

PA@TOOLKIT

www.smartfutures.org

SMARTFUTURES

ONLINE COLLEGE AND CAREER READINESS SOLUTIONS FOR PENNSYLVANIA EDUCATORS

our mission:

To assure that ALL Pennsylvania students are college and career ready

why we do it:

Students succeed when they “get real” – about who they are, where they are going, and how to get there



SMARTFUTURES

Smart Futures is a mission-focused 501(c)(3) organization based in Pittsburgh, Pennsylvania.



Dear Educators and School Administrators Working in Pennsylvania:

In an effort to support education reform that ensures all students graduate “college and career ready” and also establishes a comprehensive career guidance program for all students, we are happy to provide you with the following toolbox of innovative online career education resources. Smart Futures’ mission is to provide you with innovative career education resources that support both the **Pennsylvania Academic Standards for Career Education and Work** and the national **WIA Common Measures**. We also recognize the key role being played by regional education and workforce intermediaries, particularly Pennsylvania’s **Intermediate Units** and the **Workforce Investment Boards**, in helping to get tools like these in the hands of educators and into classrooms.

To support rigorous and relevant classroom learning, we created **Keys2Work** in 1999 as a regional solution to building a smarter workforce within school systems and communities. This online career-based skill improvement program built upon ACT’s WorkKeys® platform allows any teacher to introduce career exploration and differentiated online instruction in eight content areas critical to success in both college and careers: Applied Mathematics, Reading for Information, Locating Information, Listening, Writing, Teamwork, Observation, and Applied Technology.

Keys2Work has since grown to be used in hundreds of school districts and community-based organizations in Pennsylvania, and has become a popular tool to support relevant skill acquisition for children with IEPs within Special Education. In that time Keys2Work has helped more than 50,000 youths to increase skills equating to an additional earning capacity of well over \$300M.

Financial Literacy 101 has been used by hundreds of instructors in Pennsylvania to provide grade school, middle school, and high school-aged students with the information they need to take control of their own finances and financial futures. Thanks to **My Career Journey** thousands of middle school students have entered high school with a realistic plan for their own success that helps influence course selection, motivate learning, and better inform their choice of college.

Smart Futures offers you **PA eMentoring** (www.pa-ementor.org) and now **PA Career Guides** to harness the power of mentors in supporting a young person’s career planning. Through these programs, working and retired adults volunteer their experience and their support to thousands of kids from schools and CBOs across Pennsylvania as they work through 10 online activities that have them create their own detailed post-secondary plan.

The pages that follow introduce you to our programs and their features and benefits. We promise to continue to offer you innovative tools that provide your students with the motivation and guidance needed for success after high school.

Sincerely,



David J. Mosey, Executive Director
SmartFutures

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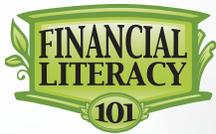
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THE PA eTOOLKIT PROVIDES ACCESS TO THESE INNOVATIVE COLLEGE AND CAREER READINESS RESOURCES:

Skills-Building Resources



A career based skill improvement and credentialing for grades 8-12; great for use within IEPs



A free financial education and certification program with modules for kids, teens and young adults; a partnership with Wells Fargo's award winning Hand on Banking program

College and Career Planning Resources



Students to choose an online mentor who helps guide them through 10 career activities leading to a college and career plan for each student; ideal for grades 9-11



Online career guides lead students through a college and career planning process; ideal for grades 8-11



A game-like website allowing students to create career plans within 2-3 hours; ideal for grades 6-9

Note: Programs may also be purchased separately

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ALL PROGRAMS – ONE PACKAGE

features:

- Annual district/organization licensing provides unlimited access for ALL your students
- Career exploration, career skill building and career mentoring all in one place
- Programming available for grades 4 through adult
- Accessible from any internet-ready computer
- Appropriate for all students, special education through gifted
- Students self-register
- Teacher and coordinator accounts available to track student, class, and school results



key outcomes and benefits:

- Provides a comprehensive career guidance program for ALL students
- Unlimited access provided* – no “seat” licenses
- Fun, easy to implement in the classroom
- Leads to a personalized plan for college and career success for each student
- Created to address the Pennsylvania Career Education and Work Standards
- Leads to increased student self-esteem, awareness and motivation

Interested?

