



NOCTI

State Customized
Credential Blueprint



Career Education and Work Standards (PA)

Code: 8298 / Version: 01
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General Assessment Information

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Test Type: The Career Education and Work Standards PA Assessment was developed based on a Pennsylvania statewide competency task list and contains a multiple-choice and performance component. This assessment is meant to measure technical skills at the occupational level and includes items which gauge factual and theoretical knowledge.

Revision Team: The assessment content is based on input from Pennsylvania educators who teach in approved career and technical education programs.



Career Cluster - Employability Skills



In the lower division baccalaureate/associate degree category, 2 semester hours in Career Education.

Written Assessment

NOCTI written assessments consist of questions to measure an individual's factual theoretical knowledge.

Administration Time: 3 hours

Number of Questions: 120

Number of Sessions: This assessment may be administered in one, two, or three sessions.

Areas Covered



Specific Standards and Competencies Included in this Assessment

Career Awareness and Preparation

- Relate careers to individual interests, abilities, and aptitudes
- Analyze career options based on personal interests, abilities, aptitudes, achievements, and goals
- Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices
- Evaluate school-based opportunities for career awareness/preparation
- Justify the selection of a career
- Analyze the relationship between career choices and career preparation opportunities
- Assess the implementation of the individualized career plan through the ongoing development of the career portfolio
- Review personal high school plan against current personal career goals and select post-secondary opportunities based upon personal career interests

Career Acquisition (Getting a Job)

- Apply effective speaking and listening skills used in a job interview
- Apply research skills in searching for a job
- Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to: job application, letter of appreciation following an interview
- Analyze, revise, and apply an individualized career portfolio to chosen career path
- Demonstrate the application of essential workplace skills/knowledge in the career acquisition process

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Specific Standards and Competencies (continued)

Career Retention and Advancement

- Evaluate personal attitudes and work habits that support career retention and advancement
- Evaluate team member roles to describe and illustrate active listening techniques
- Evaluate conflict resolution skills as they relate to the workplace
- Develop a personal budget based on career choice
- Evaluate time management strategies and their application to both personal and work situations
- Evaluate strategies for career retention and advancement in response to the changing global workplace
- Evaluate the impact of lifelong learning on career retention and advancement

Entrepreneurship

- Analyze entrepreneurship as it relates to personal career goals and corporate opportunities
- Analyze entrepreneurship as it relates to personal character traits
- Develop a business plan for an entrepreneurial concept of personal interest and identify available resources



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Sample Questions

An individual who wants to be ready for emerging opportunities in the workplace needs to

- A. maintain good performance
- B. make sure to have reliable references
- C. pursue training to keep up with changes
- D. stay in one job for as long as possible

A general rule in responding to an interviewer's questions is to provide

- A. a reasonably short, thoughtful response
- B. short "yes" or "no" responses
- C. lengthy, detailed responses
- D. another question to the interviewer

One benefit of lifelong learning to the employee is

- A. taking time away from work to take classes
- B. gaining new skills for future opportunities
- C. receiving a guaranteed pay increase when class is over
- D. working toward a college degree

Time management can be referred to as

- A. the ability to complete work and solve problems in a specified period
- B. the understanding of how knowledge and skills are used in an occupational context
- C. the understanding that the learning process extends beyond the school environment
- D. using prior knowledge to create ideas and products

Entrepreneurs develop a workflow diagram to

- A. show the reporting relationship of company employees
- B. have a graphic representation of a sequence of tasks to accomplish an activity
- C. develop a plan for business operations
- D. enable company employees to understand their own position within the company

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Sample Questions (continued)

A person who has a strong interest in sports, healthy eating, and practicing exercise routines would be best suited for which of the following careers?

- A. chemical engineer
- B. art therapist
- C. physical therapist
- D. cosmetologist

A well-constructed speech will have a

- A. conclusion that makes a recommendation
- B. heavy emphasis on background information
- C. conclusion based on personal opinion
- D. minimum number of visuals

The main purpose of a cover letter is to

- A. list skills and abilities
- B. thank a prospective employer for an interview
- C. make introductions and provide reasons the resumé is worth reviewing
- D. provide a prospective employer with a writing style sample for review

A _____ agent is an employee who helps implement organizational transformation.

- A. change
- B. free
- C. network
- D. revolutionary

Which of the following is a personal characteristic of a successful entrepreneur?

- A. highly motivated
- B. focused on short-term goals
- C. unwilling to compromise
- D. overly cautious