

Cold Hollow Career Center Transferable Employability Skills Rubric

Transferable Employability Skills are the skills that employers demand. These skills can be applied to a variety of personal and professional situations. Every CHCC program is committed to ensuring that all students have opportunities to develop these skills.

Scoring guides available for all performance indicators.
 1=Emerging 2=Developing
 3=Proficient 4=Accomplished

Student _____ Qtr/Yr _____

COMMUNICATION

Goal: Student demonstrates clear and effective communication

Performance Indicators	Score
Consider the audience when communicating	
Use appropriate language	
Communicate clearly and effectively	
Listen for understanding	
Ask questions and provide feedback	

PROBLEM SOLVING

Goal: Student demonstrates creative and practical problem solving

Performance Indicators	Score
Observe, Identify and define problems	
Analyze problem, (ask questions)	
Generate solutions	
Use a range of tools and a repeatable process	

TEAMWORK

Goal: Student demonstrates trustworthiness and reliability

Performance Indicators	Score
Work well with others	
Be respectful to all team members	
Participate actively	
Give and receive constructive feedback	

LEADERSHIP

Goal: Student demonstrates quality leadership

Performance Indicators	Score
Influence others	
Demonstrate vision	
Maximize the efforts and strengths of others	
Model ethical behavior	

SELF-DIRECTION

Goal: Student demonstrates taking responsibility for self and learning

Performance Indicators	Score
Demonstrates initiative	
Be flexible	
Identify opportunities for growth	
Set goals and work to accomplish them	
Take responsibility for your actions and decisions	

WORK READINESS

Goal: Student demonstrates strong work ethic

Performance Indicators	Score
Show up, be on time, and be prepared	
Follow instructions and meet expectations	
Work efficiently and stay on task	

GRIT

Goal: Student demonstrates perseverance and resourcefulness

Performance Indicators	Score
Overcome setbacks and challenges	
Advocate for your needs	
Work past "Good Enough"	
Step out of your comfort zone	

ATTITUDE

Goal: Student demonstrates positive/appropriate attitude

Performance Indicators	Score
Show empathy	
Be respectful of self and others	
Be eager to learn and grow	
Be willing to ask for help	
Accept feedback and adjust accordingly	

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February 21, 2017

Rep. David Sharpe, Chair
House Education Committee
Room 32
115 State Street
Montpelier VT 05633

Dear Representative Sharpe and the House Education Committee,

My name is Matthew Stanley, I am a senior at Enosburg Falls High School studying Business Leadership at Cold Hollow Career Center. Before I started Business Leadership Studies at CHCC, I had no clue what I wanted to do with my future. I knew I wanted to go to college, but that was it. One of the first things we did in business class, was work on our visions for where we saw our future selves, without barriers. In the process we thought about where we wanted to live, what jobs we had, how we were doing financially, healthwise and in other aspects of our lives. This was significant for me because I could never really see myself in the future, I was always coming up against barriers that did not exist. A couple of months later, we dived into our Career Exploration unit. We took multiple assessments and researched to see what careers would best fit our strengths, abilities, and aptitudes. In this unit, I started off thinking that I wanted to go into Public Relations, and it wasn't until I was placed in a job shadow at Brandthropology, a marketing firm in Burlington, that I discovered I was more interested in marketing.

One of the greatest opportunities I have had in career and technical education, is access to DECA. As I mentioned previously, my CTE experience has allowed me to better visualize my future, and DECA has only enhanced this experience. My first year in DECA I competed at the Vermont Career Development Conference in the Marketing Communications individual event, and placed second overall. This signified to me that I was heading down the right path, due to the fact that I was competing against students who had been studying this content for years. Because I placed second overall in my category, I received a \$1,500 scholarship to Southern New Hampshire University. This was the icing on the cake, because I had already been looking into the college, and the scholarship helped solidify that this was going to be the right college for me. This year at our Vermont DECA competition, I competed in the Marketing Communications event again. I placed first overall in my category, and on top of that I also had the highest written

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exam score in the state. I also placed first in the Public Speaking competition. If I had not taken Business Leadership Studies at Cold Hollow Career Center I would not have been able to experience DECA and develop my leadership and technical skills outside of school.

