



## **Alaska Career and Technical Education (CTE) Plan**

**Strategy 1.0: Make transitions planned and accountable for both successful student progress and systemic cooperation.**

- 1.1 Ensuring that every student has a personal learning and career plan (PLCP).
- b) Develop model components of the PLCP that students may use to plan their academic, technical and experiential learning leading to a career, including utilization of National Career Readiness Certification (WorkKeys®) information, Registered Apprenticeship, and Alaska Tech Prep.

**Alaska CTE Educators have developed this list of recommended elements of a PLCP.**

### **Minimum components**

#### **Personal Development**

1. Personal information
2. Interest inventory
3. Personal skills inventory
4. Personality and learning style assessments
5. Volunteer activities
6. Awards or recognitions
7. Activities, clubs, other groups, Career and Technical Student Organizations (CTSO)
8. Personal goals
9. Rate employability skills (e.g., dress, hygiene, punctuality, etc.)

#### **Academic Development**

1. Academic goals
2. 4 + 2 Plan or Program of Study
3. Transcript
4. Graduation requirements
5. Statewide test results
6. Other test results
7. Plan for support services/interventions as necessary
8. Tech prep and/or dual credit courses planned and completed
9. Postsecondary exploration results
10. Postsecondary entrance or placement tests
11. Postsecondary search and applications
12. Financial aid/scholarship information



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### **Career Exploration and Development**

1. Career goals (short and long term)
2. Career clusters information
3. Career exploration and comparison
4. Labor market information
5. Work experience, including internships, job shadows, etc.
6. Technical skill attainment/training
7. Certifications, endorsements, or credentials earned
8. Resume
9. Cover letter
10. Job application
11. Letters of reference
12. Employment history
13. Mentors, networking, etc.

### **Additional components or features**

- Website to store documents electronically
- Link to higher education/workforce development state websites
- Summaries of conferences with parents, teachers, and guidance counselors or career advisors
- Parent component and parent access
- Reflections (essay writing, video, etc.)
- Customized district/school reports
- Teacher, counselor, school administrator access
- Student access to electronic PLCP documents after graduation
- Specific components that will meet the needs of the institution
- Followup contact information to get feedback after school



## Alaska Career and Technical Education (CTE) Plan

Sample outline of PLCP elements for middle school and high school

Current state-**requirements** are shown in **red boldface**

### Middle school PLCP sample elements

- Personal information
- Activities, clubs, other groups
- Personal interests and skills
- Achievements and awards
- Favorite and least favorite subjects
- Occupations that sound interesting
- Work or volunteer experience
- Next steps course plan
- Goals – short and long-term
- Discussions with school counselor, teacher, parents
- School or district-specific elements
- AKCIS Jr. (Alaska Career Information System) Portfolio
- Grade-specific assessments/activities
- 6<sup>th</sup> Grade**
  - **Standards Based Assessments (SBA) - Reading, Writing, Math**
  - Career Clusters Interest Inventory
  - AKCIS Jr. activities, update AKCIS Jr. portfolio
  - Other career and academic inventories or assessments
- 7th Grade**
  - **SBA - Reading, Writing, Math**
  - TerraNova Norm Referenced Test
  - Career Clusters Interest Inventory
  - AKCIS Jr. activities, update AKCIS Jr. portfolio
  - Other career and academic inventories or assessments
- 8th Grade**
  - **SBA - Reading, Writing, Math, and Science**
  - Career Clusters Interest Inventory
  - AKCIS Jr. activities, update AKCIS Jr. portfolio
  - Other career and academic inventories or assessments
  - 4+2 Plan Of Study



## Alaska Career and Technical Education (CTE) Plan

High school PLCP sample elements	
<ul style="list-style-type: none"> <li>Personal information</li> <li>Transcript, attendance record</li> <li>Activities, clubs, other groups</li> <li>Leadership activities</li> <li>Achievements and awards</li> <li>Work and volunteer experience</li> <li>Certifications or credentials earned</li> <li>Tech Prep and/or dual credit courses planned and completed</li> <li>Next steps course plan for each year</li> <li>Career and Technical Education Program of Study (CTEPS) for high school and beyond</li> <li>Update personal interests and skills inventories</li> <li>Continued career research               <ul style="list-style-type: none"> <li>Career clusters and pathways</li> <li>Education and training requirements</li> <li>Education/training programs availability, cost, entrance requirements, etc.</li> <li>Labor market information</li> <li>Informational interviews</li> <li>Career videos</li> </ul> </li> <li>Develop résumé and job application materials</li> <li>Create profile in AlexSYS (Alaska Labor Market Exchange System)</li> <li>Financial aid research and application</li> <li>Complete paperwork for post-secondary options (application or enrollment forms, financial aid forms, scholarship/grant applications, transcript requests, etc.)</li> <li>Goals – short and long-term</li> <li>Add to and update AKCIS (Alaska Career Information System) portfolio</li> <li>Discussions with school counselor, career advisor, parents</li> </ul>	<ul style="list-style-type: none"> <li>Grade-specific assessments or activities (state-requirements appear in <b>red boldface</b>)</li> </ul> <p><b>9<sup>th</sup> Grade</b></p> <ul style="list-style-type: none"> <li><b>Standards Based Assessments (SBA) - Reading, Writing, Math</b></li> <li>AKCIS (Alaska Career Information System) Inventories and Assessments</li> <li>Other career and academic inventories or assessments</li> </ul> <p><b>10<sup>th</sup> Grade</b></p> <ul style="list-style-type: none"> <li><b>SBA – Science</b></li> <li><b>HSGQE/SBA</b></li> <li>ACT Plan Test (pre-ACT test)</li> <li>PSAT (pre-SAT test)</li> <li>ASVAB Career Exploration Assessment (<b>A</b>rmed <b>S</b>ervices <b>V</b>ocational <b>A</b>ptitude <b>B</b>attery)</li> <li>AKCIS Inventories and Assessments</li> <li>Other career and academic inventories or assessments</li> </ul> <p><b>11<sup>th</sup> Grade</b></p> <ul style="list-style-type: none"> <li><b>ACT WorkKeys® Tests in Reading for Information, Applied Mathematics, and Locating Information</b></li> <li>SAT and/or ACT</li> <li>Accuplacer/Compass</li> <li>AKCIS Inventories and Assessments</li> <li>Other career and academic inventories or assessments</li> </ul> <p><b>12<sup>th</sup> Grade</b></p> <ul style="list-style-type: none"> <li>AKCIS Inventories and Assessments</li> <li>SAT and/or ACT</li> <li>Accuplacer/Compass (placement tests used by some colleges)</li> <li>ACT WorkKeys Tests</li> <li>Other career and academic inventories or assessments</li> </ul>