

Career & Technical Education (CTE) Standards Revision Project

Cluster: Government and Public Administration

Pathways: Revenue & Taxation, Foreign Service, Governance, Planning, Public Management & Administration, Regulation, Legal Services

Government and Public Administration Cluster Overview

The Government and Public Administration Cluster focuses on those careers that are unique to government and not contained in another Career Cluster.

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Standards (Foundation) Knowledge and Skills

Career Cluster/Cluster Grouping:	Government & Public Administration
Pathway(s):	<ul style="list-style-type: none"> • Revenue & Taxation • Foreign Service • Governance • Planning • Public Management & Administration • Regulation • Legal Services
Prepared Completer Competencies: <ul style="list-style-type: none"> • GAVC01.01 Academic Foundations: Interpret and apply concepts of geography to demonstrate understanding of the academic foundations used in government and public administration. 	
High School Expectations	
Concepts and skills students know include: <ul style="list-style-type: none"> • GVCO1.01.01 Utilize graphic tools and technologies common to government and public administration to depict and interpret international, national, state, and local systems. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ol style="list-style-type: none"> a. Use maps and globes to locate places and regions. b. Devise maps, globes, and graphs to gather, analyze and report geographic information. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):

High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GVC01.01.02 Analyze and explain information about the human and physical features of places and regions to execute governmental and public administrative functions. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Discuss similarities and differences that emerge among international, national, state, and local communities. b. Interpret the importance of cultural symbols in the planning of government and public administration activities. c. Predict how geographical considerations impact regional change over time. d. Develop plans that integrate the diversity of different international, national, state, and local social and economic environments. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GVD01.01.03 Interpret geographical influences on requirements for international, national, state, and local governments and public administrations. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Interpret the need to exchange goods and services, create population centers, and interact culturally. b. Explain the importance of global networks for communications and transportation. 	Academic Content Knowledge Alignment:

<ul style="list-style-type: none"> c. Analyze how changes in technology, transportation, and communication impact social, cultural, economic, and political activity. d. Analyze how conflict and cooperation shape government and public administration. e. Interpret demographic trends to forecast impacts on government and public administration. 	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> • GVC01.02 Academic Foundations: Distinguish the functions of government and public administration in society to demonstrate an understanding of key issues in governance. 	
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • GV C01.02.01 Examine concepts of authority, rights, and responsibility to evaluate their impact on government and public administration. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<ul style="list-style-type: none"> a. Contrast how various societies have governed themselves. 	<p>Academic Content Knowledge Alignment:</p>
	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • GVC01.02.02 Evaluate the alignment of institutions of government and public administration with the principles of U.S. and 	

international law to guide policy development.

Evidence Outcomes - Students can:

- a. Evaluate importance of individuals, public opinion, media, political parties, associations, and groups in forming public policy.
- b. Describe the significance of diversity in the American political system.
- c. Recognize tension between constitutional ideals and realities of American political and social life.

21st Century Skills and Readiness Competencies

Academic Content Knowledge Alignment:

Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):

High School Expectations

Concepts and skills students know include:

- GVC01.02.03 Examine the levels of government and public administration to establish roles and relationships among federal, state, and local governments

Evidence Outcomes - Students can:

- a. Explain the various forms of state and local governments, agencies, and commissions.
- b. Compare the role of and relationship of federal, state, and local government.

21st Century Skills and Readiness Competencies

Academic Content Knowledge Alignment:

Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):

High School Expectations

Concepts and skills students know include:	
<ul style="list-style-type: none"> GVC01.02.04 Analyze US foreign policy to determine its effect on other countries 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> Analyze the affects of domestic politics on foreign policy. Evaluate circumstances in which the United States has politically influenced other nations. Evaluate circumstances in which other nations have influenced the politics and society of the United States. Examine the purpose and function of international governmental organizations. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies:	
<ul style="list-style-type: none"> GVC02.01 Communications: Select appropriate communication formats to facilitate the flow of ideas and information among government, public administration, the business community, and the general public. 	
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GVC02.01.01 Use communication techniques to stimulate the exchange of government and public administration ideas and information. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> Translate complex government and public administration technical information or issues in language appropriate for the audience. Explain, justify, or discuss public issues. Employ presentation techniques to handle difficult interviews and political situations. Prepare information for the media. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):

