

## WORKPLACE READINESS SKILLS

Virginia's new list of 21 Workplace Readiness Skills requires the attention of CTE Teachers and administrators this fall.

All the details and resources you need to implement this change in the curriculum are online at [Virginia's CTE Resource Center](http://virginias.cteresource.org) website.

The 21 skills are listed individually in each course framework in Verso and at the top of the list of skills. These skills are listed first to emphasize their importance and to remind teachers that each of these skills is designated "essential" and teachers are required to teach them in all CTE courses. Teachers must rate each student on his/her performance of the skills on the student competency record for each course.

VERSO now has a complete set of resources to help teachers implement the new skills and integrate them into the classroom. To view these, please go to <http://cteresource.org>, click on Verso, then a program area, then a specific course. You will see the skills list and instructional resources for each skill.

## EMPLOYMENT NEEDS DATA

Administrators use Employment Needs Data to prepare new course forms, complete local plans, and prepare plans of study. We can help you find the data you need. Call or email us. [Trailblazers@virginia.edu](mailto:Trailblazers@virginia.edu) 434-982-5582

## COMPLETER FOLLOW-UP

The 2010 Completer Follow-Up Survey was a great success this year, thanks to hard work from teachers and administrators across the state. Virginia met the target 75% response rate, a tough goal and a remarkable achievement. Feedback from the survey will be available to school divisions later this year. The 2011 survey will begin next March.

The gender pay gap is narrowing, but only college graduates are getting ahead

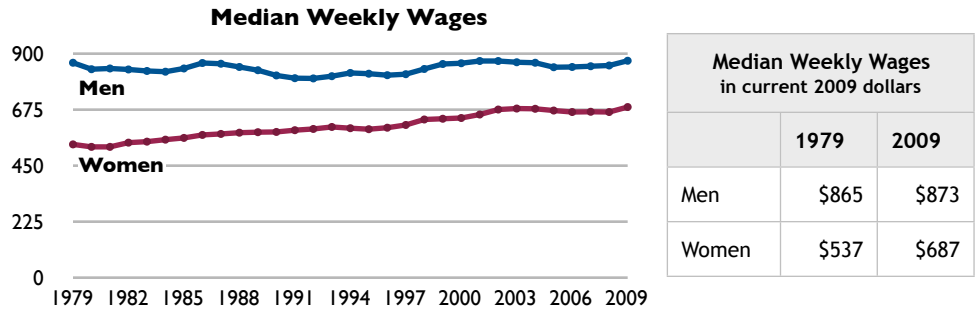
## The Gender Pay Gap

### The Good News is ...

The pay gap between men and women has been shrinking over the past 30 years. In 1970, women earned about 60% of what men did. In 2009, they earned about 79% as much.

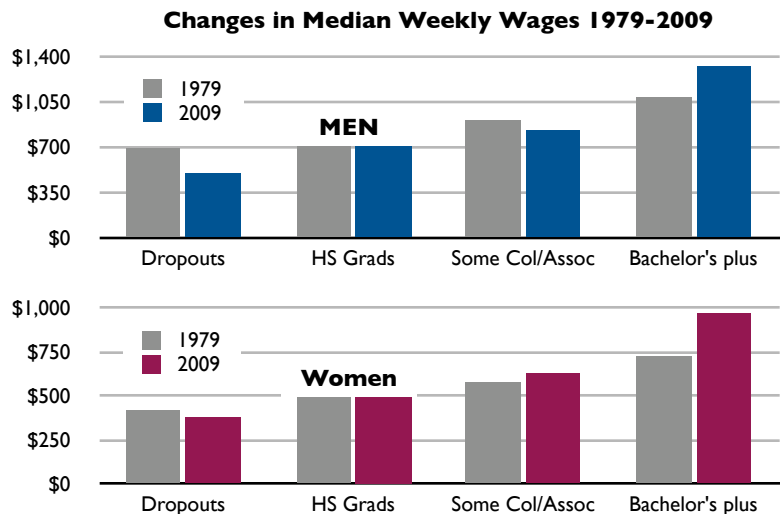
### The Bad News is ...

Women are catching up, but men aren't getting ahead. Calculated in current dollars, men are earning almost the same median wage now that they earned in 1979. All of our technological development isn't pushing up wages for the average guy.



