



# BurlingtonEnglish

## A Guide to Burlington Career Pathways

### WIOA Requirements

**1** Preparation for Finding the Right Career



**4** Transitions to Post-Secondary Education & Training



**2** Job Placement: Applications, Resumes, Interviews



**5** Integration of Literacy and Civics



**3** Job Retention and Soft Skills





**6** Digital Literacy





# BurlingtonEnglish



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BurlingtonEnglish Course/ WIOA Requirement	BurlingtonEnglish Face-to-Face In-Class Lessons (ICL)	BurlingtonEnglish Student's Zone Software (SZ) Proxy Time Lessons (away from school)	Homework Worksheets or Extra Face-to-Face Activities Found in the Teacher's Zone (TZ)	Mobile Practice for Students
<b>Burlington Career Pathways Module 1: About Me</b>	<b>Burlington Career Pathways Beginners Module 1: About Me (Approx. 3 hours)</b>	<b>Burlington Career Pathways Beginners Module 1: About Me (Approx. 3 hours)</b>		<b>Vocabulary Practice for Career Pathways Module 1</b>
 	Lesson 1: My Background	Lesson 1: My Background <b>Portfolio Task:</b> Students complete their <i>My Background</i> part of their personal portfolio.		My Background
	Lesson 2: My Personality and Skills	Lesson 2: My Personality and Skills <b>Portfolio Task:</b> Students complete their <i>My Personality &amp; Skills</i> part of their personal portfolio.		My Personality and Skills
	Lesson 3: My Work Values	Lesson 3: My Work Values <b>Portfolio Task:</b> Students complete their <i>My Work Values</i> part of their personal portfolio.		My Work Values



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<b>Burlington Career Pathways Module 2: Career Clusters</b>	<b>Burlington Career Pathways Beginners Module 2: Career Clusters</b> (Approx. 1 hour)	<b>Burlington Career Pathways Beginners Module 2: Career Clusters</b> (Approx. 1 hour)		<b>Vocabulary Practice for Career Pathways Module 2</b>
 	<p>Explore the career clusters and learn about occupations in order to choose a career pathway, while thinking about your short-term and long-term goals.</p>	<p>Explore the career clusters and learn about occupations in order to choose a career pathway, while thinking about your short-term and long-term goals.</p> <p><b>Portfolio Task:</b> Students will save jobs of interest to their personal portfolio.</p>		



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<b>Burlington Career Pathways Module 3: Getting a Job</b>	<b>Burlington Career Pathways Beginners Module 3: Getting a Job (Approx. 3 hours)</b>	<b>Burlington Career Pathways Beginners Module 3: Getting a Job (Approx. 3 hours)</b>		<b>Vocabulary Practice for Career Pathways Module 3</b>
 	Lesson 1: Job Search	Lesson 1: Job Search  <b>Portfolio Task:</b> Students complete their <i>Job Search</i> part of their personal portfolio.		Job Search
	Lesson 2: Applying for a Job	Lesson 2: Applying for a Job  <b>Portfolio Task:</b> Students complete their <i>Applying for a Job</i> part of their personal portfolio.		Applying for a Job
	Lesson 3: Job Interview	Lesson 3: Job Interview  <b>Portfolio Task:</b> Students complete their <i>Job Interview</i> part of their personal portfolio.		Job Interview



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<b>Burlington Career Pathways Module 4: On the Job</b>	<b>Burlington Career Pathways Beginners Module 4: On the Job (Approx. 3 hours)</b>	<b>Burlington Career Pathways Beginners Module 4: On the Job (Approx. 3 hours)</b>		<b>Vocabulary Practice for Career Pathways Module 4</b>
 	Lesson 1: Communicating on the Job	Lesson 1: Communicating on the Job  <b>Portfolio Task:</b> Students complete their <i>Communicating on the Job</i> part of their personal portfolio.		Communicating on the Job
	Lesson 2: Professionalism	Lesson 2: Professionalism  <b>Portfolio Task:</b> Students complete their <i>Professionalism</i> part of their personal portfolio.		Professionalism
	Lesson 3: Time Management	Lesson 3: Time Management  <b>Portfolio Task:</b> Students complete their <i>Time Management</i> part of their personal portfolio.		Time Management



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<b>Burlington Career Pathways Module 5: Education &amp; Training</b>	<b>Burlington Career Pathways Beginners Module 5: Education &amp; Training</b> (Approx. 1 hour)	<b>Burlington Career Pathways Beginners Module 5: Education &amp; Training</b> (Approx. 1 hour)		<b>Vocabulary Practice for Career Pathways Module 5</b>
  	Lesson 1: Educational Opportunities	Lesson 1: Educational Opportunities  <b>Portfolio Task:</b> Students complete the educational part of their personal portfolio.		Educational Opportunities