We provide Pennsylvania’s educators with a FREE Smart Futures Instructor’s Account that includes 5 complimentary student licenses for each program, access to online training and program resources, and unlimited access to Financial Literacy 101.

Visit www.smartfutures.org and request an Instructor’s Access Code.

* Toolkit includes a set number of licenses for PA eMentoring



Career-Based Skill Improvement for Grades 8-Adult

Proven effective at facilitating significant and measurable skill gains in a relatively short time period, Keys2Work uses ACT's WorkKeys® system and KeyTrain® curriculum as the basis for a standardized system, or common language, for improving students' basic problem-solving and critical thinking skills needed for today's labor market.

Ideal for students with IEPs, Keys2Work allows you to provide hours of differentiated instruction and measure gains in the following career skills areas:

- Applied Mathematics
- Reading for Information
- Locating Information
- Writing
- Business Writing
- Listening
- Observation
- Teamwork
- Applied Technology
- Career Skills

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“Great program. It Shows why school is important. More skills = More \$\$\$\$!”

features:

- MEASURE pretest quickly establishes training baseline and equates a skill level to a potential wage
- EXPLORE uses an O-Net interest inventory linked to 1000 career cards and 16 career cluster cards to link foundation skills, like reading and math, to job requirements and a Career Plan of Study
- IMPROVE work-based curriculum by KeyTrain® provides individualized remediation targeted at identified gaps
- CERTIFY provides a meaningful workplace preparation credential based on a WorkKeys™ score
- SUCCEED comprehensive program monitoring and reporting system generates automated reports to document student progress

notes on implementation:

- Skill gains possible in just 4-6 hours online; classroom supervision/ support is recommended
- Online resources provided for program implementation and outcomes tracking
- Curriculum is flexible – can be used with individuals with very low functioning skill levels through gifted students

key outcomes for students:

- Increased skill gains in core foundation skills needed for virtually any career
- Measured gains in income potential
- Identification of favorite careers and career clusters

"My mentor gave me perspective on the career and helped me think about colleges too."

PA
eMentoring
with CAREER GUIDES

Online Career Planning and Mentoring for High School Students

The PA e-Mentoring program allows schools to provide their students with an online career mentor within the classroom. eMentors communicate with students through online message boards and an online curriculum that leads to a college and career plan for each mentee. PA eMentoring offers working and retired adults, parents, and mature college students a fun, easy, and flexible alternative to traditional face-to-face mentoring, and offers employers a way to establish meaningful connections with youths and schools within the community.

Mentors sign up at: www.pa-ementor.org

Note: This program is identical to PA Career Guides but includes a one-on-one mentor for the student.

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features:

- 10-12 week program
- Program built around 10 online curriculum activities
- Curriculum addresses PA's Academic Standards for Career Education and Work
- Online training provided for mentor and mentee
- Communication archived for monitoring and evaluation purposes
- Allows parents, teachers and local employers to get involved in mentoring

notes on implementation:

- Online training for teachers
- Curriculum keeps communications highly structured
- All mentors pass a national background screening
- Smart Futures staff will assist to promote local mentor recruitment
- Monitoring and reporting systems provided for teachers

key outcomes for students:

- A printable College and Career Plan
- Stronger career focus with increased awareness of available career paths
- Increased interest in 2-year education opportunities
- Higher self esteem



Guided Online Career Planning for High School Students

The PA Career Guides program lets students “follow” online career guides who share their reflections within a comprehensive career education curriculum built around the Pennsylvania Academic Standards for Career Education and Work. Career Guides are adults working in a field of interest and who have agreed to share their own college and career stories. Students may access the experiences and reflections of the Career Guides as they complete the 10 online activities. Activity completion leads to the creation of a college and career plan for each student. The Career Guides add a “real world” perspective to the curriculum.

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*"The activities gave me a plan.
Thanks to my guides for sharing
their experiences."*

features:

- Flexible time commitment
- Program built around 10 online curriculum activities
- Curriculum addresses PA's Academic Standards for Career Education and Work
- Activity comments are archived for monitoring and evaluation purposes

notes on implementation:

- Online training for teachers and students
- Curriculum keeps writing prompts highly structured
- All career guides' reflections have been screened for appropriateness
- Monitoring and reporting systems provided for teachers

key outcomes for students:

- A printable College and Career Plan
- Stronger career focus with increased awareness of available career paths
- Increased interest in 2-year education opportunities
- Higher self esteem



"I was surprised at first to get matched to nursing and teaching jobs. It's because I'm social and like helping people."

