rise/run). The rise is the distance of a line above or below the horizontal axis. The run is the length of a line measured along the horizontal axis. The greater the slope, the steeper the line. Two lines are parallel if their slopes are identical. If the slopes are not identical, the lines will intersect

Solve the following problems.

1. Line A has a run of 2 inches and a rise of 1 inch. Line B has a run of 12 inches and a rise of 6 inches. Are these parallel or intersecting lines?

Answer: $1 \div 2 = .5$

$6 \div 12 = .5$

The lines are parallel.

2. The roof on house A has a slope of $4/12$. What is the rise of this roof? What is the run?

Answer: The rise is 4 and the run is 12.

3. Hill A has a slope of $8/4$. Hill B has a slope of $8/6$. Which hill is steeper?

Answer: $8 \div 4 = 2$

$8 \div 6 = 1.3$

Hill A is steeper.