
Vocational Competencies

Relevance of Work

Student will recognize, demonstrate, and reflect on the relevance of course work and how performance, effort and decision making directly affect future career and educational opportunities.

Reflective Questions

1. What personal insights have you gained from this project? Include in your response intellectual, emotional, and/or physical challenges.
2. In the future, how will you be able to use the skills, knowledge, or experience you gained by completing this activity?

Information, Technology and Resources

Student will be able to analyze and interpret information in order to allocate and use resources and technology.

Reflective Question

1. Describe the artifact you have selected and the process you used to create it.
2. Describe the purpose of the artifact and explain how it met expectations of the instructor or client.

Occupational Skills

Student will be able to understand and demonstrate occupational skills as defined by work quality, work habits, and cooperation.

Reflective Question

1. How is communication and working with others demonstrated in the completion of this artifact?
2. In the future, how will you be able to use the skills, knowledge, or experience you gained by completing this activity?

Comprehension and Communication

Student will demonstrate basic reading/writing/mathematical skills and the ability to organize and communicate those skills/ideas.

Reflective Question

1. If you were to act as a mentor, what advice would you give future students completing an artifact similar to the one you have selected?
2. How is communication and working with others demonstrated in the completion of this artifact?

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Vocational: **Relevance of Work Rubric**



Student will recognize, demonstrate, and reflect on the relevance of course work and how performance, effort and decision making directly affect future career and educational opportunities.

Trait	4	3	2	1
Performance	Always completes task efficiently, turns in work early, and produces outstanding quality work.	Consistently completes assigned tasks on time, producing quality work.	Sometimes needs reminders to: 1. Stay on task 2. Turn in work 3. Improve quality.	Infrequently finishes assigned tasks, turns in work late and/or produce poor quality work.
Effort	Always gives best effort	Consistently gives best effort	Generally gives best effort – encouragement needed	Seldom puts forth strong effort
Decision Making	Consistently exercises good judgment and can analyze the decision making process.	Consistently exercises good judgment and decision making	Sometimes exercises good judgment and decision making	Rarely uses appropriate judgment and decision making skills

Vocational: Information, Tech and Resources Rubric



Student will be able to analyze and interpret information in order to allocate and use resources and technology.

Trait	4	3	2	1
Use of Information	Student is able to acquire data, interpret data and communicate information	Student is able to acquire and evaluate data proficiently	Student able to acquire data but not effectively evaluate	Student has difficulty accessing information
Selection of Resources	Student always selects appropriate resources to complete task and effectively communicates their reasoning	Student consistently selects appropriate resources for the specific assignment	Student selected some resources that met the required assignment	Student selected few resources required for assignment
Use of Technology Skills	Student is able to transfer learned knowledge of technology skills to others	Student is able to demonstrate a competent level of technology use.	Student demonstrates partial use of technology	Student able to understand technology but not able to demonstrate their knowledge or skills.

Vocational: Occupational Skills Rubric



Student will be able to understand and demonstrate occupational skills as defined by work quality, work habits, and cooperation.

Trait	4	3	2	1
Quality	Always produces outstanding quality work.	Consistently produces quality work.	Generally produces quality work.	Produces poor quality work.
Cooperation	Always cooperates with others. Leads group toward success	Consistently cooperates with others and tries to improve	Needs improvement staying on task and working with others	Not cooperative
Work Habits	Always completes tasks Uses time wisely	Consistently completes tasks. Uses time well	Sometimes completes tasks. Needs reminders to stay on task	Seldom completes tasks. Uses time poorly

Vocational: Comprehension and Communication Rubric



Student will demonstrate basic reading/writing/mathematical skills and the ability to organize and communicate those skills/ideas.

Trait	4	3	2	1
Use of industry-specific terminology	Demonstrates an advanced ability to use the correct industry specific terminology from layman to professional levels	Demonstrates proficient ability using the correct industry specific terminology	Demonstrates an ability to recognize industry specific terminology – lacks ability for proper application	Little or no recognition or application of the correct industry specific terminology.
Use of Mathematics/ Calculations	Shows complete understanding and application of industry specific mathematical concepts and principles	Show understanding of concepts and principles	Shows partial understanding of concepts and principles	Shows very limited understanding of concepts and principles
Appropriate use of Communication	Always uses appropriate communication strategies	Consistently uses appropriate communication strategies	Demonstrates appropriate communication strategies with assistance	Inconsistent uses communication strategies.
Organize and Interpret Information	Organization and interpretation of information is logical and consistent	Organization and interpretation of information is generally logical and consistent	Organization and interpretation of information contains some flaws and inconsistencies	Organization and interpretation of information is illogical and inconsistent

