

# Career Readiness – Skill Centers

## Study Guide

### Assessments:

0461 Communication and  
Leadership Skills - SKLCN

0462 Job Seeking and Retention  
Skills - SKLCN

0463 Financial Literacy and  
Living Skills - SKLCN



## Overview

This study guide is designed to help students prepare for the Career Readiness assessments. It not only includes information about the assessments, but also the skills standards upon which the assessments are based, resources that can be used to prepare for the assessments and test taking strategies.

Each of the four sections in this guide provides useful information for students preparing for the Automotive assessments.

- CareerTech and Competency-Based Education: A Winning Combination
- Career Readiness assessments
  - ▶ Assessment Information
  - ▶ Standards and Test Content
- Strategies for Test Taking Success
- Notes

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## CareerTech and Competency-Based Education: A Winning Combination

Competency-based education uses learning outcomes that emphasize both the application and creation of knowledge and the mastery of skills critical for success. In a competency-based education system, students advance upon mastery of competencies, which are measurable, transferable outcomes that empower students.

Career and technology education uses industry professionals and certification standards to identify the knowledge and skills needed to master an occupation. This input provides the foundation for development of curriculum, assessments and other instructional materials needed to prepare students for wealth-generating occupations and produce comprehensively trained, highly skilled employees demanded by the work force.

### Tools for Success

CareerTech education relies on three basic instructional components to deliver competency-based instruction: skills standards, curriculum materials, and competency assessments.

**Skills standards** provide the foundation for competency-based instruction and outline the knowledge and skills that must be mastered in order to perform related jobs within an industry. Skills standards are aligned with national skills standards and/or industry certification requirements; therefore, a student trained to the skills standards is equally employable in local, state and national job markets.

**Curriculum materials and textbooks** contain information and activities that teach students the knowledge and skills outlined in the skills standards. In addition to complementing classroom instruction, curriculum resources include supplemental activities that enhance learning by providing opportunities to apply knowledge and demonstrate skills.

**Certification Assessments** test the student over material outlined in the skills standards and taught using the curriculum materials and textbooks. When used with classroom performance evaluations, certification assessments provide a means of measuring occupational readiness.

Each of these components satisfies a unique purpose in competency-based education and reinforces the knowledge and skills students need to gain employment and succeed on the job.

### Measuring Success

Evaluation is an important component of competency-based education. Pre-training assessments measure the student's existing knowledge prior to receiving instruction and ensure the student's training builds upon this knowledge base. Formative assessments administered throughout the training process provide a means of continuously monitoring the student's progress towards mastery.

Certification assessments provide a means of evaluating the student's mastery of knowledge and skills. Coaching reports communicate assessment scores to students and provide a breakdown of assessment results by standard area. The coaching report also shows how well the student has mastered skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction and/or training.

# Career Readiness Assessment Information

## What are the Career Readiness assessments?

The Career Readiness exam series includes three assessments designed to prepare candidates for the world of work and to make sound financial decisions in everyday life.

The Communication and Leadership Skills assessment measures candidate mastery of the soft skills that employers seek in potential candidates when communicating on-the-job with team members.

The Job Seeking and Retention Skills assessment measures how well candidate understand the skills used to gain employment and succeed in the workplace.

The Financial Literacy and Living Skills assessment measures candidate mastery of the concepts, knowledge, and skills needed to implement personal financial decision-making skills along with the skills needed to secure a place to live, and manage time efficiently.

## How were the assessment developed?

The assessments were developed by the CareerTech Testing Center. Items were developed and reviewed by a committee of subject matter experts.

The committee assigned each skill for the various exams.

## What does the assessment cover?

### **The Communication and Leadership Skills assessment includes 55 multiple-choice questions over the following areas:**

Communication Skills	25%
Communication & Conflict Resolution Skills	24%
Building Personal Relationships	18%
Developing Leadership Skills	33%

### **The Job Seeking and Retention Skills assessment includes 55 multiple-choice questions over the following areas:**

Job Search	27%
Resume/Cover Letter	18%
Job Application	9%
Interviewing	24%
Job Retention	22%

### **The Financial Literacy and Living Skills assessment includes 55 multiple-choice questions over the following areas:**

Managing Time	27%
Finding a Place to Live	18%
Financial Literacy	55%

## **What are the benefits of using this assessment?**

Candidates receive a certificate for each assessment that he/she passes. This certificate may be included in his/ her portfolio and used to communicate the candidate's mastery of the subject matter to potential employers.

## **When should the assessment be taken?**

The CareerTech Testing Center recommends that candidates take the appropriate assessment as soon as possible after receiving all standards-related instruction.

## **Is the assessment timed?**

Yes. Candidates have one hour to complete each assessment. The assessments do not have to be taken during the same testing session.

## **What resources can candidates use on these assessments?**

Candidates are allowed to use an on-screen calculator on CTTC assessments.

## **What accommodations can be made for candidates with Individualized Education Plans (IEPs)?**

Accommodations are allowed for candidates with documented need.

- Extended time — For assistance with meeting this accommodation, please contact the CareerTech Testing Center at (405) 743-5412. Each assessment must be completed in one testing session.
- Readers — A reader may be used to read an assessment to a candidate who has been identified as needing this accommodation.
- Enlarged text — Candidates needing this accommodation can activate this feature by clicking the icon in the upper right corner of the screen.

