

## Skills Mapping

1. Industry partners define the skills required for jobs in the school's field of focus:
  - Health Science
  - Human Services
  - Chemical Dependency
  - Computer Information Systems
  - Health Informatics?

**\*\*To define the skills required:**

- A. Identify entry level jobs requiring an AAS or equivalent industry approved post-secondary degree
- B. Summarize the tasks that are required to perform selected entry level jobs
- C. Define the broad expertise associated with each task
- D. Identify the specific skills associated with the expertise

**\*\*Example:**

- A. Identify job- Healthcare Social Worker
- B. Summarize Career Capabilities/tasks required- Social workers provide individuals, families, and groups with the psychosocial support needed to cope with chronic, acute, or terminal illnesses. Services/tasks include advising family care givers, providing patient education and counseling, and making referrals for other services. May also provide care and case management or interventions designed to promote health, prevent disease, and address barriers to access to healthcare.
- C. Define broad expertise- Therapy and Counseling, Psychology, English Language, Customer and Personal Service, Sociology and Anthropology, Education and Training, Medicine and Dentistry, Clerical, Law and Government, Philosophy and Theology, Computers and Electronics, Administration and Management, Personnel and Human Resources, Communications and media, Public safety and security
- D. Identify Specific Skills- Active Listening, Speaking, Social Perceptiveness, Critical Thinking, Coordination (adjusting actions in relation to other's actions), Reading Comprehension, Service Orientation (Actively looking for ways to help people), Writing, Complex Problem Solving, Judgment and Decision Making, Active Learning, Time Management, Instructing, Management of Personnel Resources, Science, Systems Analysis.

2. High school and college leadership and faculty work with the industry partner to determine the postsecondary degrees and the specific sequence of secondary and postsecondary coursework that will provide students with the necessary skills.
  1. Identify AAS degree pathway
  2. Order skills by complexity-Technical vs. Professional skills (Documents 1&2)
  3. Connecting skills to courses and curricula (Document 3)
  4. Develop an integrated scope and sequence (Document 4)
  5. Providing work-based professional development for school staff
  
3. On an annual basis, revisit the Skills Mapping to ensure that it is up-to-date and that it continues to serve industry and education requirements. (Document 5)