

MEMORANDUM

To: Superintendents and Principals

From: Dr. Andrew Melin, Chief Innovation Officer
Benjamin Carter, Director of Workforce and Innovation

Date: June 21, 2019

Re: House Enrolled Act 1002 - Career Awareness and Career Development Plan (6 of 6)

Background:

Per House Enrolled Act (HEA) 1002, each school in a school corporation and each charter school shall include in the School Improvement Plan, a summary of how the school will implement career awareness and career development activities in the following grade bands: one-five, six-eight, nine-10, and 11-12. The plan should include proposed student activities:

- For grades one through five: Career awareness models to introduce students to work values and basic employment concepts.
- For grades six through eight: Initial career information models that focus on career choices as they relate to student interest and skills.
- For grades nine through 10: career exploration models that offer students insight into future employment options.
- For grades 11 through 12: Career preparation models that provide job or further education counseling, including the following:
 - Initial job counseling, including the use of job service officers to provide school-based assessment, information, and guidance on employment options and the rights of students as employees.
 - Workplace orientation visits.
 - On-the-job experience exercises.

Guidance:

Each school in a school corporation and each charter school will complete a form, prescribed by the Indiana Department of Education (IDOE), to summarize the school's career development and career awareness activities at each grade band. There are many examples of activities that support career awareness and career development including but not limited to: industry-related classroom speakers, use of online career exploration tools, career-related classroom projects and instruction, workplace site visits, work-based learning experiences, and/or career-related courses.

In addition, according to I.C. 20-30-5-14, schools need to include employability skills into their curriculum. The State Board of Education recently approved [K-12 employability skills standards](#). Completing the form linked below will help each school comply with both HEA 1002 and I.C. 20-30-5-14. **Schools are required to complete and submit the appropriate grade level form by November 1, 2019.**

[Elementary School](#)

[Middle School](#)

[High School](#)

For the 2020-2021 school year, this provision will be an added component of the School Improvement Plan.

If you have any questions, please contact Ben Carter at 317-232-9168 or e-mail at bcarter1@doe.in.gov.

This bill was authored by Representative Holli Sullivan. The full bill text can be found [here](#). Information regarding how to contact your legislators can be found [here](#).