



Academic & Career Plan

Elementary School Academic & Career Plan Portfolio

The [Regulations Establishing Standards for Accrediting Public Schools in Virginia](#) (SOA) includes a provision for each elementary school student to develop an Academic and Career Plan Portfolio in the elementary grades. [8VAC20-131-140.C.2](#) College and Career Readiness; Career Exposure, Exploration, and Planning; and Opportunities for Postsecondary Credit, states:



“Beginning in the elementary school years, students are to explore the different occupations associated with career clusters and select an area or areas of interest. Students will begin the development of an Academic and Career Plan Portfolio (ACPP) in elementary grades to include information about interests, values such as dependability and responsibility, and skills supporting decisions about their future interests and goals.”

Delivering Career Investigations Curriculum

The *Regulations Establishing Standards for Accrediting Public Schools or Standards of Accreditation* (SOA), section 8VAC20-131-90, titled Instructional program in middle schools, states:

“Each middle school shall provide a course in career investigation in accordance with the provisions of 8VAC20-131-140. School divisions may seek alternate means of delivering the career investigation course content provided it is equivalent in content and rigor and provides the foundation for students to develop their academic and career plans.”

Read [Superintendents' Memorandum #053-18](#), dated March 16, 2018, for additional information.

An online method for delivering the Middle School Career Investigations (MSCI) content is available. VDOE partnered with WHRO Education and *Commonwealth Cascades* serves as an alternate method of partially or fully delivering the Career Investigations curriculum.

The course has been designed using rapid e-learning software and will deliver interactivities in a format that is compatible and fully functional on a desktop computer, laptop, tablet, mobile device, or a smartphone. Additionally, the content can be modified to meet the needs of local school divisions and individual students.

The Middle School Career Investigation (MSCI) content files and supporting documents are available for download for school divisions at the following link.

- **Host:** <ftp://ftp.mscontent.org/>
- **Username:** MSCI_access
- **Password:** WHROcontent!

The course has been designed using rapid e-learning software and will deliver interactivities in a format that is compatible and fully functional on a desktop computer, laptop, tablet, mobile device, or a smartphone. Additionally, the content can be modified to meet the needs of local school divisions and individual students.

Middle & High School Academic & Career Plans of Study

The Regulations Establishing Standards for Accrediting Public Schools in Virginia (SOA) includes provisions for each middle and high school student to have a personal learning plan and course of study that aligns with the student's academic and career goals. Refer to SOA: 8 VAC 20-131-140, page 33. College and career preparation programs and opportunities for postsecondary credit.

The Academic and Career Plan must include but is not limited to:

- A program of study for high school graduation and a postsecondary career pathway based on the student's academic and career interests.
- A review and update, if necessary, before the student enters the ninth and eleventh grades.
- The signatures of the student, student's parent or guardian and school official(s) designated by the principal.

Note: The school shall have met its obligation for parental involvement if it makes a good faith effort to notify the parent or guardian of the responsibility for the development and approval of the Plan. The academic and career plan must be included in the student record.

Resources for Career Development Standards

Grades K-5: Career Awareness & Exploration

Students will understand the concept of a career, setting goals and the value of lifelong learning

Students in grade K-5 will:

- Understand the concepts of job and career,
- Understand that behaviors such as punctuality, courtesy, proper dress and proper language are essential to current and future success,
- Understand the relationship of individual effort, hard work and persistence to achievement,
- Understand the importance of teamwork in working towards a common goal,
- Demonstrate the decision making process,
- Demonstrate goal setting,

- Recognize the benefits of both individual initiative and teamwork,
- Recognize that the changing workplace requires lifelong learning,
- Identify hobbies and interests, and
- Identify career choices through exploration.

From [Standards for School Counseling Programs in Virginia Public Schools \(PDF\)](#)

Early Childhood Instruction - Early childhood programs in Virginia public schools provide a foundation for learning and academic success. School-readiness activities focus on phonological awareness, vocabulary, number sense and physical, motor and social development.

Academic & Career Plan Portfolio - Beginning in the elementary school years, students are to explore the different occupations associated with career clusters and select an area or areas of interest. Students will begin the development of an Academic and Career Plan Portfolio (ACPP) in elementary grades to include information about interests, values such as dependability and responsibility, and skills supporting decisions about their future interests and goals.

Virginia Education Wizard - A comprehensive career and college planning website that provides elementary students with the ability to explore careers, take interest inventories, and develop Academic and Career Plan Portfolios.



Special Education - The Individuals with Disability Education Act (IDEA) guarantees a free appropriate public education to all eligible children with disabilities. The steps in the special education process include: Identification and referral, Evaluation, Determination of eligibility, Development of an individualized education program (IEP) and determination of services, and Reevaluation.

IEP & Instruction - An individualized education program (IEP) is a written statement designed to meet a student's unique needs. The IEP should provide information specific to the student and improve teaching, learning and results.

Virginia Career VIEW – Virginia Career VIEW provides career development resources and activities for grades K-5 supporting the Virginia Counseling Standards, Virginia Standards of Learning, and requirements to support the development of the Academic and Career Planning Portfolio. Activities include interactive game play, a kids career search, and multiple resources to print. Parent resources and Professional resources are also included. No Login required.