I feel that a career and technical education should be available to all Vermont high school students. If I am going to be honest, I feel that a career and technical education does a better job at preparing students for life after high school, than just a high school education does. It helps students understand what will be asked of them in their jobs, and in college. High school is a time to explore what we are passionate about, and I feel that being stuck at a desk all day long, is not conducive to discovering our passions. On top of being able to discover our passions, students who have a career and technical education have more opportunities than your average highschool student. For example, the ability to take two more free college classes through the Fast Forward program, on top of the two free courses we receive through the dual enrollment program at our sending high schools. Lastly, students who have a career and technical education have more access to clubs associated with their passions including DECA, Skills USA, FFA, and FBLA. These Career & Technical Student Organizations provide opportunities to connect with industry professionals, network, travel, earn industry recognized credentials, scholarships, and develop essential transfer skills valued by employers.

Here is the one thing I am asking this committee to explore and support: develop and support strategies and practical frameworks to make CTE available to all highschool students in Vermont. When we do, we are setting Vermont and our greater community up for a successful future.

Sincerely,

Matthew Stanley

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February 20, 2017

Rep. David Sharpe, Chair

House Education Committee, Room 32

115 State Street

Montpelier, VT 05633

Good morning!

My name is Jessie Paron and I would like to talk about how career and technical education has prepared me for the future in the most professional way possible. I have had many opportunities to expand my social equity and be exposed to new and professional environments. Without business class, I wouldn't have had the chance to network with important people, businesses, and organizations like I do today. For example, here I am today in the Statehouse, getting the amazing opportunity to talk to you representatives about how CTE has changed my life for the better.

An important skill I got to work on in Business class was learning how to create a professional resume. Because CTE teachers have a background in industry we have access to mentors that can help us develop skills valued by and relevant to employers. My Business teacher helped us to create well thought out and organized resumes that meet current industry expectations. We critiqued and revised them until the documents were ready to be used. We then got the chance to attend the Career and Job Expo in St. Albans, where I completed a "mock interview," to enhance my job interview skills. I talked with businesses there about my intended major and what I want to study in college. I also submitted my resume for a contest at the exposition. Out of hundreds of student resumes submitted, the awards went to students in my class, including me.

In my first year of Business Leadership Studies, I was introduced to DECA; an international organization that prepares emerging student leaders and entrepreneurs in areas of business. I have been able to attend local and national conferences and competitions. This year I am co-president of my chapter and have been able to lead our action plans around community service, advocacy, and fundraising. Last year, I stepped

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out of my comfort zone and competed for Apparel and Accessories Marketing at the State Competition. I placed second in my category. This year I competed again, but for Retail Merchandising and took first place. In April, this year my fellow DECA members and I will be attending Nationals in Anaheim, California. If I wasn't a CTE student, I wouldn't have had the amazing opportunities to be exposed to such diverse, social, and professional environments. I am grateful to be a Vermont CTE student where I feel so welcomed and valued as a young leader.

As a result of CTE, I feel prepared for my future professional endeavors including college, interviews, work, and speaking in front of large audiences. This brings me to my main point: CTE should be accessible to all Vermont high school students. High school may meet student needs for academics, but studying at a career and technical center allows us to participate in real-life, hands-on activities that enables students like me to become strong leaders in the community, enhancing democracy, strengthening our economy, and developing our Vermont businesses and organizations. What I want you, our elected officials, to take away from this is that CTE greatly enhances student pathways for success and should be accessible to all students in Vermont.