High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GVC02.01.02 Accurately document, report, and record governmental and public administrative information to conform to legal requirements. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Secure additional or clarifying information and documentation. b. Choose exact words to precisely describe a situation. c. Integrate information about compliance with public standards. d. Recommend modifications in practices and advise on corrective action. e. Document compliance with due process of law. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies:	
<ul style="list-style-type: none"> GOV02.02 Communications: Utilize negotiation skills to achieve the goals of government. 	
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GOV02.02.01 Develop international, national, state, and local networks to accomplish the governmental goals. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Identify common ground among a range of stakeholders. b. Evaluate the diversity of agencies and people in a variety of situations. c. Facilitate outcomes that are advantageous to all the parties 	Academic Content Knowledge Alignment:

<p>involved.</p> <p>d. Develop alliances with internal and external groups.</p>	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> GOV02.02.02 Interpret the impact of international, national, state, or local politics on goals of governmental or public administrative agencies. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<p>a. Identify the political ramifications of issues affecting the agency.</p> <p>b. Implement strategies to manage political ramifications.</p>	<p>Academic Content Knowledge Alignment:</p>
	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
<p>Prepared Completer Competencies:</p> <ul style="list-style-type: none"> GOV02.03 Communications: Communicate in one or more foreign languages to perform government and public administration functions. 	
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> GVC02.03.01 Use Spanish or another language other than English to correspond with speak with, write to, and read materials received from persons whose first language is Spanish or another foreign language. 	

Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Speak and write Spanish or another foreign language. b. Interpret printed and electronic media, audio and visual information in a non-English language. c. Translate accurately from Spanish or another foreign language. d. Apply the functions and structure of one language to study another language. 	Academic Content Knowledge Alignment: Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies: <ul style="list-style-type: none"> • GVC03.01 Problem-solving and Critical Thinking: Apply democratic principles in the process of governmental and administrative policy-making to achieve the public will. 	
High School Expectations	
Concepts and skills students know include: <ul style="list-style-type: none"> • GOV03.01.01 Employ governmental decision-making processes to achieve desired objectives. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Visibly support policies, programs, and ideals. b. Work with elected officials, interest groups, and the public. c. Generate consensus among and within diverse groups. d. Assess programs, organizations, and activities to effectively engage the political and institutional environment. e. Recognize crossover relationships and multiple causes of issues. f. Assist with analysis and drafting or refinement of regulations, policies, procedures, and/or processes. g. Assist with analysis and drafting or refinement of legislative measures. h. Plan for anticipated consequences of policy decisions. 	Academic Content Knowledge Alignment: Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):

Prepared Completer Competencies:	
<ul style="list-style-type: none"> • GOV04.01 Information Technology Applications: Execute work related tasks and processes using emerging and specialized technologies to achieve common objectives specific to government and public administration. 	
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> • GVC04.01.01 Utilize appropriate information technologies to accomplish tasks in government and public administration. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Integrate technologies suitable for the application. b. Analyze issues using most appropriate information technology. c. Innovate to create new knowledge. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies:	
<ul style="list-style-type: none"> • GOV05.01 Systems: Analyze and summarize the systemic relationships of government and public administration agencies to achieve the strategic objectives of those agencies. 	
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> • GVC05.01.01 Examine the interrelated nature of complex international, national, state, and local governmental and public administrative systems to serve the public interest. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies

<ul style="list-style-type: none"> a. Compare organizational similarities. b. Contrast differences. c. Delineate intergovernmental and private contractor relationships. d. Educate the public about government systems and their functions. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies: <ul style="list-style-type: none"> • GOV06.01 Safety, Health and Environmental: Maintain safe and healthful working conditions and environment in order to promote well-being in governmental and public administrative workplaces. 	
High School Expectations	
Concepts and skills students know include: <ul style="list-style-type: none"> • GVC06.01.01 Assess workplace conditions with regard to safety and health. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Identify the types of risk of injury/illness at work. b. Identify those who are susceptible to risk of injury/illness at work. c. Describe ways to positively impact occupational safety and health. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies: <ul style="list-style-type: none"> • GVC06.02 Safety, Health and Environmental: Conduct government and public administration work tasks in accordance with employee rights and responsibilities and employers' obligations concerning occupational safety and health to promote safe and healthful working conditions. 	

