

## Phoenix Workforce Connection Youth Program

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### **BACKGROUND**

Youth Development is defined as a process which prepares young people to meet the challenges of adolescence and adulthood through a coordinated, progressive series of activities and experiences which help them to become socially, morally, emotionally, physically and cognitively competent. Positive youth development addresses the broader developmental needs of youth, in contrast to deficit-based models that focus solely on youth problems. (National Collaboration for Youth).

The PWC Youth Program System conducted a strategic planning process, which culminated in an Improvement Plan that incorporates and adopts a systems approach to meeting the needs of WIA eligible youth. The first action was to develop and define standards for the Youth Learning System. The standards that the WIA Youth System has adopted include the Workplace Skills Standards from the Arizona Department of Education.

### **POLICY**

In order to align the WIA Program with the Arizona Education System, the Workplace Skills Standards are intended to provide **guidance** when training WIA eligible youth. In today's competitive job market, the minimum skills needed by the youth are set at a higher standard by the employer. Those higher standards are typically soft skills, which complement hard skills. In order to ensure success in the workplace, youth must be trained in both hard and soft skills.

### **Workplace Skills Standards**

The Workplace Skills Standards are designed to be integrated into the traditional curriculum at all levels and are most effectively learned in the context of an integrated effort involving parents, educators, business partners, and members of the community. Student acquisition of critical workplace skills, with an emphasis on application, is a developmental process which encompasses an individual's entire lifetime. The demonstration of these skills is essential for individuals and contributes to the foundation of an educated citizenry.

The Workplace Skills Standards are identified by grade and attainment levels. The attainment levels are Proficiency (Grade Level) and Distinctions (Honors). The goal of the WIA Youth Program is to ensure participants master the Grade Level Proficiency by integrating the standards in the youth provider's day-to-day operations.

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### ***Workplace Skills Standards***

#### ***STANDARD 1***

Students use principles of effective oral, written and listening communication skills to make decisions and solve workplace problems.

#### ***STANDARD 2***

Students apply computation skills and data analysis techniques to make decisions and solve workplace problems.

#### ***STANDARD 3***

Students apply critical and creative thinking skills to make decisions and solve workplace problems.

#### ***STANDARD 4***

Students work individually and collaboratively within team settings to accomplish objectives.

#### ***STANDARD 5***

Students demonstrate a set of marketable skills which enhance career options.

#### ***STANDARD 6***

Students illustrate how social, organizational and technological systems function.

#### ***STANDARD 7***

Students demonstrate technological literacy for productivity in the workplace.

#### ***STANDARD 8***

Students apply principles of resource management and develop skills that promote personal and professional well-being.

### **ADDENDUMS**

Workplace Standards

[www.ade.az.gov/standards/ProficiencyDistinction/ProfWORKPLACE.pdf](http://www.ade.az.gov/standards/ProficiencyDistinction/ProfWORKPLACE.pdf)