### The Real Story is ...

Real wages are rising for those who earn a bachelor's degree. Many others are earning less every year. In 1979, men with no HS diploma earned a median wage of \$694 weekly; by 2009 they only earned \$500. Even men with associate's degrees earn less today than they did 30 years ago, though women with this degree are earning more. However, both men and women with bachelor's degrees have seen real growth in earning power.



Source: *Highlights of Women's Earnings in 2009*. Report 1025. US Bureau of Labor Statistics, June 2010

CTERS User's Manual, February 2010

## Which Courses/Programs Are Nontraditional

The **Carl Perkins Act**, which contributes significant funds to Virginia's CTE programs, requires school divisions to encourage and increase the enrollment and completion rate of nontraditional students. According to the *Guide for Program Improvement for Perkins IV: Nontraditional CTE Program Participation and Completion*:

“to comply with the accountability requirements of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV), states and locals will need to report on the participation and completion of students in nontraditional career and technical education (CTE) programs at the secondary and postsecondary level. States and locals will also need to disaggregate their data by gender, race/ethnicity and special population status.” (p. 1)

In addition,

“The Perkins IV accountability requirements now include provisions requiring states and locals to do more than just report the data. The new requirements include the implementation of improvement plans when states or locals are not meeting their negotiated performance measures and eventually sanctions, or loss of funding. In addition, states and locals are required to use the data to identify performance gaps between the disaggregated populations and all CTE students when reporting data, developing state and local plans and when developing improvement plans.” (p. 1)

Virginia's *CTERS User's Manual* contains all the instructions and regulations for reporting on nontraditional students in the SEDF and the Completer Demographics Report. It also contains the official list of state nontraditional courses and programs. This list designates each of the programs and courses that is nontraditional for females and each that is nontraditional for males. Students are *only* considered nontraditional if they are of the nontraditional gender *officially assigned* to a program code as listed in Appendix L of the *CTERS User's Manual*.

In order to get full credit for the work that you do teaching nontraditional students, it is important to report about them correctly.

- Be sure to use the correct codes from the manual;
- Be sure to report your female students in courses/programs that are nontraditional for females and the male students in those that are nontraditional for males.

The lists below, from *CTERS User's Manual* Appendix L, show which courses are nontraditional for females and which are nontraditional for males. For help with course & program codes please contact: Anne Rowe or George Willcox at the Office of CTE Services, VDOE.

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### Nontraditional for Females

#### **Agricultural Education**

##### **Agricultural Machinery Service (1102)**

- 8016 Intro to Power, Structural & Technical Systems
- 8017 Agri Structural Systems
- 8018 Agri Power Systems
- 8019 Agri Fabrication & Emerging Technologies
- 8020 Agri Power Systems, Advanced
- 8021 Small Engine Repair (18 wks)
- 8052 Farm Equipment Operator
- 8082 Small Engine Repair (36 wks)

##### **Agricultural Production (1103)**

- 8010 Agricultural Production Technology (III)
- 8012 Agricultural Production Management (IV)
- 8014 Operating the Farm Business (V)

##### **Agricultural Business (1101)**

- 8022 Agricultural Business Fundamentals (III)
- 8024 Agricultural Business Operations (IV)
- 8026 Agricultural Business Management (V)

##### **Turf Grass Management (1108)**

- 8051 Turf Grass Establishment & Maintenance
- 8054 Turf Grass Applications, Advanced

##### **Natural Resources Management (1104)**

- 8040 Intro To Natural Resources & Ecology Systems
- 8041 Fisheries & Wildlife Management
- 8042 Forestry Management
- 8043 Outdoor Recreation, Parks & Tourism
- 8044 Forestry Management, Advanced
- 8045 Ecology/Environ Management (18 wks)
- 8046 Ecology/Environ Management (36 wks)
- 8047 Land Use & Conservation Management
- 8048 Urban Forestry

##### **Horticultural Science (1105)**

- 8034 Horticulture Sciences
- 8035 Greenhouse Plant Production & Management
- 8036 Landscaping
- 8037 Specialty Horticulture Arts
- 8038 Floriculture
- 8039 Landscaping II

##### **Veterinary Science (1109)**

- 8088 Veterinary Science

##### **Equine Management (1110)**

- 8015 Equine Management & Production (18 wks)
- 8080 Equine Management & Production (36 wks)

##### **Business & Information Technology**

##### **Business & Information Technology (Reg Occupational) (2101)**

- 6670 IT Fundamentals (36 wks)

##### **Computer Network Software Operations (2106)**

- 6650 Computer Network Software Operations
- 6651 Computer Network Software Operations, Advanced

