



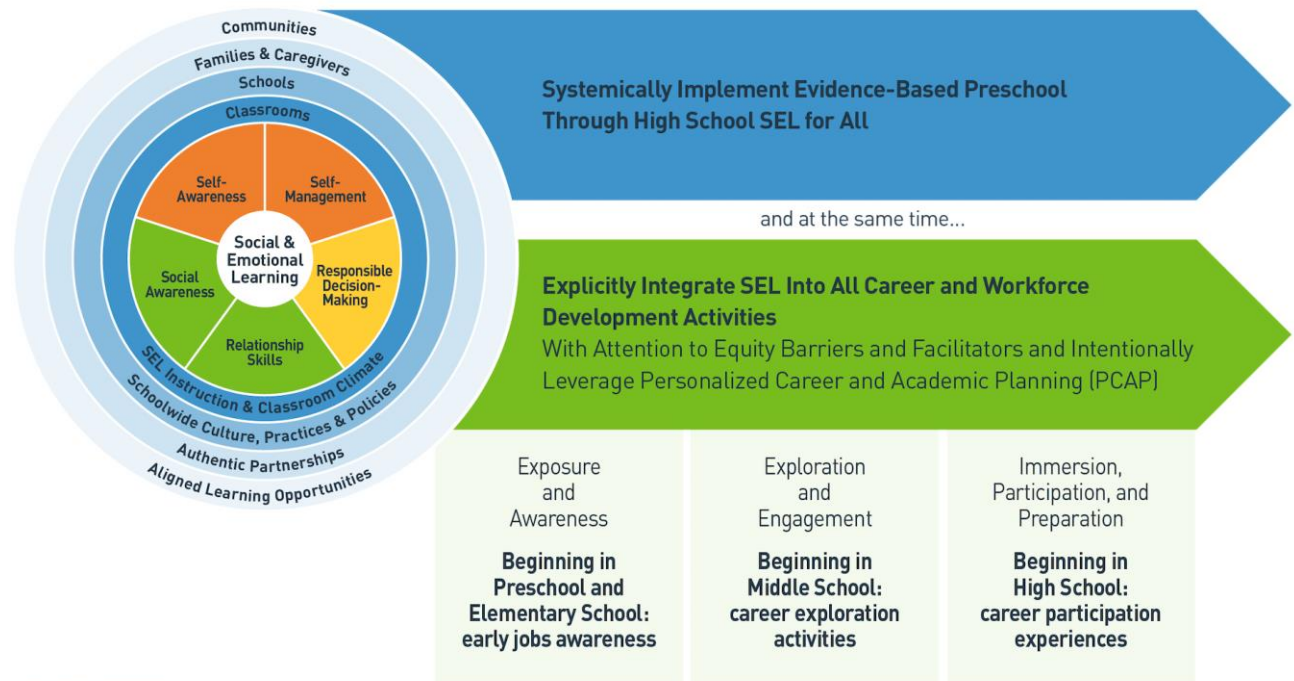
Kentucky Department of
E D U C A T I O N

Pre-Individual Learning Plan (ILP) Playbook Grades K-4

The Kentucky Individual Learning Plan (ILP) Playbook offers educators recommendations for chronological themes and lessons for career exploration and social and emotional development to teach at each grade level (K-4). The purpose is to emphasize career exposure and awareness.

Kentucky is among the first in the United States to couple career exploration and social and emotional learning (SEL). It has been developed using [Erik Erikson’s Stages of Psychosocial Development](#) as a framework for understanding grades K-4 developmental tasks of achieving acquisition of basic virtues and successful ability to develop a strong sense of self.

We incorporated the principles of the CASEL Collaborating States Initiative (CSI) SEL and Career and Workforce Development Community of Practice (CoP) as described in the [Developmental Framework for the Integration of Social and Emotional Learning and Career and Workforce Development](#). These principles, as shown in the image below, recommend explicit integration of SEL into all career and workforce development, emphasizing the need to remove equity barriers and build a foundation to support a student’s Personalized Career and Academic Plan, i.e., Kentucky’s ILP.



CAREER STUDIES STANDARDS

The “[Kentucky Academic Standards for Career Studies](#)” for grades K-12 are aligned to support both social and emotional learning and career exploration. There are three domains, Careers, Essential Skills and Financial Literacy. The Careers domain builds the foundation for students to develop and maintain their ILP. The standards in the Essential Skills domain meet the legal mandate for instruction in [Essential Workplace Ethics](#). The Financial Literacy domain builds the foundation for students to meet the [High School Graduation Requirement for Financial Literacy](#). Resources can be found on the [KDE Financial Literacy Resources](#) webpage.