Online Career Exploration for Grades 6-9

This fun, friendly virtual school provides students with access to resources to help connect their own interests, values and knowledge, skills and abilities to real opportunities in the workplace. Through on-line career exploration activities and inventories, students access information about careers and career clusters they may be interested in pursuing, as well as the training required to reach their goals.

Each youth participating with My Career Journey will receive a comprehensive and personalized "Career Journal." This multi-page document written from the perspective of a caring career counselor, weaves the data provided by the online inventories and activities into a meaningful and fun review of relevant opportunities in appropriate post-secondary education, careers, and career clusters.

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features:

- Complete online inventories that uncover their interests, values, skills, knowledge and abilities
- The Career Library includes over 1000 interactive career cards and 16 cluster cards linked to valuable career exploration resources
- Each youth is given a locker containing their career story notebook and a favorite careers folder
- Website activities address Pennsylvania Academic Standards for Career Education and Work
- Tracking and reporting system captures data for easy monitoring and evaluation

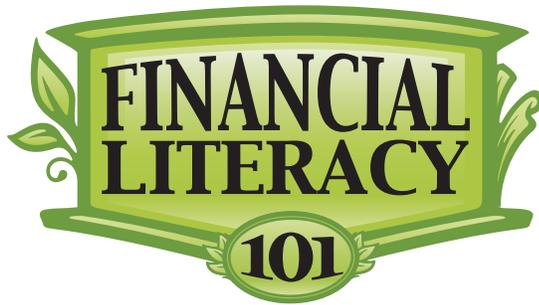
notes on implementation:

- Complete story can be written in under 2 hours of online activity
- Free online training
- Program is designed to be self-paced

key outcomes for students:

A personalized college and career plan for each student including the following:

- Abilities and Aptitudes
- Interests
- Work Values
- Non-Traditional Workplace Roles
- Career Clusters and Pathways



Financial Education for Kids, Teens and Young Adults

Smart Futures has partnered with Wells Fargo to develop Financial Literacy 101, an online financial literacy resource built around the award-winning Hands on Banking® program. Hands on Banking® provides best-in-class, online learning content while Smart Futures provides pre-and post-assessments and a student tracking system allowing educators to monitor and document student progress. The program age-appropriately tests and enhances student knowledge on a variety of financial literacy topics through three different modules targeted to young adults (grades 9-12), teens (grades 6-8), and kids (grades 4-5).

Financial Literacy 101 is free to all Pennsylvanian schools and community-based organizations.



*A Partnership between Wells-Fargo's
Hands On Banking® Program and
Smart Futures*

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Get your free Instructor's Account with unlimited access to Financial Literacy 101 by requesting an Instructor Access Code at www.smartfutures.org.

"I learned things that really effect me – like how interest works when paying for something on a credit card."

features:

- Partnership with Wells Fargo's award-winning Hands on Banking® program
- Contains modules for Kids, Teens, and Young Adults
- Provides a MEASURE pretest and CERTIFY post-test
- Certificate given for score of 80% or better
- Built-in student tracking system allows teachers to monitor student progress

notes on implementation:

- Program is free to districts and organizations in PA – get your instructor access code at www.smartfutures.org.
- Each module contains approx. 2-4 hours of online curriculum

key outcomes for students:

- Increase in knowledge of basic concepts related to money and finance
- Pre-test and post-test scores broken down by topic

EXPLORATION
 PLANNING
 SKILL BUILDING
 GUIDANCE

KEYS2WORK / PA EMENTORING
PA CAREER GUIDES / MY CAREER JOURNEY
FINANCIAL LITERACY 101

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www.smartfutures.org
www.pa-ementor.org

401 Wood Street, Suite 1400, Pittsburgh, PA 15222 Phone: 412-288-3900 Fax: 412-281-3335

Smart Futures, a non-profit organization, provides the following online career education resources to schools throughout Pennsylvania: Keys2Work, PA eMentoring, PA Career Guides, My Career Journey, and Financial Literacy 101.