# Developing and Utilizing Shared Vocabulary for Career Success

Developing and using a shared vocabulary is crucial for career success. With the support of our partners at SkillsUSA North Carolina, we have created a comprehensive list of shared vocabulary terms. Practitioners who consistently use these terms with students and job seekers can help them internalize the vocabulary and incorporate it into their own language.

To make learning fun and effective, consider using games and other interactive activities to reinforce this shared vocabulary. Explore our gallery at <https://nencpathways.org/career-pathways-toolkit/> which features pictures and definitions of key terms. Feel free to use these resources in any way that benefits your teaching or training efforts!

## Career Pathways Vocabulary:

* **Stackable Credentials**: A sequence of credentials that build up an individual’s qualifications over time.
* **Employability Skills:** Personal attributes that enable effective interaction with others.
* **Career Ladder:** The progression from entry-level positions to higher levels of pay, skill, responsibility, or authority.
* **Work-Based Learning:** Educational programs combining classroom instruction with practical work experience.
* **Transferable Skills:** Qualities that can be transferred from one job to another.
* **Labor Market Information (LMI):** Data and analysis related to employment and the workforce.
* **Secondary Education:** High school education (grades 9-12).
* **Post-Secondary Education:** Education after high school (e.g., college, trade schools).
* **Community College:** Two-year colleges offering associate degrees or transfers to four-year colleges.
* **College/University:** Four-year institutions offering bachelor’s degrees and graduate programs.
* **Trade (Vocational) School:** Schools focusing on specific trades or skills (e.g., plumbing, HVAC).
* **Undergraduate Degree:** A degree after high school but before a master's (e.g., associate and bachelor’s degrees).
* **Graduate Degree:** A degree obtained after a bachelor’s (e.g., master’s and PhD).
* **Certificate:** Proof of training, less than a diploma.
* **Credential:** A certificate proving mastery of a skill, more than a certificate but less than a degree.
* **Diploma:** Awarded as proof of graduation from a program.
* **Internship:** Paid or unpaid training experience for a specific period.
* **Apprenticeship:** Paid training with certification from the Dept. of Labor.
* **On-the-Job Training (OJT):** Training provided while employed.
* **Job Shadowing:** Observing a professional during their workday to learn about their job.
* **Suitability:** the quality of being right or appropriate for a particular person, purpose, or situation
* **Career Pathways:** an integrated collection of ***regional and local programs and services*** connecting ***youth and adults*** to the workforce through ***education and training*** for *highly skilled, sustainable careers in high demand industries.*

## [SkillsUSA Vocabulary](https://www.skillsusanc.org/):

Essential Elements identified by over 1000 industry partners as crucial for success:

* **Integrity:** Doing the right thing reliably; being honest and accountable.
* **Work Ethic:** Commitment to punctuality, meeting deadlines, and following policies.
* **Professionalism:** Behaving in alignment with workplace standards.
* **Responsibility:** Taking ownership of work performance and actions.
* **Adaptability/Flexibility:** Embracing change and fostering creativity.
* **Self-Motivation:** Exhibiting a passion for life and career.
* **Communication:** Sending and receiving clear messages.
* **Decision Making:** Using information to solve problems and make choices.
* **Teamwork:** Working with others to achieve a common goal.
* **Multicultural Sensitivity and Awareness:** Respecting all people and cultures.
* **Planning, Organization, and Management:** Designing processes to complete tasks at quality standards.
* **Leadership:** Influencing others positively.
* **Computer and Technology Literacy**: Using technology effectively and innovatively.
* **Job-Specific Skills:** Implementing unique knowledge required by specific jobs.
* **Safety and Health:** Following workplace health and safety guidelines.
* **Service Orientation:** Meeting customer needs respectfully and effectively.
* **Professional Development:** Engaging in learning experiences to advance career progression.