CAREER EXPLORATION CONTINUUM

As mentioned, elementary career studies emphasize career exposure and awareness – not career choice. Career exploration at the elementary school level should allow children to become more self-aware of their skills, abilities and interests and how those traits relate to future career goals. Integrating career conversations across the curriculum allows students to connect the classroom to the real world.

PRIMARY GRADES K-3

Students in kindergarten and 1st grade should be introduced to careers in their community. Students in the 2nd and 3rd grades can understand the similarities and differences between groups of careers making this an ideal time to introduce the 16 career clusters. This organizational framework is important to ensure equity by exposing students to a wide range of careers and providing opportunities for students to identify interests, skills and passions that will direct future career development.

INTERMEDIATE GRADES 4-5

Rather than focusing on a career, students in the 4th and 5th grades should begin the process of self-discovery by exploring the knowledge, skills and working environments common to careers within the 16 clusters.

STUDENT REFLECTION

Student reflection is an important part of career exploration. These student reflection sheets may be used to reinforce the knowledge, skills and aptitudes common in a career and guide students to gain a deeper understanding of their career goals.

[KENTUCKY ELEMENTARY CAREER STUDIES RESOURCES](#)

Kentucky has compiled a set of resources, organized by career clusters, to support career exploration and self-discovery. These activities do not constitute a curriculum, rather they provide a variety of activities to be used within the context of a career studies program that spans K-5. Each cluster resource progresses in rigor from those appropriate to kindergarten through 5th grade and may be modified to meet student needs. For each cluster, instructional routines may include:

- Engage students through videos, online activities, guest speakers or hands-on activities
- Explore by using texts from the cluster book list as read alouds or part of the classroom library

- Extend learning by using resources from this document in learning centers, individual work or group projects

[CTE BASICS: A PROFESSIONAL LEARNING LIBRARY](#)

Use these short, targeted video sessions for a basic overview of CTE needed by teachers and counselors as they engage students in career conversations and exploration.

ENGAGE OTHERS IN THE WORK

Effective career exploration does not require a major time requirement, but it does require coordinated planning with input from individuals from different roles and grade levels. Doing so, ensures an equal distribution of the work and allows all students access to a broad range of career exploration. Possible roles may include:

School Counselors

- Use the [Elementary School Career Studies Planning Toolkit](#) and work with teachers to identify gaps and create a map outlining the distribution of clusters across the grade bands;
- Support teachers by providing information and resources to support career exploration (The American School Counselor Association has developed [Career Conversation Starters](#) staff may use when mentoring students about their skill sets);
- The American School Counselor Association has created [learning objectives](#) that counselors can search by grade level and topic for college and career readiness.

Teachers

- provide instructional opportunities for students to engage in career exploration through multiple modalities, online activities, videos, literature and hands-on project-based and deeper learning experiences;
- include social-emotional workplace readiness skills within content.

Librarians/Media Specialists

- support integration of career exploration by [creating collections of books](#) organized by career clusters for teachers to use in their classroom libraries.

FRYSC Coordinators

- work with community partners to coordinate guest speakers, career fairs, etc.

CAREER STUDIES INSTRUCTION

Tools used to launch career exploration that embraces SEL in its practice is the use of project-based and deeper learning. This evidence-based approach is outlined in the document, with a project-based and

deeper learning example provided for each grade level. While the examples are designed to be cohesive to tasks identified at each grade level, **educators have creative freedom to select projects that work best for their students.** Consider resources and partnerships available to you, and aim to include as many of the [16 career clusters](#) into project aims. This will be a fun opportunity to provide experiential learning that invites students to consider problems they want to solve in our world, rather than just “what they want to be when they grow up.”

There is no single, ideal environment to facilitate ILP work, but [this video shows a great example of how you can intentionally schedule time for your students to do this work.](#)

The ILP Playbook is designed to be a useful tool to assist educators in creating meaningful ILPs and learning experiences for students. We know that it only takes one influential, inspiring, [positive adult](#) to change the trajectory of a child’s life. ([The Role of Trusted Adults in Young People’s Social and Economic Lives - Ariella Meltzer, Kristy Muir, Lyn Craig, 2018 \(sagepub.com\)](#)) You are the expert educator in your classroom and have the autonomy and creativity to design ILPs that work best for your students.

