

Arizona Post-secondary and Career Literacy | Best Practices

Each student should have an individualized learning plan to help make decisions about career and post-secondary (PS) education or training, to plan a course of study, and to make financial aid assessments with family members.

By the end of 8th grade	By the end of 9th grade	By the end of 10th grade	By the end of 11th grade	By the end of 12th grade
Student should be supported to: - complete a career cluster survey - attend a career day - complete a unit on education planning - be exposed to a financial literacy unit in a course or workshop A student should know: - the concept of career clusters of interest - relationship between community service/ extracurricular activities and PS /career goals - engage in quality career exploration curriculum - be exposed to LMI related to workforce needs locally and nationally	Student should be supported to: - revisit career cluster interest survey and take a career interest survey - complete an orientation to career clusters - attend a PS options workshop - meet with a counselor to discuss coursework and PS/ career plans - begin determining eligibility for AP courses - outline a plan for community service and extracurricular activities related to PS plans - complete a financial aid assessment with a family member - engage in at least one WBL opportunity A student should know: - one or two career clusters for further exploration and development - the relationship between HS coursework, attendance, and grades to PS plans - importance of community service and extracurricular activities to PS and career plans - general cost ranges of various PS options	Student should be supported to: - visit at least one workplace aligned with career interests - complete an orientation course to a particular career cluster or cluster grouping - select a career pathway (CP) within a career cluster of interest - continue determining eligibility for AP courses - identify 2-3 adults to support the student through the PS and career selection process - review coursework, and PS/ career plans - understand PS affordability and make adjustments to plan appropriately - engage in at least two WLB opportunities A student should know: - educational requirements, cost, expected entry level, and midpoint salary for occupations in selected CP - different types of PS credentials and institutions - general timing of PS entrance exams and applications - benefit of early college credit opportunities to PS access and completion	Student should be supported to: - revisit the career survey - participate in a mock job interview - create a resume and personal statement - identify an internship opportunity related to CP - determine readiness for college-level coursework in math/ELA and enrollment in either “catch up” or “speed up” course - complete or enroll in at least one early college credit opportunity - attend a college fair - visit at least 3 PS institutions - take at least one college entrance exam - Research scholarship opportunities A student should know: - application deadlines, test timing, cost, and preparation for industry-based certification for CP - career attributes related to career interests - entrance requirements, including application deadlines, for expected PS programs of study 3-5 match schools, one safety, one reach school for PS program of study - financial aid deadlines for chosen PS options - deadlines and application process for scholarships - negative impact of remediation on PS goals	By 12/31 of 12th grade a student should have: - completed 3 or more admissions applications to PS institutions - met with a school counselor to ensure all steps in the PS admissions process are completed on time - attended a FAFSA completion workshop - completed the FAFSA The end of 12th grade a student should be supported to: - address any remedial needs in math/ELA - obtain an internship opportunity related to CP - if applicable, receive industry-based certification(s) related to CP - complete one or more team-based challenges or projects related to CP - attend a financial aid award letter workshop A student should know: - how CP courses and experiences articulate to degree programs at PS options - estimated cost of each PS option - affordability of PS options in relation to expected entry-level career salary and anticipated debt - terms and conditions of any scholarship or loan

Key:

- Advanced Placement = AP
- Career Pathway = CP
- Concurrent Enrollment = CE
- Dual Enrollment = DE
- Labor Market Information = LMI
- Post-secondary = PS
- Work-based Learning = WBL