

# Northern Kentucky Essential Workplace Ethics Certificate

## Rationale

Two of the fundamental goals of Kentucky's common schools are to prepare children to be productive members of their community and prepare them for the next phase of their life upon graduation. To this end the common schools provide a continuum of standards-based instruction to build knowledge and skills in the core academic areas of; language arts, reading, mathematics, science, social studies, arts and humanities, practical living, and technology competency. Incorporated into the delivery of that instruction are several key tenets of workplace readiness; cooperation, collaboration, leadership, critical thinking, and teamwork to name a few.

Many aspects of workplace readiness are also part of the daily routines and procedures of students enrolled in a Kentucky common school. Compulsory attendance, appropriate behavior, decision-making, social skills, and a growth mindset are several examples.

The common schools' daily instruction is supplemented by additional social-emotional, health and wellbeing, academic (support and enrichment), and career exploration and preparation programs in the schools from kindergarten through grade twelve that also reinforce workplace readiness skills. Additionally, student participation in school sponsored clubs and extracurricular activities supports the goal of college and career readiness and productive citizenry.

The Northern Kentucky Essential Workplace Skills Certificate will validate and formalize students' attainment of the characteristics necessary to be a successful graduate of the common schools, a productive member of their community, and a student prepared for post-secondary training or the workforce.

## Description

The Northern Kentucky Essential Workplace Ethics Certificate will be awarded to students deemed as having demonstrated attainment of the following Essential Workplace Ethics characteristics, as described in KRS 158.1413.

- **Adaptability**, including an openness to learning and problem solving, an ability to embrace new ways of doing things, and a capability for critical thinking
- **Diligence**, including seeing a task through to completion
- **Initiative**, including taking appropriate action when needed without waiting for direct instruction
- **Knowledge**, including exhibiting an understanding of work-related information, the ability to apply that understanding to a job, and effectively explain the concepts to colleagues in reading, writing, mathematics, science, and technology as required by the job
- **Reliability**, including showing up on time, wearing appropriate attire, self-control, motivation, and ethical behavior
- **Remaining drug-free**

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- **Working well with others**, including effective communication skills, respect for different points of view and diversity of coworkers, the ability to cooperate and collaborate, enthusiasm, and the ability to provide appropriate leadership to or support for colleagues

## Participation

All students enrolled in the common schools within the Northern Kentucky Cooperative for Educational Services (NKCES) region will be eligible to earn the Northern Kentucky Essential Workplace Ethics Certificate. The Northern Kentucky Essential Workplace Ethics Certificate shall be awarded to qualifying seniors. Each school district within the Northern Kentucky Cooperative for Educational Services (NKCES) region will develop the specific criteria related to the Essential Workplace Ethics characteristics, rubric and/or scoring to be used for qualification purposes, but each shall meet the minimum criteria described in the next section.

## Minimum Criteria

Districts will utilize the scoring rubric developed by regional committee.

## Regional Collaboration

Local School District collaboration with the local workforce investment board, in conjunction with local economic development organizations, business, workforce or industry organizations is a critical component this work. NKCES is already represented in many ways through these organizations and purposeful communication on this work is occurring through:

- Local School Boards in communities sharing with governing boards and businesses
- School staff creating an awareness of the Essential Workplace Ethics Certificate and its' importance.
- WIB: Convening meetings with the Executive Director, Presenting at their July Board meeting and forming a committee to give input on the proposed plan
- GROW: Pillar II
- Sharing the importance of Essential Workplace Ethics Certificate with Community Stakeholders with organizations and business owners
- Creating an awareness of Essential Workplace Ethics Certificate and developing a list of organizations/businesses that will recognize the certificate.