ACCESS AND OPPORTUNITY

Career exploration is a matter of equity as schools consider how to provide access and opportunity for all students. **An equitable career exploration plan should expose students to a wide spectrum of career opportunities that highlight a diverse population and foster inclusion and belonging as students discover their potential.**

Students should begin to grasp the concept of postsecondary education and that, based upon their career choice, the preparation will vary. Some careers may require an industry certificate or license, apprenticeship, military experience or a college/university degree.



Kentucky Department of
EDUCATION

Kindergarten ILP Playbook

Message to Students

Kindergarten is a time to become aware of what a career is. Students will learn the definition of a career and explore what types of tools, uniforms and skills are necessary in a variety of careers. Self-awareness of responsibilities they can contribute within their school, home and community allow students to feel a sense of purpose and belonging.

Kindergarten Playbook Options:

Each activity intentionally provides a chronological journey throughout the kindergarten year and integrates **social and emotional learning**.

What is the difference between a job and a career?

- [Community Helpers Video](#)

What types of tools, uniforms and tasks do different use?

- [E-Coloring Book of Careers](#)

What is my responsibility at school, home and within my community?

- [My Responsibilities Table](#)

What skills have I learned to do independently?

- [A Timeline of Me](#)

How do I become a productive member of a digital community?

- [Elementary School Activities to Promote SEL in Digital Life | Common Sense Education](#)

Interest Inventory

- [Sample Interest Inventory](#)
- [Interest Inventories](#) - Personalities, Work Value, Skill and Aptitude

Elementary School Planning

- Students need to learn independence for life skills daily in all areas of school (i.e., organizing

materials, putting away their items, getting their own food/drinks, asking for help, etc...).

- Visit 1st-grade classrooms to learn expectations.

Project-Based Learning

- *My community*: Create a poster, hands-on item to show different parts of a community (safe spaces, homes, roads, parks, etc....).
- *Dress like your career!*

Dress-up for a career you're interested in for the future. Include costumes and/or props this career would have. The following picture books may help generate ideas:

[Whose Tools Are These?](#)

[Whose Hat Is This?](#)

[Whose Vehicle Is This?](#)

Teachers:

Field trips can be planned to include a variety of skills, tools and types of careers students may experience hands-on. Guest speakers from a variety of backgrounds and careers may also visit classrooms to ensure students see many options for a possible career. Keep the idea of windows and mirrors in mind when planning. How are students seeing representations of themselves (through mirrors) and others (through windows). At this stage, support and encouragement are vital in developing a child's confidence in their work ethic and skills.

Career Goals (Tied to Project-Based Learning)

- What types of careers do you see within your community?
- Do these careers solve problems that are important to you, your family and your community?



Kentucky Department of
E D U C A T I O N

1st Grade ILP Playbook

Message to Students

First grade is a time to explore reasons why people work and jobs within the community. Students will begin to learn how industry works within their own community. Developing a sense of trust among adults helps students develop a positive image of what leaders in careers look like locally.

Grade 1 Playbook Options:

Each activity intentionally provides a chronological journey throughout the first 1st-grade year and integrates **social and emotional learning**.

What are the reasons people work?

- [Why Do People Work? Video](#)
- Ask adults why they work and chart results in your class.

What are careers in my community?

- [Curious Kids Video from KET](#)
- [Dreams Do Come True Activity](#)
- [Community Helpers Worksheets](#)

What adults do I trust in my community?

- Visit [MEET THE HELPERS | WUCF](#) to learn about who we trust when emergencies happen.

Growth Mindset

- [Mistakes Help Me Learn](#) - Lesson

Goal Setting

- [Goal Setting](#) - Lesson

How do I become a productive member of a digital community?

- [Elementary School Activities to Promote SEL in Digital Life | Common Sense Education](#)

Interest Inventory

- [Sample Interest Inventory](#)
- [Interest Inventories](#) - Personalities, Work Value, Skill and Aptitude

Elementary School Planning

- Students are recommended to continue developing independence at home and school by communication needs and wants (i.e., using manners, starting conversations, helping plan chores and meals, etc.)
- Visit 2nd-grade classrooms to understand expectations and routines

Project-Based Learning

ABC Careers

Students can brainstorm a career for every letter of the alphabet to create a book that will be shared to other students to ensure an understanding of different leaders for a variety of careers within their community.

