



## Pre-Professional Assessment & Certification in Personal and Family Finance

### *Alignment to the Employability Skills Framework\**

Employability Skill	Domain 1 Financial Responsibility & Decision Making	Domain 2 Income & Careers	Domain 3 Planning & Money Management	Domain 4 Credit & Debt	Domain 5 Risk Management & Insurance	Domain 6 Saving & Investing
<b>Applied Knowledge</b>						
<ul style="list-style-type: none"> <li>Applied Academic Skills <i>Uses reading skills, writing skills, mathematical strategies and procedures, and scientific principles and procedures</i></li> </ul>	★	★	★	★	★	★
<ul style="list-style-type: none"> <li>Critical Thinking Skills <i>Thinks critically and creatively; makes sound decisions; solves problems; reasons; and plans and organizes</i></li> </ul>	★	★	★	★	★	★
<b>Effective Relationships</b>						
<ul style="list-style-type: none"> <li>Interpersonal Skills <i>Understands teamwork and works with others; responds to customer needs; exercises leadership; negotiates to resolve conflicts</i></li> </ul>	★	★	★			
<ul style="list-style-type: none"> <li>Personal Qualities <i>Demonstrates responsibility and self-discipline; adapts and shows flexibility; works independently; demonstrates a willingness to learn; demonstrates integrity; demonstrates professionalism; takes initiative; displays positive attitude and sense of self-worth; and takes responsibility for professional growth</i></li> </ul>	★	★				
<b>Workplace Skills</b>						
<ul style="list-style-type: none"> <li>Resource Management <i>Manages time, money, materials, and personnel</i></li> </ul>	★		★	★	★	★
<ul style="list-style-type: none"> <li>Information Use <i>Locates, organizes, uses, analyzes, and communicates information</i></li> </ul>	★	★	★	★	★	★
<ul style="list-style-type: none"> <li>Communication Skills <i>Communicates verbally; listens actively; comprehends written material; conveys information in writing; and observes carefully</i></li> </ul>	★				★	★
<ul style="list-style-type: none"> <li>Systems Thinking <i>Understands, uses, monitors, and improves systems</i></li> </ul>			★		★	★
<ul style="list-style-type: none"> <li>Technology Use <i>Understands and uses technology</i></li> </ul>	★		★	★		★

\*Developed by the U. S. Department of Education, Office of Career, Technical, and Adult Education (<http://cte.ed.gov/employabilityskills/index.php/framework/>)