

KSDE

Government and Public Administration Career Cluster

Pathway (CIP CODE 44.0401:): Government and Public Administration

Course KCCMS #: 43001 (1.0 credit)

Intro to Government and Public Administration

Competency Profile Sheet

This course will introduce students to the knowledge and skills of serving the general public in a variety of occupations. Topics will include identifying personal strengths and weaknesses and setting career goals, leadership, teamwork and problem solving, analyzing leadership roles and identifying leadership opportunities within the school.

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 <i>Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.</i>		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 <i>Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.</i>		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.				
0.2.4	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 <i>Solve problems using creativity, innovation and critical thinking skills (analyze, synthesize, and evaluate) independently and in teams.</i>		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 <i>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.</i>		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 <i>Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.</i>		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 <i>Know and understand the importance of professional ethics and legal responsibilities.</i>		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 <i>Know and understand the importance of employability skills, effectively manage careers</i>		3	2	1	0
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<i>and the importance of entrepreneurship skills.</i>					
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	Research personal interests and aptitudes and match to personal career cluster identification.				
1.1.2	Identify personal strengths and weaknesses.				
1.1.3	Develop career goals and objectives as part of a personal career plan including identification of weaknesses, advancement opportunities and strategies to achieve or improve them.				
1.1.4	Use multiple resources to locate job opportunities.				
1.1.5	Prepare job related documents (i.e. resume, application letter, follow up letter).				
1.1.6	Complete an employment application.				
1.1.7	Participate in job interviews (mock or actual), exhibiting critical thinking and decision-making skills.				
1.1.8	Demonstrate appropriate methods of accepting or rejecting employment offers.				
1.1.9	Identify training, education and certifications available for the Government and Public Administration occupations.				
1.1.10	Summarize behaviors, personal qualities and key activities necessary to retain a job in the government and public administration industry.				

Benchmark: 1. 2 Demonstrate technical skills related to careers in the government and public administration field.		3	2	1	0
1.2.1	Explain personal and/or work-related consequences of unethical or illegal behaviors (including jobs affected) if convicted of a crime.				
1.2.2	Identify common tasks that require government and public administration employees to use problem-solving skills.				
1.2.3	Analyze elements of a problem common to the industry and identify creative solutions.				
1.2.4	Identify situations and behaviors that affect conflict management.				
1.2.5	Demonstrate the steps of problem solving.				
1.2.6	Explore governmental problem solving process.				
1.2.7	Explain the various roles of leaders within an organization (i.e. commitment, being a role model, promoting the organization vision and mentoring others).				
1.2.8	Analyze leadership in relation to trust, positive attitude, integrity and willingness to accept responsibility.				
1.2.9	Determine the factors involved in team development (i.e. listening, respect for members, democratic attitude, group problem solving).				
1.2.10	Evaluate the opportunities within career and technical student organizations (i.e. FFA, FCCLA, SkillsUSA, FBLA, DECA, TSA, HOSA, FEA) including leadership training, leadership positions, levels of involvement, application activities, recognition and rewards).				
1.2.11	Explore the processes involved in selecting leaders (i.e. student council, local, city, county, state and federal elections).				