



# NOCTI

State Customized  
Credential Blueprint



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## **Career Education and Work Standards (PA)**

Code: 8298 / Version: 01  
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## General Assessment Information

### Blueprint Contents

General Assessment Information	Sample Written Items
Written Assessment Information	Performance Assessment Information
Specific Competencies Covered in the Test	Sample Performance Job

**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

## 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