## Which Courses/Programs Are Nontraditional

### **Database Design & Management (2107)**

- 6660 Database Design & Management (ORACLE)
- 6661 Database Design & Management (ORACLE), Advanced
- 6662 Database Design & Management with PL/SQL (ORACLE)

### **Computer Information Systems (2103)**

- 6612 Computer Information Systems (36 wks)
- 6613 Computer Information Systems, Advanced (36 wks)
- IB6613 International Baccalaureate Information Technology In A Global Society
- 6614 Computer Information Systems (18 wks)
- 6615 Computer Information Systems, Advanced (18 wks)

### **Design, Multimedia, & Web Technologies (2111)**

- 6630 Design, Multimedia, & Web Techs (36 wks)
- 6631 Design, Multimedia, & Web Techs, Adv (36 wks)
- 6632 Design, Multimedia, & Web Techs (18 wks)
- 6633 Design, Multimedia, & Web Techs, Adv (18 wks)

### **Programming (2112)**

- 6640 Programming
- 6641 Programming, Advanced

### **Family & Consumer Sciences**

#### **Culinary Arts (7105)**

- 8249 Introduction to Culinary Arts (18 wks)
- 8250 Introduction to Culinary Arts (36 wks)
- 8275 Culinary Arts I
- 8276 Culinary Arts II
- 8279 Culinary Arts III (18 wks)

#### **Health & Medical Sciences**

#### **Sports Medicine (3116)**

- 7660 Sports Medicine I
- 7662 Sports Medicine II

#### **JROTC (Military Science)**

#### **Leadership & Citizenship Development (8103)**

- 7913 Military Science I
- 7916 Military Science II
- 7918 Military Science III
- 7919 Military Science IV
- 7920 Military Science V
- 7922 Military Science VI
- 7924 Military Science VII
- 7925 Military Science VIII

#### **Marketing**

#### **Financial Services Marketing (4105)**

- 8180 Financial Services Marketing (Co-op Available)

#### **Sports & Recreational Marketing (4106)**

- 8175 Sports, Entertainment, & Recreation Marketing (Co-op Available)
- 8177 Sports, Entertainment, & Recreation Marketing, Advanced (Co-op Available)

#### **Technology Education**

#### **Design & Technology (5101)**

- 8402 Technology Foundations (18 wks)
- 8403 Technology Foundations (36 wks)
- 8404 Technology Transfer (18 wks)
- 8405 Technology Transfer (36 wks)
- 8406 Technology Assessment (18 wks)
- 8407 Technology Assessment (36 wks)

#### **Pre-Engineering Program (5102)**

- 8439 Introduction to Engineering Design (36 wks)
- 8440 Digital Electronics (36 wks)
- 8441 Principles of Engineering (36 wks)
- 8442 Computer Integrated Manufacturing (36 wks)
- 8443 Engineering Design & Development (36 wks)

- 8450 Engineering Explorations (36 wks)
- 8451 Engineering Analysis & Applications (36wks)
- 8452 Engineering Concepts & Processes (36wks)
- 8453 Engineering Practicum (36 wks)
- 8490 Introduction to Engineering (36 wks)
- 8491 Advanced Engineering (36 wks)

#### **Principles of Technology (5107)**

- 9811 Principles of Technology I (36 wks)
- 9812 Principles of Technology II (36 wks)

#### **Communication & Information Technology (5103)**

- 8415 Communication Systems (36 wks)
- 8418 Communication Systems (18 wks)
- 8420 Computer Control & Automation (18 wks)
- 8421 Computer Control & Automation (36 wks)
- 8423 Geospatial Technology I (36 wks)
- 8424 Geospatial Technology II (36 wks)
- 8455 Imaging Technology (36 wks)
- 8458 Graphic Communications Systems (36 wks)
- 8494 Graphic Communications Systems (18 wks)
- 8497 Video & Media Technology (36 wks)

#### **Biotechnology Program (5108)**

- 8467 Bioengineering (36 wks)
- 8468 Biotechnology Foundations (36 wks)

#### **Production Technology (5105)**

- 8425 Manufacturing Systems (36 wks)
- 8426 Manufacturing Systems (18 wks)
- 8427 Manufacturing Systems, Advanced
- 8431 Construction Technology (36 wks)
- 8432 Construction Technology (18 wks)
- 8433 Materials & Processes Technology (36 wks)
- 8446 Production Systems (18 wks)
- 8447 Production Systems (36 wks)
- 8478 Materials & Processes Technology (18 wks)
- 8496 InfoTechnology in Prod Systems (36 wks)

