**SKEMA**

**Skills, Knowledge, and Experience Mastery Assessment**

**Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Starting High School Date\_\_\_\_\_\_\_\_\_\_\_**

**School Attended\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending High School Date\_\_\_\_\_\_\_\_\_\_\_\_**

| Mastery Level 1 | Mastery Level 2 | Mastery Level 3 | Mastery Level 4 |
| --- | --- | --- | --- |
| No Evidence or Minimal Mastery | Need Improvement | Mastered | Exceeds Mastery Expectation |
| Not yet, or very rarely demonstrating the skill and requires additional training/instruction. | Inconsistently demonstrates the skills or requires assistance to demonstrate the skill. Additional practice and/or independence is required. | Demonstrates the skill at a level required for the workplace or setting with rare exceptions and demonstrates continuous improvement and/or generalization. | Consistently demonstrates and generalizes the skill. Often exceeds the expectation and/or demonstrates leadership. |
| Behavior | Domain | Mastery | Types of Evidence |
| Required | Skills | Knowledge | Experience | Level of Mastery (1,2,3,4) | Date of Mastery | Who verified mastery | Norm-referenced | Observation | Forms | Checklist | Work Sample | Other |
| Attendance of 70% or higher at school | X |  | X | \* |  |  |  |  |  |  |  |  |
| Attendance at work at a level commensurate with work peers  | X |  | X | \* |  |  |  |  |  |  |  |  |
| Punctual to school and work  | X |  | X | \* |  |  |  |  |  |  |  |  |
| Complies with health, safety, and emergency procedures at school and work. | X |  | X | \* |  |  |  |  |  |  |  |  |

*\*Mastery at a level 3 or 4 is required in all of these to be an Occupational Diploma candidate*

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| --- | --- | --- | --- |
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| Behavior | Domain | Mastery | Types of Evidence |
| Critical | Skills | Knowledge | Experience | Level of Mastery (1,2,3,4) | Date of Mastery | Who verified mastery | Norm-referenced | Observation | Forms | Checklist | Work Sample | Other |
| 1. Respond to and meets new work challenges within a reasonable time frame provided needed visual supports or training
 | X |  | X | \*\* |  |  |  |  |  |  |  |  |
| 1. Communicates concerns clearly and asks for assistance when needed.
 | X |  | X | \*\* |  |  |  |  |  |  |  |  |
| 1. After a probationary period, work at a satisfactory rate for the job.
 | X |  | X | \*\* |  |  |  |  |  |  |  |  |
| 1. Apply information previously learned to a new setting, routine, or scenario.
 | X | X | X | \*\* |  |  |  |  |  |  |  |  |
| 1. Follow multi-step routine directions and/or at least 2-step non-routine directions.
 |  |  | X | \*\* |  |  |  |  |  |  |  |  |
| 1. Use job-related tools, technologies and materials appropriately.
 | X |  | X | \*\* |  |  |  |  |  |  |  |  |
| 1. Demonstrates flexibility when the nature of the work changes.
 | X |  | X | \*\* |  |  |  |  |  |  |  |  |
| 1. Maintains workplace appropriate language and social skills for each work placement.
 |  |  | X | \*\* |  |  |  |  |  |  |  |  |
| 1. Respect authority and chain of command
 | X |  | X | \*\* |  |  |  |  |  |  |  |  |
| 1. Follow a task schedule presented in a variety of formats.
 | X |  | X | \*\* |  |  |  |  |  |  |  |  |

