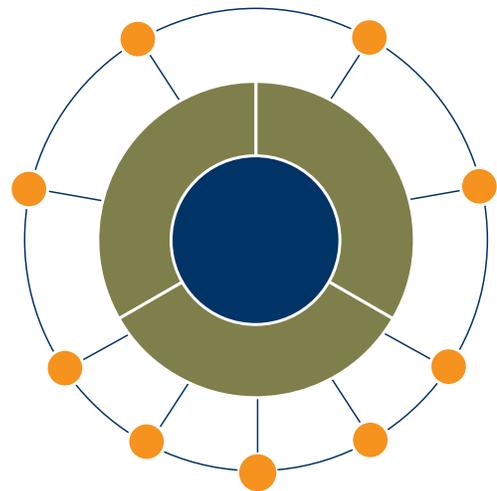


EMPLOYABILITY SKILLS FRAMEWORK

Overview of the Employability Skills Framework Resources

September 2020

This overview summarizes selected resources related to the Employability Skills Framework and provides tips for their use by target audiences.



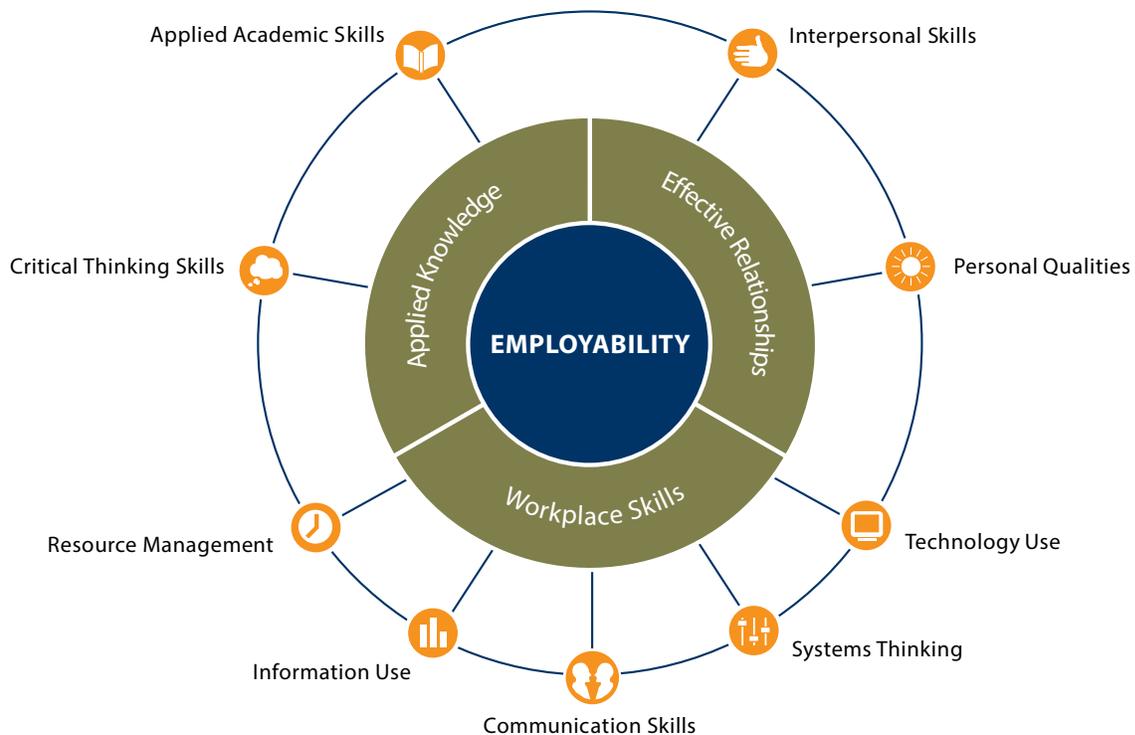
Background

The Employability Skills Framework was developed in 2012 with funding from the U.S. Department of Education to advance a unifying set of employability skills that span the workforce development and education sectors. Framework development was guided by career and technical education, adult education, workforce development, and business stakeholders. To explore the skills identified in the framework, see the appendix at the end of this overview or visit <https://cte.ed.gov/initiatives/employability-skills-framework>.

The Employability Skills Framework also included tools and resources to support the instruction and assessment of employability skills at all levels. These resources remain especially relevant in the context of the *Workforce Investment and Opportunity Act of 2014 (WIOA)* and the recent reauthorization of the *Strengthening Career and Technical Education for the 21st Century Act (Perkins V)*. WIOA, for example, includes employability skills as a key component of workplace preparation activities for education and training programs.

EXHIBIT 1

Employability Skills Framework



Resources



EMPLOYABILITY SKILLS FRAMEWORK

Describes a set of nine key skills, organized in three broad categories: Applied Knowledge, Effective Relationships, and Workplace Skills.



INTERVIEWING FOR EMPLOYABILITY SKILLS

Provides a list of sample interview questions aligned to the Employability Skills Framework for use by employers and educators to help job candidates describe their employability skills in an employment interview.



SOURCE MATRIX

Illustrates how the Employability Skills Framework aligns with selected employability skills resources, including the sources used to develop the framework.



ASSESSMENT SELECTION TOOL

Describes criteria for selecting an employability skills assessment and provides a worksheet for comparing assessment resources to selection criteria.



INSTRUCTION PLANNING TOOL

Provides a tool for reflecting on the extent to which employability skills are currently integrated into education and training programs and identifying opportunities to further emphasize skills where there are gaps.

Tips for Using the Resources

EDUCATORS

- Review the Employability Skills Framework and identify the skills that are already part of your instruction.
- Partner with employer and industry representatives to design curricula, programs, and lessons to teach the employability skills most important to your local labor market.
- Consider the relationships among employability skills standards and assessments and select from various instructional resources to integrate skills into instruction.
- Prepare students to demonstrate employability skills in job interviews and at work.