#### **Technical Design & Illustration (5106)**

- 8434 Technical Drawing & Design (18 wks)
- 8435 Technical Drawing & Design (36 wks)
- 8436 Engineering Drawing & Design (36 wks)
- 8437 Architectural Drawing & Design (36 wks)
- 8438 Drawing & Design, Advanced (36 wks)
- 8459 Digital Visualization (36 wks)
- 8460 Modeling & Simulation Tech
- 8492 Architectural Drawing & Design (18 wks)
- 8493 Engineering Drawing & Design (18 wks)

#### **Control Technology (5104)**

- 8412 Electronics Systems II (36 wks)
- 8413 Electronics Systems III (36 wks)
- 8416 Electronics Systems I (36 wks)
- 8417 Electronics Systems I (18 wks)
- 8444 Power & Transportation (18 wks)
- 8445 Power & Transportation (36 wks)
- 8487 Aerospace Technology I (36 wks)
- 8488 Aerospace Technology II (36 wks)
- 8448 Energy & Power (36 wks)
- 8495 Energy & Power (18 wks)

#### **Trade & Industrial Education**

#### **Heating, Ventilation, AC & Refrigeration (6210)**

- 8503 HVACR I, 8504 HVACR II, 8505 HVACR III

#### **Basic Brick Layer (6707)**

- 8549 Brick Layer

#### **Brick Masonry (6202)**

- 8512 Masonry I, 8513 Masonry II, 8514 Masonry III

## Which Courses/Programs Are Nontraditional

### **Building Trades (6203)**

8515 Building Trades I, 8516 Building Trades II, 8517 Building Trades III

### **Carpentry (6205)**

8601 Carpentry I, 8602 Carpentry II, 8603 Carpentry III

### **Basic Carpentry (6703)**

8600 Basic Carpentry

### **Cabinetmaking (6204)**

8604 Cabinetmaking I, 8605 Cabinetmaking II, 8606 Cabinetmaking III

### **Electricity (6207)**

8533 Electricity I, 8534 Electricity II, 8535 Electricity III

### **Plumbing (6212)**

8551 Plumbing I, 8552 Plumbing II, 8553 Plumbing III

### **Firefighting (6501)**

8705 Firefighting I, 8706 Firefighting II

### **Basic Auto Body Repair (6701)**

8675 Basic Auto Body Repair

### **Automotive Body Technology (6206)**

8676 Automotive Body Technology I–Certified  
8677 Automotive Body Technology II–Certified  
8678 Automotive Body Technology III–Certified

### **Automotive Body Repair (6603)**

8679 Automotive Body Repair I–Non-Certified  
8680 Automotive Body Repair II–Non-Certified  
8681 Automotive Body Repair III–Non-Certified

### **Industrial Maintenance Technology (6301)**

8575 Industrial Maintenance Technology I  
8576 Industrial Maintenance Technology II  
8577 Industrial Maintenance Technology III

### **Automotive Service Technology (6605)**

8506 Automotive Technology I–Certified  
8507 Automotive Technology II–Certified  
8508 Automotive Technology III–Certified

### **Basic Automotive Maintenance (6702)**

8709 Automotive Maintenance

### **Automotive Servicing (6606)**

8710 Automotive Servicing I, 8711 Automotive Servicing II,  
8712 Automotive Servicing III

### **Aviation Maintenance Technology (6601)**

8728 Aviation Maintenance Technology I  
8729 Aviation Maintenance Technology II

### **Aircraft Pilot Training (6602)**

8731 Aircraft Pilot Training I, 8732 Aircraft Pilot Training II,  
8733 Aircraft Pilot Training III

### **Diesel Equipment Technology (6608)**

8613 Diesel Equipment Technology I  
8614 Diesel Equipment Technology II  
8615 Diesel Equipment Technology III

### **Basic Small Engine Repair (6708)**

8724 Small Engine Repair

### **Small Engine Technology (6609)**

8725 Small Engine Technology I  
8726 Small Engine Technology II  
8727 Small Engine Technology III

### **Utility/Heavy Construction Technology (6213)**

8616 Utility/Heavy Construction Technology I  
8617 Utility/Heavy Construction Technology II  
8618 Utility/Heavy Construction Technology III

