**W**

WORK READINESS

CERTIFICATE OF ACHIEVEMENT

This certifies that

In recognition of outstanding achievement and excellence, has met or exceeded all criteria as set forth on the reverse of this document, to be hereby granted all the rights, honors and privileges pertaining to the Work Readiness Certification Program.

THE   DAY OF   IN THE YEAR

Charles Weis, Ph.D
Ventura County Superintendent of Schools
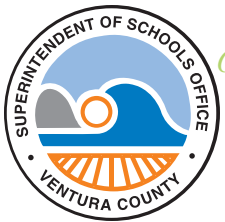
Commitment to Quality Education for All

www.vcss.k12.ca.us

J. Thomas Van Berkem
Chair, Workforce Investment Board of Ventura County

Building Our Future Workforce

WORKFORCE INVESTMENT NETWORK

www.wib.ventura.org

Employer Expectations - The student will:

✔ Discuss and understand job expectations regarding appearance, dependability, skills, and attendance.

Personal Qualities Essay - The student will:

✔ Discuss and understand the importance of responsibility, self-esteem, sociability, self-management, integrity and honesty as qualities needed for success in the workplace.

✔ Self-assess his or her own current maturity level for each personal quality.

✔ Write a multi-paragraph essay about the six personal qualities meeting Language Arts standards 1.1 (thesis, tone and focus), 1.3 (proper English usage) and 1.4 (legible work with correct usage of conventions).

✔ Revise the essay to meet Language Arts standard 1.9 (improve logic, coherence, word choice, and tone as needed for audience).

✔ Type and print a final copy of the essay using appropriate document formatting.

Job Search and Telephone Etiquette Techniques - The student will:

✔ Become familiar with a variety of job search methods.

✔ Practice reading and interpreting classified newspaper ads including the abbreviations contained within the ads.

✔ Use the ads to practice mock telephone calls to employers to request further information and/or request an interview.

✔ Demonstrate appropriate business telecommunication practices.

Mock Interview Techniques - The student will:

✔ Observe and understand the difference between good and bad interview responses.

✔ Practice and demonstrate good job interview techniques (Oral Communication Standard 1.11: Assess language and delivery affects mood and tone to make an impact on an audience), (Standard 1.0: Analyze interests of audience and choose effective verbal and nonverbal techniques for presentation).

Resume and Cover Letter - The student will:

✔ Prepare a resume suitable for a specific job or career pathway.

✔ Prepare a cover letter to accompany the resume. (Language Arts Standard 2.5: Writing a Business Letter with clear information, appropriate vocabulary and style, using conventional format).

Application Forms (JCC Registration, W-4,1-9, Master Application) – The student will:

✔ Read, interpret, and correctly complete all forms neatly and accurately.

✔ Receive a JCC registration card for entry and use at any local JCC.

Cal Jobs Research - The student will:

✔ Plan and conduct multiple-step information searches by using computer networks and modems (Standard 1.4).

Goal Setting - Plan Your Future - The student will:

✔ Discuss and understand income versus cost of living in Ventura County.

✔ Calculate earnings versus expenses in real life scenarios.

✔ Discuss and weigh the advantages of "planning" or "not planning" one's future (Listening & Speaking 1.1).

✔ Use basic mathematics computations to plan a real life monthly budget.

✔ Orally explain and defend budget choices (Listening & Speaking 1.1).

Portfolio - The student will:

✔ Understand the value and purpose in developing a portfolio including preparation of the components for use in future employment interviews.

✔ Compile formal documents completed in this course into a portfolio (cover letter, resume, essay, work certification certificate).

STUDENT PERFORMANCE EVALUATION

SKILL	COMMENTS
Attendance	
Participation	
Portfolio Product Completion	
Communication Skills: Reading	
Writing	
Speaking	
Listening	