

## Employability Skills Standards (COMPETENCIES)

### 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, the Governor’s Work Ethic Certificate, and the Indiana Department of Education’s Social-Emotional Learning Competencies. The standards are arranged within four key areas: Mindsets (M), Work Ethic (WE), Learning Strategies (LS), and Social and Emotional Skills (SE).

Mindsets	Work Ethic
Learning Strategies	Social and Emotional Skills

<p><b>Mindsets (M)</b> <i>The established set of attitudes impacting self-growth.</i></p>
<p><b>1. Lifelong Learning</b> Demonstrate willingness to work and learn, and continually apply new knowledge.</p>
<p><b>2. Self-Confidence</b> Possess belief in own ability to succeed and assert self when necessary.</p>

<p><b>Work Ethic (WE)</b> <i>A set of values centered on the importance of doing work and reflected especially in a desire or determination to work hard.</i></p>
<p><b>3. Self Discipline</b> Demonstrate self-control and behave in accordance with rules with minimal direction.</p>
<p><b>4. Independence</b> Successfully carry out expectations with minimal supervision.</p>
<p><b>5. Perseverance</b> Demonstrate endurance, and capacity to complete tasks.</p>
<p><b>6. Time Management and Organization</b> Plan and organize long and short-term goals while understanding how to balance school, home, and community activities.</p>
<p><b>7. Adaptability</b> Manage transitions and adjust to changing situations and responsibilities.</p>
<p><b>8. Integrity</b> Act in a trustworthy and honest manner.</p>
<p><b>9. Professionalism</b> Demonstrate skills and behaviors appropriate for school and work environments.</p>

**Learning Strategies (LS)** *Processes and tactics students employ to aid in the cognitive work of thinking, remembering or learning.*

**10. Effective Communication**

Apply skills to clearly, effectively, and convincingly express ideas and messages to others appropriate to the environment.

**11. Aptitude Awareness**

Identify and communicate individual interests and skills that align related coursework and experiences to potential career paths and to in-demand occupations.

**12. Decision-Making**

Utilize critical thinking skills and perspectives of others to make informed decisions based on options, rewards, risks, limits, and goals.

**13. Initiative**

Apply self-motivation and self-direction to work and learning.

**14. Attention to Detail**

Achieve thoroughness and accuracy when accomplishing a task.

**15. Problem Solving**

Apply critical and creative thinking skills to resolve problems.

**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.

**17. Connection**

Demonstrate the ability to network with others through social awareness and cultural sensitivity.

**18. Collaboration**

Work well with others in a team.