## **What can candidates expect on Test Day?**

All CTTC assessments are web-based and delivered exclusively by a proctor in an assessment center environment.

Assessments are delivered in a question-by-question format. When a question is presented, the candidate can select a response or leave the question unanswered and advance to the next question. Candidates may also flag questions to revisit before the test is scored. All questions must be answered before the test can be submitted for scoring.

## **Can candidates retake the test?**

Candidates may retake the test unless state testing policies prohibit retesting. Candidates who can retest must wait at least three days between test attempts.

**Standards and Test Content**  
**046I Communication and Leadership Skills - SKLCN**

**Duty A: Communication Skills — 25% (14 questions)**

1. Identify causes of communication problems.
2. Discuss ways to communicate more effectively.
3. Identify listening skills.
4. Understand skills associated with nonverbal communications.

**Duty B: Conflict Resolution — 24% (13 questions)**

1. Communicate messages effectively to avoid misinterpretation.
2. Use effective listening skills.
3. Identify guidelines for texting, emailing, and using social media.
4. Identify reasons for communication failures.
5. Resolve conflicts through negotiations.

**Duty C: Building Personal Relationship — 18% (10 questions)**

1. Identify qualities of successful friendships.
2. Recognize potential problems in various types of relationships.
3. Identify ways to improve relationships.
4. Understand how relationships play a role in personal and workplace situations.

**Duty D: Developing Leadership Skills — 33% (18 questions)**

1. Identify skills and characteristics of effective leaders.
2. Understand various leadership styles.
3. Understand responsibilities that come with being a leader in different situations.
4. Identify and apply negotiation guidelines to resolving conflicts and delegating responsibilities.

**Standards and Test Content**  
**0462 Job Seeking and Retention Skills - SKLCN**

**Duty A: Job Search — 27% (15 questions)**

1. Create a job goal that is specific and measurable.
2. Describe the type of job you want.
3. Identify which jobs you are qualified to do.
4. List resources available to locate job openings.
5. Explain the benefits of networking.
6. Conduct a job search.
7. Describe the role of social media in a job search.

**Duty B: Resume/Cover Letter — 18% (10 questions)**

1. List common components of a resume
2. Compare and contrast different types of resume formats.
3. Describe the importance of professionalism.
4. Describe the key elements included in a cover letter.
5. Identify ways to properly submit a resume.

**Duty C: Job Application — 9% (5 questions)**

1. Describe the primary purpose of a job application.
2. Identify how to obtain and complete a job application.
3. Generate a list of references.

**Duty D: Interviewing — 24% (13 questions)**

1. Discuss ways to prepare for an interview.
2. Explain the importance of physical appearance.
3. Use proper interview etiquette
4. Distinguish between the types of interview questions and appropriate responses.
5. Explain the importance of asking questions during an interview.

**Duty E: Job Retention — 22% (12 questions)**

1. Identify strategies for maintaining a positive attitude.
2. Discuss the importance of taking responsibility for your actions.
3. Explain the purpose of company rules and guidelines.
4. Explain the importance of building relationships with managers and co-workers.
5. Discuss ways to handle conflict in the workplace.
6. List characteristics that show strong work ethic.
7. Discuss the importance of improving job performance based on self-evaluation and feedback from manager or co-workers.



**Standards and Test Content**  
**0463 Financial Literacy and Living Skills - SKLCN**

**Duty A: Time Management — 27% (15 questions)**

1. Identify the benefits of time management.
2. List influences on the use of time.
3. Identify guidelines to manage time effectively.
4. Identify job conditions that can lead to stress.
5. Demonstrate strategies for managing time and stress.

**Duty B: Finding a Place to Live — 18% (10 questions)**

1. Identify common expenses when living on your own.
2. Identify common start-up costs.
3. Compare types of rental opportunities.
4. Identify criteria that influences finding the right place including finances and condition of the property.
5. Understand the Rights and Responsibilities of Renting or Buying a Home
6. Interpret a lease and the conditions/guidelines specified within the documentation

**Duty C: Financial Literacy — 55% (30 questions)**

1. Describe the Importance of Earning an Income and Managing Personal Income Effectively
2. Demonstrate an Understanding of Local, State, and Federal Taxes
3. Describe the Functions and Uses of Banks and Other Financial Service Providers
4. Demonstrate Ability to Use and Manage Personal Financial Accounts Effectively
5. Analyze the Costs and Benefits of Saving and Investing
6. Demonstrate an Understanding of Borrowing Money and Managing Credit Responsibly
7. Demonstrate an Understanding of Interest, Credit Card Debt, and Online Commerce

## Test Taking Strategies

This section of the study guide contains valuable information for testing success and provides a common-sense approach for preparing for and performing well on any test.

### General Testing Advice

1. Be confident in your knowledge and skills!
2. Relax and try to ignore distractions during the test.
3. Focus on the task at hand — taking the test and doing your best!
4. Listen carefully to the instructions provided by the exam proctor. If the instructions are not clear, ask for clarification.

### Testing Tips

1. Read the entire question before attempting to answer it.
2. Try to answer the question before reading the choices. Then, read the choices to determine if one matches, or is similar, to your answer.
3. Do not change your answer unless you misread the question or are certain that your first answer is incorrect.
4. Answer questions you know first, so you can spend additional time on the more difficult questions.
5. Check to make sure you have answered every question before you submit the assessment for scoring — unanswered questions are marked incorrect.