Sincerely,

Jessie Paron

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February 22, 2017

Rep. David Sharpe, Chair
House Education Committee
Room 32
115 State Street
Montpelier, VT 05633

Dear Representative Sharpe and the House Education Committee,

My name is Hunter Boylan-Robinson from Enosburg Falls High School. I am enrolled in Business Leadership at Cold Hollow Career Center. My experience as a CTE student has helped me grow so much. It has opened me up to new experiences and has forced me out of my comfort zone. Before coming to Cold Hollow I assumed I would be finishing my junior and senior years of high school in the usual way, taking the required classes to graduate. I was determined to go to a certain college and take the usual route to get there. I would never have thought of coming to Cold Hollow Career Center. It was never on my radar. My Guidance Counselor and I talked about how it would be a good experience. The day I shadowed CHCC I knew it was the place for me. Even though I knew I wanted to go into the Culinary Arts field I began to understand that I could take the skills from the Business program and transfer them into my pursuit of a Culinary Arts career.

Business Leadership has helped me get out of my comfort zone. It has helped me get outside the classroom and take important risks in life. One experience that has impacted me has been through my participation in DECA. DECA is an international association of emerging student business leaders. Just this past Friday I competed at the Vermont DECA Career Development Conference that took place at the UVM Davis Center. I competed in Food Marketing and had to do two role plays. The role plays were situations that have to do with my category. For example, one of my role plays asked me to play the part of a manager of a grocery store. I had to come up with specific marketing strategies. At the end of the day, I walked away with four medals and a lot of confidence in myself. DECA has opened me up to a whole new world. If it wasn't for DECA that I wouldn't have the confidence I have now.

At Cold Hollow Career Center we have an employability rubric. The skills include: work readiness, teamwork, self direction, problem solving, leadership, grit, communication, and attitude. During my first few weeks at Cold Hollow I was talking about my passion for cooking and staff lunch. My Advanced Foods class prepares and serves the school staff every Friday. When my Business Leadership teacher approached me about how the staff here at Cold Hollow do potluck lunch each Friday and it wasn't working well, I had a solution. I planned how we were going to get the food over to Cold Hollow and how to keep the food warm during

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transport. In the end, we came up with a way that Cold Hollow would be able to get staff lunch each Friday. It was a real life situation that allowed me to practice my employability skills with tangible outcomes. I have gained so much just from this experience. I have learned that I can combine my passions and my employability skills to make a difference.

Another great advantage of being here is I can earn up to nine college credits. The nine college credits include: Dale Carnegie Course, High Impact Presentations, Intro to Business, and Business Internship. I am saving myself and my family money by being a Business Leadership student. These courses could save me between \$4,000-\$14,000, depending on the college I choose. Even if students don't know a lot about business or what they want to do with their life, CTE programs have tremendous value for students and our communities.

Recently I shadowed the Culinary Arts program at Northwest Technical Center in St. Albans. I am determined to get more experience about culinary arts and heard about their program. When I shadowed I fell in love with the program and knew this was the place for me. I applied, and a few days later I got a letter in the mail saying that I was accepted into the program. I will be a full-time CTE student my senior year of high school next year. I will take Culinary Arts in the morning and Business Leadership in the afternoon.

So far, based on my experience, at Cold Hollow Career Center what I want to have happen is to have CTE programs available to every student in Vermont. The benefit of this would be more students in active environments learning valuable skills that result in win-win outcomes.

Sincerely,

Hunter Boylan-Robinson

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February 14, 2017

Rep. David Sharpe, Chair
House Education Committee
Room 32
115 State Street
Montpelier, VT 05633

Dear Representative Sharpe and the House Education Committee,

When I first started at Cold Hollow, I walked into a classroom with people I didn't know. During my first few weeks I had made one of my best friends. The whole class became a family and our teacher is one of the nicest teachers I've had. She is always there for us when we need her. Coming to Cold Hollow, I was a shy person and didn't really talk to many people. I wasn't really a person that would get up in front of a group and share my thoughts and ideas. Now being involved in Career and Technical Education I have had the chance to expand my horizons. I have been able to do things I didn't think I would be able to, including speaking to you today.

At Cold Hollow, I have had the opportunity to take more college courses and earn college credits. I had the opportunity to take the Dale Carnegie Course and this experience helped develop my confidence, people skills, and communication skills. Most importantly, it had an extremely positive impact on the size of my comfort zone. We had several students from other programs at Cold Hollow, come in to take the course with us. This also helped me build better relationships with people I didn't know. We also have the opportunity to do work-based learning through out co-op program. This semester I will be working in a local elementary school and a daycare facility in order to give me exposure and experience working with children. This connects directly to my career plan.

