



# CAREER READY SEAL GUIDELINES

## **INTRODUCTION AND USAGE**

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During instruction and assessment of activities, performances, or projects already taking place in the classroom, work experiences, or other career-focused endeavors, there has been a general lack of consensus on how to assess career ready practices (otherwise known as “soft skills”), what these skills encompass, how they are defined, or to what degree they could be measured. It is therefore the purpose of this document to answer and define these points and provide a usable device which measures what is already taking place within the classroom and workplace in an area of skills often overlooked.

The definition and outline of Career Ready Practices (CRP) were established under the Common Career and Technical Core (CCTC), as released in 2012, from **Advance CTE** (the National Association of State Directors of Career and Technical Education). These Practices, as well as the CCTC itself, were developed with help from national educators, administrators, and business experts and were derived from the earlier Career Clusters/Pathways Framework model. It was approved by 42 states as a foundational piece to career readiness. With this in mind, it is foundational to the developed rubrics. Starting from the paragraph form given in the CCTC, the rubrics, with their individual competencies, were written and developed using sample rubrics of workforce readiness found in differing forms in other states (including strong influence from Washington and Nevada). They were then edited and commented on by state supervisors, administrators, teachers, business leaders, and parents.

It was never the intention of these rubrics to create more work for the instructor/advisor or to add more activities or lessons to his/her current load; however, it is the intention of taking what is already being done and taught and making career ready skills within those projects clearly apparent and assessable. This in turn can provide a scale, or score, by which the student can be assessed not only on his/her technical knowledge but also on how he/she applies that knowledge within job activities while demonstrating other self-strengths and responsibilities to be a successful and contributing member of the working world.

The Career Ready Practice (CRP) Rubrics are therefore used for North Dakota Career Ready Seal approval by the **Instructor/Advisor/Mentor to assess the Student/Worker:**

- a. in addition to the standard assessment on an existing lesson.
- b. to spark further discussion on individual strengths and weaknesses.
- c. to measure those career ready abilities and used to help the student/worker improve those skills for the future.

As a supplement to the process, the rubrics could also be used as a tool to talk about career readiness through student self-reflection or peer assessment, both pre- and/or post- activity, whereas the comparison of scores taken before and after the activity could gain insight on what skills have been newly attained or improved by the activity, at least in the eyes of the student. Please note that this supplemental usage does not qualify for the seal, but used as an educational tool.



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## SCORING SCALE

1. The overall, average score is based on a 4.00 scale.
2. Scores on *each individual competency however can only be given in whole numbers* (i.e. 4,3,2,1). The use of competency scores with decimals does not promote consistency. If the student is thought to be part-way between two numbers, the student has not yet attained the higher score; therefore, the lower, whole number score should be given.
3. The average score for each Practice will be determined by tallying each competency score and dividing by the total number of competencies.

Whole numbers are also used for the scores given per Competency. **Chart A** is used to interpret these scores into generalized words (other than those specifically used in the rubric) for students, administration, parents, and employers.

Average total scores per Practice are given using decimals (due to division). **Chart B** is used to interpret these scores into words for students, administration, parents, and employers.

### Chart A

Score Range:	Definition of Score Student/Worker...
4.00	exceeds competencies and is extremely career ready with the necessary skills to be highly successful at finding, gaining, and keeping employment over the course of his/her lifetime.
3.00	meets competencies and is career ready with the necessary skills to be successful at finding, gaining, and keeping employment over the course of his/her lifetime.
2.00	meets the rigor of many competencies to be career ready but needs to improve on some in order to have long-term success.
1.00	needs remediation and help in almost all areas of career readiness in order to be successful in finding, gaining, and keeping employment over the course of his/her lifetime.

### Chart B

Score Range:	Definition of Score Student/Worker...
4.00 – 3.60	exceeds competencies and is extremely career ready with the necessary skills to be highly successful at finding, gaining, and keeping employment over the course of his/her lifetime.
3.59 – 2.80	meets competencies and is career ready with the necessary skills to be successful at finding, gaining, and keeping employment over the course of his/her lifetime.
2.79 – 2.20	meets the rigor of most competencies to be career ready and needs to improve on some in order to have long-term success.
2.19 – 1.80	is proficient in some competencies, but requires remediation in most competencies in order to be truly successful in finding, gaining, and keeping employment over the course of his/her lifetime.
1.79 – 0	needs remediation and help in almost all areas of career readiness in order to be successful in finding, gaining, and keeping employment over the course of his/her lifetime.



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## SCORES/REPORTING

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### 1. **COMPLETE CRP SCORE** (*per Course/Semester, or whatever is the grading process for the local school*)

- a. This student/worker score is the summative score in each of at least EIGHT of the TWELVE CRP in order to measure career readiness.
- b. CRP numbers 1, 2, 4, 8, and 12 are **required**, with the remainder left to the discretion of the instructor, school, or mentor.
- c. No matter how many times each CRP is assessed during the term, the COMPLETE SCORE is determined by averaging the grades from the entire term in that individual Practice.
- d. The COMPLETE CRP SCORE is the average of all EIGHT (or more) Practices assessed. ***It is the summation of progress made in the duration of ONE course.***
- e. No matter which EIGHT CRP are used, all competencies under those EIGHT must be assessed at least ONCE during the duration of the course (although preferably more often).
- f. As the student/worker progresses with higher level classes in any given Subject Area, this complete score should improve with each successive course. The documentation of this progression is for student, teacher, and parent information.

### 2. **FINAL North Dakota Career Ready Seal SCORE** (*per Graduation*)

- a. This Final CRP score is tallied for the student/worker based on the average of all COMPLETE CRP scores recorded in the **last and/or highest-level course in EACH Subject Area**, no matter in which grade level the Subject Area course was last taken.
- b. The resulting score is ONE score representing the work of the student/worker at the end of ALL Subject Areas taken.
- c. Complete CRP Scores from lower level courses within any Subject Area will not be used in tallying this score; only the last and/or highest-level course taken and assessed shall represent what degree of competency the student/worker obtained, as it is assumed that the previous level courses help the student build competency.
- d. A Final Score that is equal to 2.80 or greater will earn the North Dakota Career Ready Seal, which will be affixed to the high school transcript.

#### ***For More Information or Questions:***

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