



## **CWP Career Competency Learning Plan Instructions for TIERS I & II**

### **Before Administration:**

1. Obtain a blank, “tier”-appropriate, CWP Career Competency Learning Plan for each student.
2. Create a schedule of individual student meeting times to administer the CWP Career Competency Learning Plan (Allow for 20 minutes to assess and debrief).
3. Review the CWP Career Competency Learning Plan and prepare key points and questions to assess each competency.

### **Administering the Assessment:**

1. The student and facilitator meet individually.
2. The student completes the cover sheet. (First Review Only)
3. The facilitator and student discuss each competency:
  - a. The facilitator should describe how the competencies were developed by employers, why the competencies are important to career and school success, and how each will be incorporated into the program.
  - b. The facilitator will need to observe youth competencies. Much of the assessment will be done through observation and demonstration over time.
4. The facilitator checks performance level box that is most applicable to the student’s level of functioning for each competency.
5. The facilitator enters total scores on final page. (will self-calculate in *Hartford Connects*)
6. The student and facilitator review and discuss scores.
7. The student and facilitator sign and date in the appropriate review box.
8. The student and facilitator identify and document competencies to focus on until the next CWP Career Competency Learning Plan review. This information will be documented in the student’s Personal Learning and Career Plan.
9. The student and facilitator identify competency areas that need to be addressed.
10. The facilitator and student set a date for the next review.
11. The student identifies examples of work to bring to the next review. The facilitator records work that will be used to demonstrate progress in the next review.