

ARSU Proficiency Scoring Guide (PSG)

for Work-Based Learning

Work-Based Learning

#1 - Develop: Develop the knowledge to assess personal skills, abilities, aptitudes, strengths, and weaknesses as they relate to career exploration and development.

#2 - Evaluate: Evaluate personal qualities that affect success in the workplace and develop strategies for an effective transition from school to career through a career portfolio and pathway plan.



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#1 - Develop: Develop the knowledge to assess personal skills, abilities, aptitudes, strengths, and weaknesses as they relate to career exploration and development.

Performance Indicators

- a. Research multiple career pathways related to a field of interest.
- b. Analyze and evaluate personal characteristics, abilities, knowledge and skills needed for career success in chosen career pathway.

Performance Indicator	<i>Getting Started</i>	<i>Making Progress</i>	<i>Proficient</i>	<i>Going Beyond</i>
a. Research multiple career pathways related to a field of interest.	I can research a career path.	I can research a career pathway related to a field of interest.	I can research multiple career pathways related to a field of interest.	I can independently utilize a career self-assessment to plan for and engage in career exploration.
b. Analyze and evaluate personal characteristics, abilities, knowledge and skills needed for career success in chosen career pathway.	I can recognize personal characteristics, abilities, knowledge and skills needed for career success in chosen career pathway.	I can analyze personal characteristics, abilities, knowledge and skills needed for career success in chosen career pathway.	I can analyze and evaluate personal characteristics, abilities, knowledge and skills needed for career success in chosen career pathway.	I can independently plan for and engage in application for a chosen career pathway.



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#2 - Evaluate: Evaluate personal qualities that affect success in the workplace and develop strategies for an effective transition from school to career through a career portfolio.

Performance Indicators

- a. Evaluate feedback to improve job performance
- b. Examine personal accountability and work productivity
- c. Reflect on critical thinking and problem solving in the professional setting
- d. Examine workplace regulations, health and safety guidelines and inspections for chosen career pathway
- e. Prepare and update a career portfolio based on a career pathway plan, which includes a resume, sample cover letters, letters of recommendation, examples of work and technical skills, internship or work experience summaries, validation of work/internship experience, industry certifications, documentation of extracurricular and community service activities, and awards

Performance Indicator	<i>Getting Started</i>	<i>Making Progress</i>	<i>Proficient</i>	<i>Going Beyond</i>
a. Evaluate feedback to improve job performance	I can accept feedback.	I am not using feedback from my employer to improve my job performance.	I can evaluate feedback to improve my job performance	I can evaluate feedback and take action to improve my job performance
b. Examine personal accountability and work productivity in the professional setting.	I am accountable for my work productivity.	I am accountable for my personal productivity in the professional setting.	I can examine my personal accountability and work productivity in the professional setting.	I can examine personal accountability and work productivity to improve my job performance
c. Reflect on critical thinking and problem solving in the professional setting	I can think critically in the workplace.	I can think critically and problem solve in the professional setting.	I can reflect on my critical thinking and problem solving in the professional setting	I can reflect on critical thinking and problem solving in the professional setting to improve my job performance
d. Examine workplace regulations, health and safety guidelines and inspections for chosen career pathway	I am aware of the workplace regulations, health and safety guidelines for my chosen career pathway.	I am aware of the workplace regulations, health and safety guidelines and inspections for my chosen career pathway.	I can examine my workplace regulations, health and safety guidelines and inspections for chosen career pathway	I can examine workplace regulations, health and safety guidelines and inspections for chosen career pathway to improve my job performance
e. Prepare and update a career portfolio based on a career pathway plan, which includes a resume, sample cover letters, letters of recommendation, examples of work and technical skills, internship or work experience summaries, validation of work/internship experience, industry certifications, documentation of extracurricular and community service activities, and awards	I can prepare a career portfolio which includes a resume, sample cover letters, letters of recommendation.	I can prepare a career portfolio which includes a resume, sample cover letters, letters of recommendation, examples of work and technical skills, and internship or work experience summaries.	I can prepare and update my career portfolio based on a career pathway plan, which includes a resume, sample cover letters, letters of recommendation, examples of work and technical skills, internship or work experience summaries, validation of work/internship experience, industry certifications, documentation of extracurricular and community service activities, and awards	I can prepare and update a career portfolio based on a career pathway plan, which includes a resume, sample cover letters, letters of recommendation, examples of work and technical skills, internship or work experience summaries, validation of work/internship experience, industry certifications, documentation of extracurricular and community service activities, and awards to improve my job performance



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