

CFM AND CTE: WORK-BASED LEARNING

Documenting Transferable Skills Through Workplace Evidence

Detailed practice, calculation, decision-making, and assessment

GRADES 9-12	TIME 2 x 42 min	GROUPING I / pairs / whole	PRODUCT Reflect
YOUR CHALLENGE Turn workplace observations and tasks into specific, privacy-safe evidence of communication, teamwork, problem solving, technology use, dependability, and professionalism.			

New York CFM Connections: Safe Work-Based Learning, Transferable Skills, and Career Evidence

Transferable skills can be used in many careers, but simply claiming to be a good communicator or team member is weak evidence. Strong documentation names the situation, action, tool or standard, result, feedback, and next improvement without exposing confidential information.

Term	Student-friendly meaning
Transferable skill	A skill useful across different jobs and career areas.
Artifact	A work sample or record that demonstrates learning.
Evidence	Specific information supporting a claim.
Feedback	Information about performance used to improve.
De-identification	Removing details that could identify a person or organization.
Reflection	Careful analysis of experience, results, and next steps.
CLASSROOM USE All people, employers, figures, brackets, and documents in this packet are fictional. Never place a real Social Security number, employer ID, bank number, or tax document in classroom work.	

Part 1 - Separate Tasks from Skills

Fictional tasks include greeting customers, updating inventory, preparing a spreadsheet, joining a team huddle, fixing a filing error, and arriving for scheduled shifts.

Task	Transferable skill	Behavior observed	Evidence
Customer greeting			
Inventory update			
Spreadsheet			
Team huddle			
Filing error			
Attendance			

Use observable actions rather than personality labels.

Part 2 - Create a Workplace Evidence Log

Complete a situation-action-result-learning record for five experiences.

Situation/task	Action	Result/evidence	Feedback	Next improvement
1				
2				
3				
4				
5				

Do not include names, account numbers, customer information, or proprietary files.

Part 3 - Make an Artifact Privacy Decision

Consider a customer email, blank spreadsheet template, sales report, photo of work area, training certificate, and original poster.

Possible artifact	Use as-is?	Privacy/ownership concern	Safe alternative
Customer email			
Blank template			
Sales report			
Workplace photo			
Certificate			
Original poster			

Employer or school approval may still be required for a safe-looking item.

Part 4 - Interpret Supervisor Feedback

Supervisor says: accurate spreadsheets, respectful customer tone, needs to ask questions sooner, and should double-check final file names.

Feedback	Strength/growth area	Evidence	Specific action	Measure
Accuracy				
Customer tone				
Questions				
File names				

Turn general advice into a measurable improvement plan.

Part 5 - Write a Transferable-Skills Reflection

Select three skills and defend each with evidence.

Skill	Evidence	Why transferable	Next goal
Skill 1			
Skill 2			
Skill 3			

Write 175-225 words and avoid unsupported claims.