High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GVC06.02.01 Demonstrate behaviors that comply with the rules and laws designed to promote safety and health in the workplace. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Identify key rights of employees related to occupational safety and health. b. Identify the responsibilities of employers related to occupational safety and health. c. Explain the role of government agencies in providing a safe workplace. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies:	
<ul style="list-style-type: none"> GVC06.03 Safety, Health and Environmental: Assess types and sources of workplace hazards common to government and public administration work settings in order to demonstrate understanding of health and safety concerns. 	
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GVC06.03.01 Implement training for stakeholders on mitigation for workplace hazards. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Identify and describe common hazards in the workplace. b. Identify and describe major sources of information about hazards in the workplace (e.g., MSDS, work procedures, exposure control plans, training materials, labels, and signage). 	Academic Content Knowledge Alignment:

<ul style="list-style-type: none"> c. Identify sources of combustible/flammable materials, fire and emergencies to establish a fire safe environment. d. Interpret safety signs and symbols 	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
High School Expectations	
Concepts and skills students know include: <ul style="list-style-type: none"> • GVC06.03.02 Use technology, when appropriate, to assess hazards (such as GIS/GPS and others 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies: <ul style="list-style-type: none"> • GVC06.04 Safety, Health and Environmental: Control hazards common to government and public administration work settings to demonstrate application of procedures for maintaining a safe environment. 	
High School Expectations	
Concepts and skills students know include: <ul style="list-style-type: none"> • GVC06.04.01 Demonstrate the application of personal and group health and safety practices. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies

<ul style="list-style-type: none"> a. Identify procedures necessary for maintaining a safe work area. b. Identify methods to correct common hazards. c. Identify methods for disposing of hazardous materials. d. Demonstrate principals of safe physical movement to avoid slips, trips, and spills. e. Inspect and use protective equipment (PPE). 	<p>Academic Content Knowledge Alignment:</p> <hr/> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • GVC06.04.02 Implement training for stakeholders on preparedness for a safe environment 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<ul style="list-style-type: none"> a. Create notes, informal memos, and reminders. 	<p>Academic Content Knowledge Alignment:</p> <hr/> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • GVC06.04.03 Develop and implement an emergency response plan for a simulated scenario involving a workplace emergency 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>

	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> • GVC06.04.04 Use technology, when appropriate, to control hazards (such as GIS/GPS and others). 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies:	
<ul style="list-style-type: none"> • GVC06.05 Safety, Health and Environmental: Implement plans and policies to respond to public health, safety and environmental needs of the public. 	
High School Expectations	

Concepts and skills students know include:	
<ul style="list-style-type: none"> GVC06.05.01 Demonstrate the application of policy to ensure public well being and environmental protection. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Evaluate the roles of organizations that impact the well being of the public and the environment. b. Form partnerships that ensure the best utilization of resources. c. Implement programs to protect the public and the environment. d. Ensure compliance. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies:	
<ul style="list-style-type: none"> GVC06.06 Safety, Health and Environmental: Identify public hazards and determine abatement strategies to implement safety procedures. 	
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GVC06.06.01 Develop and implement safety standards and practices to ensure public safety. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Evaluate safety hazards in the environment. b. Formulate abatement actions. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):

High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GVC06.06.02 Implement homeland security procedures by coordinating with the Department of Homeland Security and other security agencies 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Support partnerships with international, national, state and local governments, the private sector, and citizens to share responsibility for homeland security. b. Comply with federal preparedness standards and directives. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GVC06.06.03 Use new and existing technologies to identify and develop strategies for safety procedures (such as GIS/GPS and others). 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
	Academic Content Knowledge Alignment:

	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies:	
<ul style="list-style-type: none"> • GVC07.01 Leadership and Teamwork: Develop an organizational vision and strategic plan to inform stakeholders of the goals of a government or public administration agency. 	
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> • GVC07.01.01 Incorporate the vision and strategic plan into the activities of the agency 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Act as a catalyst for innovation in government or public administration. b. Involve stakeholders in the development of the vision. c. Identify key policies and economic, political and social trends. d. Interpret the affects of economic, political, and social trends on agency goals. e. Formulate effective strategies for reaching the goals of the organization. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> • GVC07.01.02 Formulate strategies to manage the interests of various stakeholders. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies

<ul style="list-style-type: none"> a. Recognize stakeholder interests. b. Maintain focus under adverse conditions. c. Plan effective responses to political challenges. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies: <ul style="list-style-type: none"> • GVC07.02 Leadership and Teamwork: Design and implement human resource strategies to maximize organizational potential in government and public administration agencies. 	
High School Expectations	
Concepts and skills students know include: <ul style="list-style-type: none"> • GVC07.02.01 Create a culture that fosters mutual trust and confidence using leadership skills. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Foster a sense of organizational responsibility and commitment to public service. b. Develop staff talents. c. Encourage collegial involvement in decision making. d. Plan strategies to minimize conflict. e. Coach staff in conflict resolution. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
High School Expectations	