\*\**8 of 10 at a level 3 or 4 is required to receive the Occupational Diploma*

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| --- | --- | --- | --- |
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| Behavior | Domain | Mastery | Types of Evidence |
| Preferred | Skills | Knowledge | Experience | Level of Mastery (1,2,3,4) | Date of Mastery | Who verified mastery | Norm-referenced | Observation | Forms | Checklist | Work Sample | Other |
| 1. Use various forms of media (phone, text, email, tablet)
 | X |  |  |  |  |  |  |  |  |  |  |  |
| 1. Listen and follows verbal and symbolic 3+-step directions
 | X |  |  |  |  |  |  |  |  |  |  |  |
| 1. Accept constructive feedback and criticism
 | X |  |  |  |  |  |  |  |  |  |  |  |
| 1. Maintain personal space
 | X |  |  |  |  |  |  |  |  |  |  |  |
| 1. Count items up to 100
 |  | X |  |  |  |  |  |  |  |  |  |  |
| 1. Add, subtract, multiply, and divide using a calculator
 |  | X |  |  |  |  |  |  |  |  |  |  |
| 1. Estimate quantities up to 20
 |  | X |  |  |  |  |  |  |  |  |  |  |
| 1. Compare quantities or numbers up to 100
 |  | X |  |  |  |  |  |  |  |  |  |  |
| 1. Demonstrate an understanding of money (total, make change)
 |  | X |  |  |  |  |  |  |  |  |  |  |
| 1. Read and understand print material in a variety of formats at a 2nd grade reading level
 |  | X |  |  |  |  |  |  |  |  |  |  |
| 1. Demonstrate an understanding of symbols/signs
 |  | X |  |  |  |  |  |  |  |  |  |  |
| 1. Identify a problem, evaluate various ways of solving the problem and select the best alternative.
 |  | X |  |  |  |  |  |  |  |  |  |  |
| 1. Manage time to get the work done on schedule.
 |  |  | X |  |  |  |  |  |  |  |  |  |
| 1. Work through conflict constructively.
 |  |  | X |  |  |  |  |  |  |  |  |  |
| 1. Work respectfully in a diverse, multi-cultural environment
 |  |  | X |  |  |  |  |  |  |  |  |  |
| 1. Collect information using a template (inventory).
 |  |  | X |  |  |  |  |  |  |  |  |  |
| 1. Identify and report wrong choices by self or others to persons in authority.
 |  |  | X |  |  |  |  |  |  |  |  |  |
| 1. Demonstrate self-control and conducts self in a professional manner.
 |  |  | X |  |  |  |  |  |  |  |  |  |

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| Behavior | Domain | Mastery | Types of Evidence |
| Enhancing | Skills | Knowledge | Experience | Level of Mastery (1,2,3,4) | Date of Mastery | Who verified mastery | Norm-referenced | Observation | Forms | Checklist | Work Sample | Other |
| 1. Demonstrates respectful positive interactions with others and effective communication.
 | X |  |  |  |  |  |  |  |  |  |  |  |
| 1. Appropriately seek clarification when needed.
 | X |  |  |  |  |  |  |  |  |  |  |  |
| 1. Telling time—digital and analog.
 |  | X |  |  |  |  |  |  |  |  |  |  |
| 1. Understand the importance and budgeting of money.
 |  | X |  |  |  |  |  |  |  |  |  |  |
| 1. Reads fluently and with comprehension at a 5th grade reading level.
 |  | X |  |  |  |  |  |  |  |  |  |  |
| 1. Complete forms, questionnaires, inventories, daily logs, etc. presented in variety of formats.
 |  | X |  |  |  |  |  |  |  |  |  |  |
| 1. Write simple messages or notes using paper or technology.
 |  | X |  |  |  |  |  |  |  |  |  |  |
| 1. Solve mathematical word problems or scenarios that involve whole numbers or money.
 |  | X |  |  |  |  |  |  |  |  |  |  |
| 1. Completes work related tasks to specifications.
 |  |  | X |  |  |  |  |  |  |  |  |  |
| 1. Identify and use appropriate tools.
 |  |  | X |  |  |  |  |  |  |  |  |  |
| 1. Engage willingly in non-preferred tasks.
 |  |  | X |  |  |  |  |  |  |  |  |  |
| 1. Interprets data related to work completed or work materials including constructive criticism.
 |  |  | X |  |  |  |  |  |  |  |  |  |
| 1. Ability to promote your own skills, knowledge, and experience.
 |  |  | X |  |  |  |  |  |  |  |  |  |
| 1. Understand individual civic responsibilities and ethical practices above and beyond the job description.
 |  |  | X |  |  |  |  |  |  |  |  |  |
| 1. Critically analyze a situation or work list to anticipate work and personal needs and manage responsibilities.
 |  |  | X |  |  |  |  |  |  |  |  |  |
| 1. Identifies a problem or situation and facilitates resolution or problem-solving with one or more co-workers.
 |  |  | X |  |  |  |  |  |  |  |  |  |
| 1. Recognize when additional team and/or supervisor support is needed to proceed.
 |  |  | X |  |  |  |  |  |  |  |  |  |

**Work Experience: 2 years experience required for an Occupational Diploma**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Experience** | **Start Date** | **End Date** | **Paid** | **Unpaid** |
| Location |  |  |  |  |
| Evaluation or Performance Narrative |
| **Work Experience** | **Start Date** | **End Date** | **Paid** | **Unpaid** |
| Location |  |  |  |  |
| Evaluation or Performance Narrative |
| **Work Experience** | **Start Date** | **End Date** | **Paid** | **Unpaid** |
| Location |  |  |  |  |
| Evaluation or Performance Narrative |

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|  |  |  |  |  |
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| Location |  |  |  |  |
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| **Work Experience** | **Start Date** | **End Date** | **Paid** | **Unpaid** |
| Location |  |  |  |  |
| Evaluation or Performance Narrative |
| **Work Experience** | **Start Date** | **End Date** | **Paid** | **Unpaid** |
| Location |  |  |  |  |
| Evaluation or Performance Narrative |