KSDE
Government and Public Administration Career Cluster
Pathway (CIP CODE 44.0401:): Government and Public Administration
Course KCCMS #: 43250 (1.0 credit)

Governance Applications

Competency Profile Sheet

This course applies the skills needed in government and public administration professions. It includes the application of leadership and teamwork within the classroom or as an intern at a work location. Topics may include working within budgets, negotiation/communication with co-workers, developing proposals, making oral presentations and making informed decisions to meet an identified need.

Learner Name: _____ ID_____
Instructor: _____ School Year: 20__ to 20___

Enrollment Date: ___/___/___ **Completion Date:** ___/___/___ **Credit Earned:** _____

I certify that the student received the training in the competencies listed below.
Student Signature: _____ Date: ___/___/__
Instructor Signature: _____ Date: ___/___/___

Directions: The following competencies are required for full approval of a course in the Government and Public Administration career cluster. Student abilities are judged by the level in which they achieved each. Use this form to indicate individual achievement.

Rating Scale:
3 Skilled/Works independently
2 Limited skills/requires assistance
1 Underdeveloped skill
0 No exposure/No instruction or training

Essential Knowledge and Skills

Academic Foundations

Benchmark: 0.1 ***Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.***		3	2	1	0
0.1.1	Demonstrate knowledge of basic arithmetic operations such as addition, subtraction, multiplication and division (i.e. cash management, petty cash, spreadsheets, and inventory).				
0.1.2	Analyze mathematical problem statements for missing and/or irrelevant data.				
0.1.3	Construct charts/tables/graphs to support written and oral communication/data.				

Communications

Benchmark: 0.2 ***Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.***		3	2	1	0
0.2.1	Model behaviors that demonstrate active listening and respond appropriately.				
0.2.2	Organize oral and written information.				
0.2.3	Identify assumptions, purpose, outcomes/solutions and propaganda techniques.				
o.2.4	Determine the most appropriate reading strategy for identifying the overarching purpose of a text (i.e. skimming, reading for detail, reading for meaning or critical analysis).				
0.2.5	Compose written documents clearly, succinctly, and accurately (i.e. multi-paragraph reports, agendas, forms and memos).				
0.2.6	Demonstrate use of content, technical concepts and vocabulary when analyzing information and following direction.				
0.2.7	Evaluate and/or critique oral and written documents for accuracy, appropriateness, clarity, relevancy and validity.				
0.2.8	Use correct grammar, spelling, punctuation and capitalization when preparing written documents.				
0.2.9	Consider audience and purpose when preparing and editing written documents and oral presentations.				
0.2.10	Present formal and informal speeches including discussion, information requests, interpretation and persuasive arguments.				

Problem Solving

Benchmark: 0.3 ***Solve problems using creativity, innovation and critical thinking skills (analyze, synthesize, and evaluate) independently and in teams.***		3	2	1	0
0.3.1	Analyze data when interpreting operational documents and solving problems (i.e. analyzing and developing budgets).				
0.3.2	Evaluate conflicting data and/or errors using scientific methods when conducting qualitative and quantitative analysis in areas of government and public services (i.e. health issues, estate planning).				
0.3.3	Interpret verbal and non-verbal behaviors when communicating/solving problems with clients and co-workers (i.e. respecting cultural differences).				

Safety, Health and Environmental:

Benchmark: 0.4 ***Understand the importance of health, safety, and environmental management systems and follow organizational policies and procedures and contribute to continuous improvement in performance and compliance.***		3	2	1	0
0.4.1	Operate technical tools to perform workplace tasks and expedite work flow (i.e. electronic mail, internet applications and publishing software).				

Leadership and Teamwork:

Benchmark: 0.5 ***Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.***		3	2	1	0
0.5.1	Exhibit leadership traits (i.e. enthusiasm, creativity, conviction, mission, courage) when leading a group in solving a problem.				
0.5.2	Exhibit teamwork traits such as compassion, service, coaching others, team development and understanding and appreciating others.				

Ethics and Legal Responsibilities

Benchmark: 0.6 ***Know and understand the importance of professional ethics and legal responsibilities.***		3	2	1	0
0.6.1	Practice security and safety when sharing personal information.				
0.6.2	Evaluate the reliability of information from informational texts, internet web sites and/or technical resources.				

Employability and Career Development

Benchmark: 0.7 ***Know and understand the importance of employability skills, effectively manage careers and the importance of entrepreneurship skills.***		3	2	1	0
0.7.1	Demonstrate flexibility and willingness to learn new knowledge.				

0.7.2	Interpret information, data and observations and apply information learned to actual practice.				
0.7.3	Communicate effectively with internal and external customers/clients/employees to foster positive relationships.				
0.7.4	Model behaviors of a good employee (i.e. reliability, dependability, professionalism).				
0.7.5	Develop effective internal and external business correspondence what conveys and/or obtains information.				
0.7.6	Organize a portfolio (electronic or hard copy) for use in demonstrating knowledge, skills and experience (i.e. certificates, licenses).				

Technical Skills

Comprehensive Standard:

1.0 ***Use the technical knowledge and skills required to pursue the targeted careers for all pathways in the career cluster, including knowledge of design, operation, and maintenance of technological systems critical to the career cluster.***

Benchmark: 1. 1 *Analyze career paths in the government and public administration field.*		3	2	1	0
1.1.1	Assess workplace conditions with regard to personal safety and health (i.e. OSHA).				
1.1.2	Demonstrate basic workplace safety and practices.				
1.1.3	Analyze the rights and responsibilities of government and public administration employees.				

Benchmark: 1. 2 *Demonstrate technical skills related to careers in the government and public administration field.*		3	2	1	0
1.2.1	Evaluate internet resources for reliability and validity				
1.2.2	Prepare and deliver oral presentation(s) with support materials.				
1.2.3	Create work-specific documents as assigned (i.e. spreadsheet, database, and business communications).				
1.2.4	Participate in leadership and teamwork opportunities to enhance skills (i.e. CTSO).				
1.2.5	Write and monitor workplace goals to guide progress in assigned area of responsibility and accountability.				
1.2.6	Conduct technical research to gather information necessary to meet the needs of clients/customers.				
1.2.7	Generate ideas, proposals and solutions to problems through brainstorming.				
1.2.8	Demonstrate critical thinking skills while making informed decisions.				
1.2.9	Develop a plan to increase productivity, build team attitude and satisfaction while accomplishing goal(s).				
1.2.10	Use project-management skills (i.e. time management, resource management, plan process).				
1.2.11	Develop a budget for a project and adhere to budget constraints.				
1.2.12	Organize team involvement to have work load distributed fairly.				
1.2.13	Identify workplace objectives and communicate those objectives to others.				
1.2.14	Exhibit skills in negotiation to solve problems.				
1.2.15	Demonstrate leadership and teamwork in work-related situations.				
1.2.16	Exhibit commitment to the organization.				