Career and Technical Education focuses on academic, technical and employability skills. I think one of the most important skill sets we focus on are the transferable employability skills. I've been able to develop my problem solving and leadership skills. I am now more skilled at problem solving and I see this as one of my strengths. Leadership was my weakness, so I have been able to set goals and work on it with coaching and support. Even getting up in front of you and doing this today is helping me grow. I've been able to apply these skills outside of class. As a member of OVX, a youth tobacco prevention advocacy program, I was able to conquer my fear and speak up about issues that I'm passionate about. I was able to problem solve and with preparation even had the courage to be recorded for a feature that ran on our local news.

I believe all students in Vermont should have access to Career and Technical Education programs because they prepare us for life outside of school. We get many different opportunities that help us prepare for our futures, including college, work, the military, or volunteering. When students have access

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to CTE programs they can work on skills that will move them forward toward their career and life plans. What I am asking you to do is to continue to support CTE, so Vermont students can expand their horizons and gain the skills to be leaders in their jobs and communities.

Sincerely,

Deanna McAllister

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February 22, 2017

Rep. David Sharpe, Chair
House Education Committee
Room 32
115 State Street
Montpelier, VT 05633

Dear Representative Sharpe and the House Education Committee,

Throughout life, especially toward the end of our high school career, we are constantly asked questions like, "What do you want to do when you grow up?" and "Where do you want to go to college?" Some people know the answers to these questions, and some have a general idea. My name is Abby Fadden and I am a junior at Enosburg Falls High School as well as a Career and Technical Education student enrolled in the Business Leadership program at Cold Hollow Career Center.

I have spent the first two and a half hours of each day of my junior year in a room with thirteen other students. While this sounds similar to a regular high school class, Business Leadership and CTE programs as a whole have had an impact on my life that no regular class at school like Chemistry or Algebra II could have had. Prior to entering the Business Leadership program I didn't have the slightest idea about my plans for the future. The thought of having no idea or set plan was disconcerting to me. I enrolled in the Business program because it seemed the most flexible; it wasn't like choosing a set path such as the medical or automotive program which seemed like they implied a specific career path.

The first two units of study in Business Leadership I, called Foundations for Success and Career Exploration, assured me that this was the program for me. In the first two months of my junior year, I spent half of my school day focusing solely on my personal goals, vision and personal development. During this time I was able to establish a rough vision in terms of the next few years of my life as well as identify a career in which I am generally interested in pursuing. This

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career path is Marketing. I would not have experienced this growth and development attending regular high school classes. I have been able to prepare for my future as well as grow my skills in terms of leadership, communication and confidence. I believe Career and Technical Education is for anyone, not just the stereotypical student who struggles in school and will start their career right of high school. CTE has much more to offer. It has changed and impacted my life in a significant way.

This is why I'm asking you, our elected representatives, to work to support access and funding for CTE programs across the state of Vermont for all students.

Sincerely,

Abby Fadden

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February 14, 2017

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Room 32
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Dear Representative Sharpe and the House Education Committee,

When I first started at Cold Hollow Career Center I started out in the Medical Careers program because that's the path I want to go on. After going to the class and sitting through a couple of sessions I could tell that it wasn't a good fit for me. I talked to the Director and told him that I wanted to shadow Business Leadership. After the shadow, I loved the class and already left like I was part of the family. Although I was coming into a classroom with people I didn't know, throughout my first few weeks in Business Leadership I had made one of my best friends, and the whole class became my second family. We all became so close. The sense of community has contributed to my growth. Our teacher is one of the nicest teachers I have had in my highschool career. The fact that in CTE we get to spend so much time with our teachers and fellow classmate has a significant impact on the the learning environment.

