

## TAY Life Skills Study Guide

# Job Readiness & Education

This guide will provide information and resources to help you reach your career potential. It will help you consider, assess, and plan your education and career goals and build a foundation for achieving these goals.

**By completing this section you will learn about:**

- a) Completing high school or earning a GED
- b) How your education today affects your success in making a living later
- c) Options for college
- d) Fundamental education and career preparation skills
- e) Skills to prepare you for job searching

**Follow the directions and complete each of the following activities.**

**After you have completed each activity, have your foster parent or caregiver initial below.**

# Activities

## Understanding Education

*Time allotted: 1 Hour*

*Purpose:* Help you decide to complete High School or GED.

**1) Visit [www.ged.com](http://www.ged.com)**

- Go to the blog.
- Select "Tips About the GED Test" from the topics menu.
- Scroll down to find the article "What's the Difference between the GED and a High School Diploma". Review the information.

**2) Discuss with your foster parent or caregiver the differences and effects of a GED versus a diploma.**

**3) Discuss the positive/negative effects of completing or not completing your high school diploma or GED with your teacher, school counselor, foster parent or caregiver.**

**4) Discuss steps to accomplish your education goal of graduation or GED completion with your teacher, school counselor, foster parent or caregiver.**

**5) Discuss when, where and who to go to for help to reach your educational goals with your teacher, school counselor, foster parent or caregiver.**

**6) Discuss study time issues and tools with your foster parent or caregiver.**

**7) Create a weekly work and school schedule.**

**8) Visit [www.texascareercheck.com](http://www.texascareercheck.com) website to create a high school graduation plan.**

- Click on "Explore education".
- Click on "High School Graduation Plan"; or
- You can print a high school graduation plan at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).
- Scroll down and select "Considering School"
- Under "Popular Topics", select "Get Checklists for Academic and Financial Preparation"
- Scroll down to "Checklists", you will find checklists available for planning 9th through 12th grades. Select the checklist that is appropriate for you and complete it. You will use this same website to apply for financial aid (FAFSA) when you start college.

Caregiver Initials:

# Activities

## Homelessness & Rights to Public Education

*Time allotted: 30 min*

*Purpose:* To understand what rights Homeless and Unaccompanied youth have to receiving public education.

**D** Visit <http://tnoys.org/youth-homelessness-resources/>

- Scroll down to "Understanding Youth Rights", click on the title, and review pages 15-18. What rights do homeless youth have under the McKinney-Vento Homeless Assistance Act?

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- What does a Homeless Student Liaison do?

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- In what situations do school districts have to provide transportation for students experiencing homelessness?

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- What documents are needed in order to be enrolled in school?

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- Name 4 things that Title 1 funds can be used for?

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Caregiver Initials:

# Activities

## How to Get a Job

*Time allotted: 2 Hours*

*Purpose:* Learn about the essentials to a good resume and develop skills for acing a job interview.

**1) Go to [www.youtube.com](http://www.youtube.com).**

- In the search bar type "Anthony Oneal" and click the first channel. Go to "Playlists".
- Go to "How to get a job as a teen" and click "Play All".
- What advice can you use from the video to excel at an interview? What can you improve on your resume?

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**2) Discuss with your foster parent or caregiver the basics of a resume and how to start your own.**

**3) Go to <https://www.indeed.com/career-advice>.**

- Enter "10 Resume Skills" in the search bar.
- Find the article: 10 Best Skills to include on a Resume
- What hard and soft skills do you have that you can include on your resume? What tips can you use when creating your resume?

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Caregiver Initials:

# Activities

## Additional Job Preparedness Skills

*Time allotted: 30 min*

*Purpose:* To understand the benefits of time management and other skills that will be useful to you in whatever education or career path you take.

### ① Time Management

- Visit <https://timehackhero.com/time-management-for-teens/>
- Review the article
- List 1-3 habits you can start doing to improve your time management

### ② Taking Care of Yourself at Work or School

- Visit <https://www.fastcompany.com>
- Search "7 Self care habits you should develop at work"
- Review the article and reflect on how you can be aware and take care of yourself at work or at school.