### **Precision Machining Technology (6305)**

8539 Precision Machining Technology I  
8540 Precision Machining Technology II

8541 Precision Machining Technology III

### **Sheet Metal (6306)**

8663 Sheet Metal I, 8664 Sheet Metal II, 8665 Sheet Metal III

### **Welding (6307)**

8672 Welding I, 8673 Welding II, 8674 Welding III

### **Electronics Technology (6108)**

8536 Electronics Technology I, 8537 Electronics Technology II,  
8538 Electronics Technology III

### **Robotic Workcell Technology (6110)**

8557 Robotic Workcell Technology I  
8558 Robotic Workcell Technology II  
8559 Robotic Workcell Technology III

### **Computer Networking Hardware Operations (6113)**

8542 Computer Networking Hardware Operations I  
8543 Computer Networking Hardware Operations II  
8544 Computer Networking Hardware Ops III  
8545 Computer Networking Hardware Ops IV

### **Basic Computer Repair (6705)**

8621 Computer Maintenance

### **Computer Systems Technology (6112)**

8622 Computer Systems Technology I  
8623 Computer Systems Technology II  
8624 Computer Systems Technology III

### **Drafting (6102)**

8530 Drafting I, 8531 Drafting II, 8532 Drafting III

### **Motorsports Technology (6104)**

8509 Motorsports Technology I, 8510 Motorsports Technology II,  
8511 Motorsports Technology II

### **Telecommunications (6103)**

8650 Telecommunications I, 8651 Telecommunications II

### **Graphic Imaging Technology (6106)**

8660 Graphic Imaging Technology I  
8661 Graphic Imaging Technology II  
8662 Graphic Imaging Technology III

### **Barbering (6107)**

8740 Barbering I, 8741 Barbering II, 8742 Barbering III

### **Radio Communications (6109)**

8640 Radio Communications I, 8641 Radio Communications II,  
8642 Radio Communications III

### **Building Management (6209)**

8590 Building Management I, 8591 Building Management II,  
8592 Building Management III

### **Criminal Justice (6502)**

8702 Criminal Justice I, 8703 Criminal Justice II, 8704 Criminal Justice III

### **Public Safety (6503)**

8700 Public Safety I, 8701 Public Safety II

### **Marine Service Technology (6308)**

8750 Marine Service Technology I, 8751 Marine Service Technology II,  
8752 Marine Service Technology III

### **Nontraditional for Males**

#### **Agricultural Education**

#### **Floral Design (1111)**

8055 Floral Design I, 8056 Floral Design II

#### **Business & Information Technology**

#### **Business (Special Programs) (2102)**

6740 Office Specialist I, 6741 Office Specialist II, 6742 Office Specialist III

#### **Business (Special Programs) (2102)**

6740 Office Specialist I, 6741 Office Specialist II, 6742 Office Specialist III

## Which Courses/Programs Are Nontraditional

### **Business & Information Technology (Reg Occupational) (2101)**

6150 Keyboarding (Middle) (6, 9, 12, & 18 wks)  
 6151 Keyboarding (Secondary) (18 wks)  
 6152 Keyboarding Applications (36 wks)  
 6153 Keyboarding Applications (18 wks)  
 6160 Digital Input Technologies (18 wks)  
 6161 Digital Input Technologies (36 wks)  
 6241 Notetaking (36 wks)  
 6242 Notetaking (18 wks)  
 6611 Computer Applications (36 wks)  
 6617 Computer Applications (18 wks)  
 6621 Office Administration (36 wks)  
 6622 Office Administration (18 wks)  
 6625 Word Processing (36 wks)  
 6626 Word Processing (18 wks)  
 6730 Medical Systems Administration (36 wks)  
 6731 Medical Systems Administration (18 wks)  
 6735 Legal Systems Administration (36 wks)  
 6736 Legal Systems Administration (18 wks)

### **Family & Consumer Sciences**

#### **Early Childhood Education & Services (7101)**

8233 Intro to Early Childhood, Ed, & Services (18 wks)  
 8234 Intro to Early Childhood, Ed, & Services (36 wks)  
 8285 Early Childhood, Education, & Services I  
 8286 Early Childhood, Education, & Services II

#### **Fashion Design (7104)**

8247 Intro to Fashion Design & Marketing (18 wks)  
 8248 Intro to Fashion Design & Marketing (36 wks)  
 8280 Fashion Design I  
 8281 Fashion Design II