At Cold Hollow, I have had the opportunity to take college courses and earn college credits. Yes, I know we can take college classes at our high schools too, but the additional opportunities at our career and technical centers means we can really get ahead. I also had the opportunity to take a course called Dale Carnegie Skills for Success, it was also another experience that helped with my confidence and comfort zone.

At Cold Hollow, all programs focus on employability skills that help us prepare for what is coming in the future of our careers and professional lives. We also get the opportunity to co-op out and work in in the fields that we are interested in. This gets us ready for the work world. Career centers also offer clubs. For example, in Business Leadership our club is DECA. Students learn and develop technical and transferable skills through DECA. It's a way to gain confidence and a way to try new things we haven't done before. My first year being apart of DECA I didn't do so well at our state competition. I didn't get any medals or scholarships, but when we went again this year I got second place and brought home 4 medals and a scholarship to VTC. During both competitions, the most valuable thing I took away was a greater sense of self-confidence.

When first joining Business Leadership my confidence was very low. I didn't get out and do much in or out of school. I always kept to myself and my self esteem was low. Over the past two years I have learned a lot from my teacher and from my classmates and my self-esteem has really grown. As I go on with life I want to work to become a Medical Assistance. Confidence is a huge deal in this field. Going into this field I can't have the attitude of "oh you can't do this". I need to be willing to grow and learn

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from mistakes. My CTE experience has helped me develop a positive attitude and the kind of grit I will need to be successful in the future.

Students in Vermont should have access to Career and Technical Education programs because they prepare us for life. We also get many different opportunities to develop skills in practical, hands-on environments. What I want you to do is work to support CTE programs across the state, so students can expand their horizons and develop technical and transferable skills necessary for the future. Career and Technical Education made a difference in my life, let's make sure it can make a difference in the lives of more students in Vermont!

Best regards,

Alexys Tipper

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February 22, 2017

Rep. David Sharpe, Chair

House Education Committee, Room 32

115 State Street

Montpelier, VT 05633

Dear Representative Sharpe and the House Education Committee,

My name is Allison Parent and I've been a student at Cold Hollow Career Center going on two years. My time there has been more valuable and applicable than the four years at my high school. Coming into Business Leadership I expected to learn how to be a business owner and basic professional skills. I learned all of that and so much more. Within my first semester at Cold Hollow not only did I figure out what I want to do, I developed a career plan, made connections within the industry, and identified path to get there. Being able to say with confidence that I knew what I wanted to do after high school, as a junior, was amazing. It's something most students don't have the help or resources to be able to say.

Possibly my favorite part of Junior year at CHCC, was taking the Dale Carnegie Course. Dale Carnegie is an accredited course for real world professionals. This course develops communication, leadership, teamwork, and presentation skills. During this course I learned to speak to many people about issues I never felt comfortable talking about. I have built and maintained strong relationships with the other people who took this course. I owe a huge part of my success in the past year to Dale Carnegie Training.

Also as a junior I learned personal financial literacy, a skill area I previously had little to no knowledge in. Right now there is only one financial literacy course taught at my highschool but many students either don't have the opportunity or time to take it. Financial literacy significantly separates us, tech students, from many high schoolers. Many of us already have

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created personal budgets, and can be confident and aware in the near future when it comes to student loans and other financial obligations.

Another important part of my experience at Cold Hollow has been DECA. DECA is an organization that prepares students going into marketing and other business related careers. This year and last year I competed at the Vermont DECA Career Development Conference which involves an exam and two interviews. Both years I won first place. This past year I also competed in public speaking which resulted in me speaking about my personal story to all of Vermont DECA.

The most significant work that is done for all students at Cold Hollow is our work with employability skills. Our employability skills include communication, leadership, teamwork, grit, self direction, problem solving, attitude, and work readiness. These eight areas are applicable in all work environments. They are essential to being successful. Most people don't get the chance to be exposed to skills like these until after high school, through work experience. Not only do we get the opportunity to learn about these skills as high schoolers, we master them. We earn real work experience, preparing us to take on anything after high school.

What I'm asking you to do is work to make career and technical education more accessible. All Vermont high school students deserve the chance to be prepared for their future.

Sincerely,

Allison Parent

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