Concepts and skills students know include:	
<ul style="list-style-type: none"> GVC07.02.02 Organize team-building experiences to develop leadership in others. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Foster team identity. b. Coach teams to work together to achieve the goals of the agency. c. Facilitate cooperation between teams and the public. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies:	
<ul style="list-style-type: none"> GVC08.01 Ethics and Legal Responsibilities: Adopt and apply a standard of practices sufficient to meet legal and ethical requirements and meet the public's expectations for government and public administration 	
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GVC08.01.01 Apply established directives to ensure protection of confidential information while carrying out duties as a government or public administration employee 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Practice confidentiality in accordance with legal requirements relating to privacy. b. Practice responsible public disclosure. c. Provide appropriate information to regulators and to the public 	Academic Content Knowledge Alignment:

<p>as required by law.</p> <p>d. Retain records in compliance with government regulations.</p> <p>e. Comply with open meeting laws.</p>	<p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • GVC08.01.02 Apply established regulations to ensure governmental actions are free from conflict of interest or the appearance of conflict of interest. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>
<p>a. Analyze situations for any appearance of conflict of interest.</p> <p>b. Choose behaviors that do not use a position in government or public administration for direct or indirect personal benefit.</p> <p>c. Disclose all interests or activities that might create or appear to create a conflict of interest</p>	<p>Academic Content Knowledge Alignment:</p> <p>Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):</p>
<p>High School Expectations</p>	
<p>Concepts and skills students know include:</p> <ul style="list-style-type: none"> • GVC08.01.03 Model principles of ethical conduct to comply with the letter and the spirit of all laws and regulations affecting government and public administration agencies. 	
<p>Evidence Outcomes - Students can:</p>	<p>21st Century Skills and Readiness Competencies</p>

<ul style="list-style-type: none"> a. Practice compliance with laws and regulations affecting government and public administration. b. Modify practices to ensure compliance with changes in laws and regulations. c. Consult with an authority when in doubt about the application or interpretation of any legal requirement. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies: <ul style="list-style-type: none"> • GVC09.01 Employability and Career Development: Interpret and apply written organizational policies, rules and procedures to ensure government and public administration employees effectively perform their jobs. 	
High School Expectations	
Concepts and skills students know include: <ul style="list-style-type: none"> • GVC09.01.01 Locate appropriate information on organizational policies in handbooks and manuals. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Identify the contents of various organizational publications. b. Select the appropriate document(s) as reference for the situation. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
High School Expectations	

Concepts and skills students know include:	
<ul style="list-style-type: none"> GVC09.01.02 Discuss the influence of individual organizational policies and rules on a specific work situation 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Locate and identify specific organizational policy, rule or procedure to assist with a given situation. b. Explain specific organizational policy, rule or procedure to improve a given situation. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
Prepared Completer Competencies:	
<ul style="list-style-type: none"> GVC09.02 Employability and Career Development: Compare and evaluate career opportunities in one or more government and public administration career pathways to broaden awareness of careers available in the agencies related to the career cluster. 	
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> GVC09.02.01 Research and match career opportunities based upon their fit with personal career goals. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Locate and interpret career information for at least one career cluster. b. Identify job requirements for career pathways. c. Identify educational and credentialing requirements for career cluster and pathways. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):

High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> • GVC09.02.02 Match personal interests and aptitudes to careers when researching opportunities within the pathways. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Identify personal interests and aptitudes. b. Identify job requirements and characteristics of selected careers. c. Compare personal interests and aptitudes with job requirements and characteristics of career selected. a. Modify career goals based on results of personal interests and aptitudes with career requirements and characteristics. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> • GVC09.02.03 Develop a career plan for advancement in government and public administration careers. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):

Prepared Completer Competencies:	
<ul style="list-style-type: none"> • GVC10.01 Technical Skills: Administer human, financial, material, and information resources in a manner that instills public trust 	
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> • GVC10.01.01 Apply accepted principles of financial management to administer budgets and programs 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Prepare, justify and administer budgets. b. Integrate cost-benefit analyses to set priorities. c. Monitor expenditures in support of programs and policies. d. Incorporate cost-effective approaches. 	Academic Content Knowledge Alignment:
	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
High School Expectations	
Concepts and skills students know include:	
<ul style="list-style-type: none"> • GVC10.01.02 Utilize effective human resource management skills to achieve agency goals. 	
Evidence Outcomes - Students can:	21st Century Skills and Readiness Competencies
<ul style="list-style-type: none"> a. Assess current and future staffing needs based on goals and objectives. b. Select and manage a multi-cultural workforce. 	Academic Content Knowledge Alignment:

	Learning & Behavioral Skills (Inquiry, Application in Society & Technology & Nature of...):
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