EMPLOYERS

- Review the Employability Skills Framework and identify the skills most important to your workplace.
- Communicate your skill needs to your education and workforce training partners to help design curricula and training programs.
- Partner with schools, community colleges, and adult education and training programs to help develop skills.
- Consider the extent to which current and prospective employees possess employability skills.

ADMINISTRATORS

- Support partnerships among employers, schools, community colleges, and adult education and training programs to help identify and develop priority employability skills.
- Identify the employability skills being taught in your state or local program, and share these results with local businesses and other stakeholders.
- Consider the relationships among employability skills standards and assessments and select from various instructional resources to support educators and training providers.
- Review the key considerations for selecting an employability skills assessment for your state or local program and compare various assessments to selection criteria.

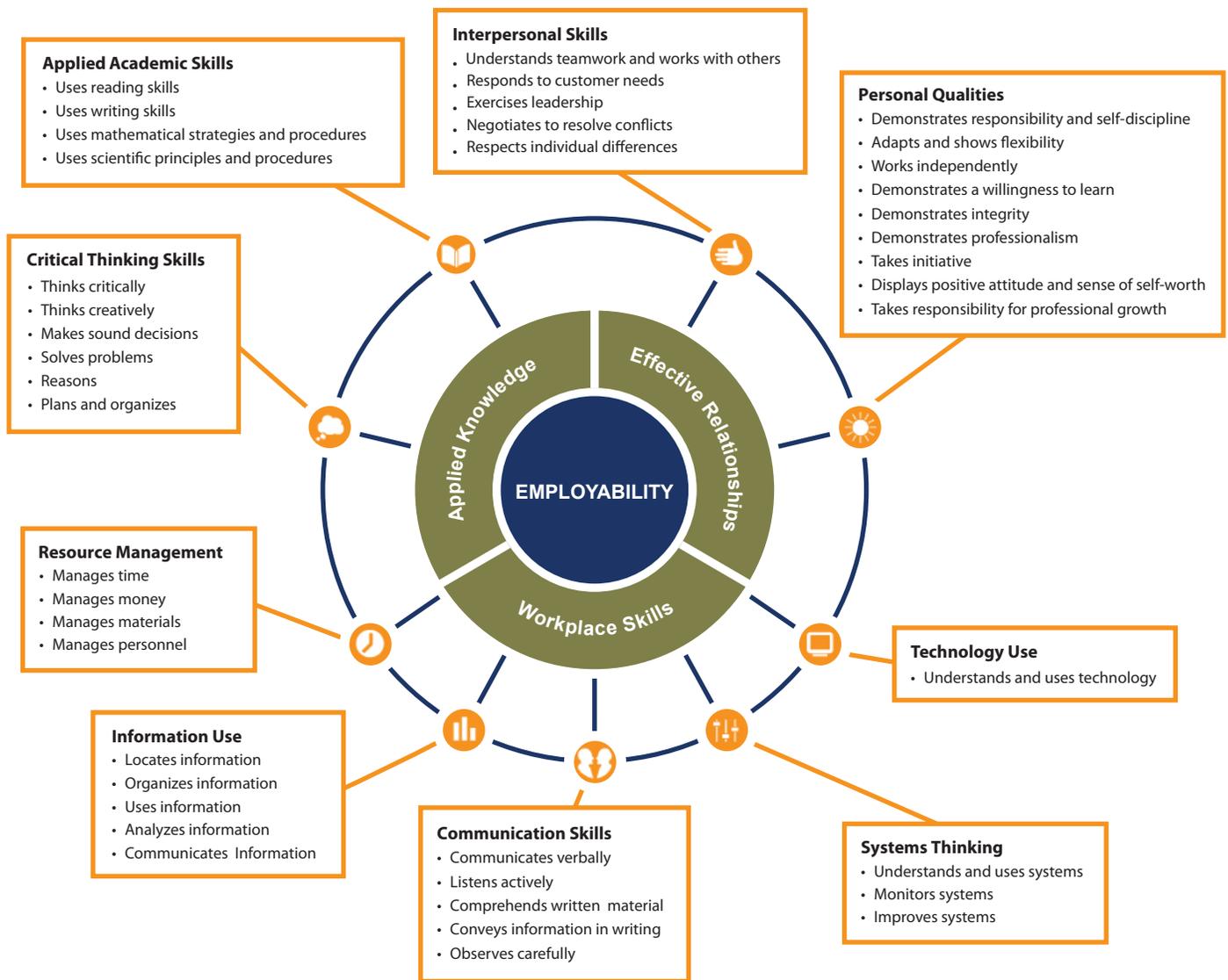
Appendix

This section includes a 1-page summary of the Employability Skills Framework. To download the resources described in this Overview, visit <https://lincs.ed.gov/state-resources/federal-initiatives/employability-skills-framework>.

EMPLOYABILITY SKILLS FRAMEWORK

Employability Skills: A Crucial Component of College and Career Readiness

Individuals require many skills to be college and career ready, including academic knowledge, technical expertise, and a set of general, cross-cutting abilities called “employability skills.”



Common Framework for Employability Skills

The Employability Skills Framework advances a unifying set of skills that cuts across the workforce development and education sectors based on an inventory of existing employability skills standards and assessments.

The Employability Skills Framework was developed as part of the Support for States Employability Standards in Career and Technical Education (CTE) and Adult Education project, an initiative of the Office of Career, Technical, and Adult Education, U.S. Department of Education. Framework development was guided by CTE, adult education, workforce development and business organizations, and twelve federal agencies.

<http://cte.ed.gov/employabilityskills>