

Sector Strategies Toolkit Outline User Guide

Introduction

This guide was developed as a supplemental resource for the Sector Strategies Toolkit Outlines. These Outlines offer sector-focused electronic resources for adult education practitioners, students, and workforce development partners. The Outlines can be used for contextualized lesson planning, career exploration and career awareness activities and research. The intent of these resources is to provide an online, dynamic resource that can grow to meet the needs of local programming.

Please Note: At the time the Outlines were developed, all featured websites and corresponding links were available and working properly. However, it is possible that some of the websites and links currently listed on any given Outline may suddenly change or become defunct, as is the case with PA Career Coach, a resource that was featured on all of the Outlines. We apologize in advance for any resources and corresponding links that may no longer be accessible.

Toolkit Organization

Each Outline includes sector specific resources for the following topics:

- Overview of the sector
 - Definition
 - Job descriptions
 - Labor market data
 - Required skills, knowledge and abilities
- Regional training providers
- Sector based grants/scholarships
- Career pathway maps
- Career posters
- Journal and magazine articles
- Authentic materials
 - Handbooks
 - Applications
 - Cover letter, resume, and sample resumes
- Contextualized basic skills instructional activities

- Commercial: (McGraw Hill Career Companion: STEM)
 - Curricular/lesson examples
 - Videos

Ideas for Use

Listed below are some suggestions for utilizing these toolkits into your classroom:

1. Refer students to the Career Pathways Program Resources page on the PA Adult Education Resources website and select a career cluster that is of interest to them. Have them access the links available under the Overview of Sector section of the outline to complete the AE Career Exploration Research Worksheet (Appendix A). Once completed, the information from the worksheet may be used for a variety of activities, such as creating a multimedia presentation or additional writing activities.
2. Select a free *20 Question, Jeopardy PowerPoint* or *Online Game Template* to create an industry specific game using information from the Overview of Sector links. These games may be used for a variety of purposes including an introduction to possible careers within a specific sector or to highlight careers that require an Associate degree. Other possibilities include a review of career-related vocabulary or employment trends for popular career choices in your Local Workforce Development area.
3. Use labor market data to develop standards based lessons, questions, or activities. The monthly PA Fast Facts and WIA Fast Facts are no longer being published. Those documents have been replaced by PA Monthly WorkStats and Quarterly PA WorkStats publications. Listed below are several suggestions for each publication.

PA Monthly WorkStats Publication

- Use the questions found on Page 1 to have students practice answering text dependent questions.
- Teach a lesson on bar graphs using the “How Have Jobs Changed in the Long Term” and “Change in Supersector Volume” graphs located on Page 2 of the publication. Use data presented on Page 3 of the publication to extend understanding of a yearly trend.
- Compare and contrast an example of a single bar graph, located on page 2 of the publication to a double bar graph, located on page 3 of the publication (Page 3).
- Divide students into groups and provide each student with a copy of the Local Area Unemployment Statistics (Pages 4 and 5) with the Special Points of Interest removed. Assign each group one of the data measurements on the page and have groups list as much information as possible about their assigned data within a specific time frame. When completed, each group shares information about their respective data with the class. Identify

Points of Interest that students included or ask additional questions to help students identify those Points of Interest.

- Use the initial and Continued Claims over the Past 26 Months (Page 6) to introduce reading and interpreting a double line graph.
- Use the Press Release articles (page 7) to teach CCRS reading and writing standards.
- Use definitions from Behind the Data (Page 8) to teach vocabulary development strategies.

PA WorkStats Quarterly Publication

- Use the questions found on Page 1 to have students practice answering text dependent questions.
- Use Quarterly Census of Employment and Wages-State and County Data, located on pages 2-3 of the publication, to develop data interpretation questions for students to solve.
- Use Industries of Interest-Growing and Declining Industries Data (Pages 4 and 5) to develop increasing complex data interpretation questions. Another activity would be to assign groups to graphically represent different types of data sets from either page or remove the Points of Interest from the pages and ask students to draw conclusions about the data provided.
- Have students review data and read Local Highlights (Page 6) to draw additional conclusions about the data presented or create increasingly complete questions for students to answer that relates to data being presented.
- Create data and text dependent questions for information presented in the Sector Highlight (Page 7). Provide the Sector Highlights page to students to answer teacher-developed questions.
- Use the interpretation of data presented in the New Hires-Statewide Overview and Workforce Development Area Overview (Pages 8 and 9) to develop data related questions. Provide students with data and have them work independently or collaboratively to answer them.
- Use definitions from Behind the Data (Page 8) to teach vocabulary development strategies.

Either publication may be accessed using the link below:

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=1217887&mode=2>

4. When presenting topics related to financial aid, introduce students to the Approved Training Provider List and Scholarship as potential resources to support their education. Clarify connection between High Priority Occupations and how programs are approved for the Training Provider List.

5. Select two industry specific Career Pathway maps. Have students develop a chart or graphic that compares and contrasts different sections of the maps, such as level of education, salaries, or duties/responsibilities). Extend the activity by having students complete a writing activity that summarizes the content included in the student developed graphic. .

6. Download career posters to display in classroom.
7. Use journal and magazine article links to teach CCRS reading/writing skills.
8. Use material listed under the Authentic Materials heading, such as handbooks, to teach CCRS reading/writing skills. Develop text dependent questions for students to answer based on the content of handbooks. Resources listed under the Authentic Materials heading of the outlines may be also be used in activities that compare and contrast fictional verses informational texts.
9. Provide students with several career specific resumes. Have students review duties and responsibilities associated with those careers. Have students view resumes from the perspective of an employer and identify positives/negatives of candidates based on viewed resumes.
10. Use commercial materials, such as the *Prepare chapters* from McGraw Hill *Career Companion Workbooks*, to deliver/reinforce basic skills instruction.
11. Use contextualized basic skills vocabulary lists to demonstrate how to use online vocabulary building tools, such as *Quizlet*, for additional practice and study.
12. Feature a weekly, sector specific activity/lesson developed from resources available under Curricular/Lesson Example links. The materials available under these links are comprehensive and extensive; however, it may be necessary to adapt them to meet the needs of your classroom.
13. Use the Career Videos under the Career Video heading to build listening, writing, or speaking skills. Ask students to summarize content of videos verbally or in writing.

Appendix A

AE Career Exploration Research Worksheet

Directions: Complete the following chart on ANY three careers that are listed under the career cluster that you have chosen. Be sure to include the cluster and three careers that you are exploring at the top of the chart and then answer the questions for each of the careers that you selected.

When you have completed this chart, please save as a Word document.

Career Cluster: _____

	Career #1:	Career #2:	Career #3:
What are 5 duties for this career?	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
What is the work environment like for this career?			
What education and training is needed for this career? Are there any local programs available where you can train for this career? List them.			
Describe three important qualities for this career.	1. 2. 3.	1. 2. 3.	1. 2. 3.

<p>What is the median or average pay for this career?</p>			
<p>What is the job outlook for this career?</p>			
<p>Is this a career that you think you would enjoy?</p> <p>Share three reasons why or why not.</p>			
<p>Write a paragraph to answer the following question:</p> <p><i>Of the three careers that you just explored, which one would be the best career option for you?</i></p> <p>Be sure to include at least three pieces of information from your research to justify your choice.</p>			