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# Activities

## Career Assessment

Time allotted: 1 Hour

Purpose: Assess your current work abilities to develop a list of potential career paths you can take.

① Go to [www.careeronestop.org](http://www.careeronestop.org).

- Choose Toolkit from the menu and click on "Interest Assessment" under Careers.
- Click "Start Assessment".
- Answer the 30 test questions.
- List the 10 career results and circle your top three. Discuss these options with a friend, mentor, or caregiver.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



Did you agree/disagree with the career options provided? Why or why not?

Do you feel the careers reflect your future goals? What qualifications will you need for your top 3?

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# Activities

## Career Assessment, continued

② Go to <https://www.princetonreview.com/quiz/career-quiz>

- Click "Explore Careers" and review "Occupational Trends" and learn about average earnings and openings of different careers in Texas.
- Go back to "Explore Careers" and play the "Pop-a-Job" activity to learn about other careers you may not have known about
- Write down 1-3 interesting jobs that you learned about

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# Activities

## Career Planning

Time allotted: 1 Hour, 30min

Purpose: To find different community agencies and resources to help plan your career.

### 1) Go to [www.texasyouthconnection.org](http://www.texasyouthconnection.org)

- Click on "Jobs".
- Click on "Explore Your Job Choices".
- Review different careers. Find out the skills and education required for the careers.
- Discuss the education required for your selected career with your foster parent or caregiver. Will you need to attend college or vocational school to learn skills required for your career?

### 2) Go to [www.kidshealth.org](http://www.kidshealth.org)

- Click "For Teens".
- Click "School & Jobs".
- Click "Jobs & Volunteering".
- Click on "Finding a Summer Job or Internship".
- Review the article.
- Discuss with your foster parent or caregiver the difference between having a job, volunteering or doing an internship.



### 3) Go to [www.texasyouthconnection.org](http://www.texasyouthconnection.org)

- Click on "Jobs".
- Click on "Career One Stop".
- Click on "Explore Careers".
- Research 2 careers of interest to you and describe a typical work day, the skills required, what you will learn on the job, expected starting pay, and opportunities for advancement to better paying positions with your caregiver.

### 4) Go to [www.texasrealitycheck.com](http://www.texasrealitycheck.com)

- Click on "Reality Check".
- Click on the area where you would like to live.
- Follow the steps to see how much it will cost you to live.
- Click on the button to find careers that match your annual salary needed. Discuss with your foster parent or caregiver.

### 5) Go to [www.workintexas.com](http://www.workintexas.com)

- Enter keywords related to your career goals or interests ex. retail, book-keeping and recreation.
- Enter your zip code and click "Search".
- What jobs available interest you?
- Get an application for a real job. Review it.
- Make a list of what qualifications you need when you apply for a job.

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# Activities

## Higher Education

Time allotted: 1 Hour

Purpose: Understand options for college and beyond.

**1) Go to [www.collegeforalltexans.com](http://www.collegeforalltexans.com).**

- Click on "Students".
- Select "Get All the Facts".
- Click "Find the Right College".
- Read how to find a college that is a good match for you.

**2) Go back and click "Get All the Facts"**

- Click "The Tests You'll Need".
- Learn about the types of higher education entrance tests.

**3) Go back and click "Get All the Facts".**

- Select "Paying for College".
- Click "Apply for Financial Aid", read about the FAFSA.
- Click "Types of Financial Aid" on the right side of the page.
- Learn how the different kinds of Financial Aid can help you pay for college.

**4) Go to [www.texasyouthconnection.org](http://www.texasyouthconnection.org)**

- Select the "Education" tab on the left and then "Learn More" under "Go to College".
- Click "Paying for College".
- Review the different types of financial aid. Use the links in the appropriate sections find more information and write down the eligibility requirements and when eligibility expires for each of the resources below:

*State College Tuition Waiver*

*Education and Training Voucher :(ETV)*

*PAL Scholarship*

*Freshman and Sophomore Success Scholarship*

- (Fill in the Blank) State College Tuition Waivers provides tuition and fee exemption for life as long as you have enrolled in a state supported school or dual credit course by your \_\_\_\_ birthday.

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