Grades 6-8: Career Development & Planning

Students will identify and demonstrate the relationship of personal interests, goals and course planning as it relates to career choices

Students in grade 6-8 will:

- Identify the relationship of course content, educational achievement, and career choices,
- Identify personal preferences, skills, and interests that influence career choices and success,

- Understand the effect of career choices on quality of life,
- Understand that behaviors such as punctuality, courtesy, proper dress and language, and hard work are essential to success in the job market,
- Demonstrate understanding of the education and training needed to achieve career goals,
- Demonstrate employability skills such as individual initiative, teamwork, problem solving, organization, and communication,
- Use research skills to locate, evaluate, and interpret career and educational information, and
- Demonstrate awareness of educational, vocational, and technical training opportunities available in high school.

From [Standards for School Counseling Programs in Virginia Public Schools \(PDF\)](#)

Virginia Education Wizard – A comprehensive career and college planning website that provides students with the ability to assess their skills and explore associated career clusters; find specific occupations in demand, and the top employers within their local area and other regions of Virginia; explore public and private colleges and universities throughout Virginia based on various “fit” factors and save the results; prepare for college admission and attendance; and build resumes and prepare for interviews. **The Wizard also contains the electronic Academic and Career plan for students.**



A **Career Cluster** is a grouping of occupations and broad industries based on commonalities.



Within each career cluster, there are multiple career pathways that represent a common set of skills and knowledge, both academic and technical, necessary to pursue a full range of career opportunities within that pathway – ranging from entry level to management, including technical and professional career specialties. Based on the skills sets taught, all CTE courses are aligned with one or more career clusters and career pathways.

Virtual Virginia – virtual education programs provide instruction for students in non-traditional settings through distance learning options.



Virginia Career VIEW – A comprehensive Virginia focused career and educational planning website for grades 6-8 providing career development resources and activities to meet the Virginia Counseling Standards, Virginia Standards of Learning, and requirements to support the development of the Academic and Career Plan including parent and professional resources. No Login required.



Grades 9-12: Career Focus & Experiences

Students will understand how the changing workplace requires lifelong learning, flexibility and the acquisition of new employment skills

Students in grade 9-12 will:

- Understand the value of ethical standards and behaviors in education and the workplace,
- Understand how changing economic and societal needs influence employment trends and future training,
- Understand how work and leisure interests can help to achieve personal success and satisfaction,

- Understand how the changing workplace requires lifelong learning, flexibility, and the acquisition of new employment skills,
- Understand that behaviors such as punctuality, courtesy, proper dress and language, and hard work are essential to success in the job market,
- Understand that self-employment is a career option and demonstrate knowledge of the variety of professional, technical and vocational skills necessary for self-employment,
- Demonstrate employability skills such as individual initiative, teamwork, problem solving, organization, and communication,
- Demonstrate skills involved in locating, using, and interpreting a variety of career and educational resources, including the Internet,
- Develop and utilize time and task management skills,
- Demonstrate knowledge of the current job market trends, and
- Apply decision making skills to career planning.

From [Standards for School Counseling Programs in Virginia Public Schools \(PDF\)](#)

Virginia Education Wizard – A comprehensive career and college planning website that provides students with the ability to assess their skills and explore associated career clusters; find specific occupations in demand, and the top employers within their local area and other regions of Virginia; explore public and private colleges and universities throughout Virginia based on various “fit” factors and save the results; prepare for college admission and attendance; and build resumes and prepare for interviews. **The Wizard also contains the electronic Academic and Career plan for students.**



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Virtual Virginia – virtual education programs provide instruction for students in non-traditional settings through distance learning options.



The Path to Industry Certification: High School Industry Credentialing –Beginning with first-time ninth graders in the 2013-2014 school year, students must earn a career and technical education credential that has been approved by the Board in order to graduate with a Standard Diploma. Students who earn a credential by passing a certification or licensure examination may earn up to two student-selected verified credits to meet graduation requirements.

Trailblazers – An online resource that provides teachers, administrators and school divisions with useful, up-to-date employment projections, data and research.



Virginia Career VIEW – A comprehensive Virginia focused career and educational planning website for grades 9-12 and beyond providing career development resources and activities to meet the Virginia Counseling Standards, Virginia Standards of Learning, and requirements to support the development of the Academic and Career Plan including parent and professional resources. Includes multiple career and interest assessments, state and national educational programs, workforce resources, and more!

Other Resources

- Programs to prepare students for college or a career, as well as opportunities for postsecondary credit are addressed in 8 VAC 20-131-140 of the SOA.
- Guidelines for Academic & Career Plans – The Academic and Career Plan is designed to be a working document that maximizes student achievement by having the student accomplish goals in middle and high school that lead to postsecondary and career readiness.
- Technical Assistance Document for Academic & Career Plans – Can be used by divisions to assist in creating, implementing and maintaining academic and career plans. Includes information, resources, and current state regulations related to academic and career planning.