#### **Interior Design (7107)**

8254 Introduction to Interior Design (18 wks)  
 8255 Introduction to Interior Design (36 wks)  
 8295 Interior Design I  
 8296 Interior Design II

#### **Family & Human Services (7103)**

8237 Intro to Family & Human Services (18 wks)  
 8238 Intro to Family & Human Services (36 wks)  
 8264 Family & Human Services I  
 8265 Family & Human Services II

#### **Hospitality Services (7106)**

8202 Hospitality, Tourism & Recreation I  
 8203 Hospitality, Tourism & Recreation II  
 8258 Intro to Hospitality, Tourism, & Recreation (18 Wks)  
 8259 Intro to Hospitality, Tourism, & Recreation (36 Wks)

#### **Work & Family Management (7108)**

8205 Work & Family Management (18 wks)  
 8282 Work & Family Management (36 wks)

#### **Teacher Preparation Program (7109)**

9062 Virginia Teachers for Tomorrow

#### **GRADS (7204)**

8277 GRADS Family Focus (18 wks)  
 8278 GRADS Family Focus (36 wks)

#### **Family Focus (7301)**

8209 Individual Development (18 wks)  
 8210 Individual Development (36 wks)  
 8214 Independent Living (18 wks)  
 8219 Independent Living (36 wks)  
 8223 Family Relations (18 wks)  
 8225 Family Relations (36 wks)  
 8226 Life Planning (18 wks)  
 8227 Life Planning (36 wks)  
 8228 Nutrition & Wellness (18 wks)

8229 Nutrition & Wellness (36 wks)

8231 Parenting (18 wks)

8232 Parenting (36 wks)

### **Health & Medical Sciences**

#### **Dental Assistant (3101)**

8328 Dental Assistant I, 8329 Dental Assistant II

#### **Physical Therapy (3113)**

8365 Physical/Occupational Therapy

#### **Home Health Aide (3105)**

8364 Home Health Aide

#### **Medical Assistant (3106)**

8345 Medical Assistant I, 8346 Medical Assistant II

#### **Practical Nursing (3109)**

8357 Practical Nursing I, 8358 Practical Nursing II, 8359 Practical Nursing III

#### **Emergency Medical Technology (3102)**

8333 Emergency Medical Technician I  
 8334 Emergency Medical Technician II  
 8335 Emergency Medical Technician III

#### **Health Career Cluster (3103)**

8302 Introduction to Health & Medical Sciences  
 8331 Health Assistant I  
 8332 Health Assistant II  
 8370 Health & Medical Sciences Exploratory (36 wks)  
 8375 Radiologic Technology I  
 8376 Radiologic Technology II  
 8377 Medical Laboratory Technology  
 8383 Medical Terminology  
 8394 Dual Enrollment with Postsecondary

#### **Surgical Technology (3110)**

8351 Surgical Technologist I, 8352 Surgical Technologist II

#### **Veterinary Assistant (3111)**

8310 Veterinary Assistant I, 8311 Veterinary Assistant II, 8312 Veterinary Assistant III

#### **Biotechnology Foundations (3114)**

8344 Biotechnology Foundations  
 8347 Biomedical Technician

#### **Pharmacy Technician (3115)**

8305 Pharmacy Technician I, 8306 Pharmacy Technician II

#### **Nursing Aide (3108)**

8360 Nurse Aide I, 8362 Nurse Aide II

### **Marketing**

#### **Apparel & Accessories Marketing (4103)**

8140 Fashion Marketing (Co-op Available)  
 8145 Fashion Marketing, Advanced (Co-op Available)  
 8148 Intro to Fashion Design & Marketing (18 wks)  
 8149 Intro to Fashion Design & Marketing (36 wks)

#### **Hospitality & Recreation Marketing (4104)**

8160 Hotel Marketing (Co-op Available)  
 8162 Hotel Marketing, Advanced (Co-op Available)  
 8165 Travel & Tourism Marketing (Co-op Available)  
 8167 Travel & Tourism Marketing, Adv (Co-op Avail)

#### **Real Estate Marketing (4107)**

8191 Real Estate Marketing

### **Trade & Industrial Education**

#### **Cosmetology (6403)**

8527 Cosmetology I, 8528 Cosmetology II, 8529 Cosmetology III  
 8546 Beauty Salon Assistant

#### **Nail Technician (6407)**

8692 Nail Technician I, 8693 Nail Technician II