Teachers:

Field trips can be planned to include a variety of skills, tools and types of careers students may experience hands-on. Guest speakers from a variety of backgrounds and careers may also visit classrooms to ensure students see many options for a possible career. Keep the idea of windows and mirrors in mind when planning. How are students seeing representations of themselves (through mirrors) and others (through windows).

At this stage, support and encouragement are vital in developing a child's confidence in their work ethic and skills.

Career Goals (Tied to Project-Based Learning)

- What types of careers do you see within your community?
- Do these careers solve problems that are important to you and your family?



Kentucky Department of
EDUCATION

2nd Grade ILP Playbook

Message to Students

Second grade focuses on student self-awareness with unique skills, interests and abilities that can influence their choice of careers. Students becoming aware of their own unique abilities will help them learn to work with others that possess other skills to create synergy among different activities and projects. You will learn how your own talents, interests and hobbies can become a lifelong career. Many careers are connected through the [16 Career Clusters](#) so you can learn about many careers based on your interests.

Grade 2 Playbook Options:

Each activity intentionally provides a chronological journey throughout the 2nd-grade year and integrates **social and emotional learning**.

What are my strengths?

- [What am I good at?](#) Worksheet
- [Changing “I Can’t” to “I Can’t Yet”](#) lesson
- [Special Talents](#) - Lesson
- [This may take time: Growth Mindset](#) - Lesson

What is my career interest(s)?

- [Highlights “What Am I?” video](#)
- [My Dream Job Activity](#)
- [What Is Your Career?](#) - interview activity

How do I work with others?

- [Work Together as A Team](#) Video
- [Making Friends Is an Art Activity](#) (appreciating everyone’s positive qualities)

How do I make good choices/decisions?

- [Making Good Choices Video List](#)
- [What Would You Do?](#) (responsible decision making)

How do I become a productive member of a digital community?

- [Elementary School Activities to Promote SEL in Digital Life | Common Sense Education](#)

Interest Inventories

- [Career Interest Inventory](#)
- [Interest Inventories](#) - Personalities, Work Value, Skill and Aptitude

Elementary School Planning

- Visit third grade classrooms to understand expectations and routines.
- Teachers use short- and long-term goal setting with students based on formative assessments to determine growth and progress.

Extracurricular Activities

- Does your school offer clubs focused on the arts, sports or academics you can join?

Project-Based Learning

- Based on interests, students may create a one to two-minute video of guessing which career they are showing. Similar to the [“What Am I?”](#) videos. These may be shown to younger students to promote leadership and vertically aligned college and career implementation.
- **Teachers:**
This [KnowItAll website](#) provides many activities, videos and resources to encourage students to explore a variety of careers.

Guest speakers from a variety of backgrounds and careers may also visit classrooms to ensure students see many options for a possible career. Keep the idea of windows and mirrors in mind when planning. How are students seeing representations of themselves (through mirrors) and others (through windows).

At this stage, support and encouragement are vital in developing a child’s confidence in their work ethic and skills.

Career Goals (Tied to Project-Based Learning)

- What types of careers do you see within your community?
- Do these careers solve problems that are important to you and your family?



Kentucky Department of
EDUCATION

3rd Grade ILP Playbook

Message to Students

Students at this age begin to develop independence and voice in their own talents, skills, and what purpose they serve within their school, home and community. Communication begins to show as they solve conflict with peers and share their wants and needs for success to the trusted adults surrounding them. Learning how the academic skills they apply daily will help them successfully obtain and sustain a career is vital at this age to enforce the importance of school.

Grade 3 Playbook Options:

Each activity intentionally provides a chronological journey throughout the 3rd-grade year and integrates **social and emotional learning**.

What skills do I need to get a job?

- [School Success Skills](#)
- [How To Be a Good Student video](#)

Which career clusters are interesting to me?

- [Kentucky's 16 Career Clusters](#)
- Watch Career One Stop [videos](#) to learn about career clusters
- [PBS Learning Media Videos](#)
- [Curious Kids Videos](#)

What is appropriate to share on the internet?

- [Netsmartz Interactive Site](#)
- [The Power of Words](#) - Lesson

How does academic content I learn relate to future careers?

- [Watch A-Z Career Lab from PBS Learning Media](#)

How do I become a productive member of a digital community?

- [Elementary School Activities to Promote SEL in Digital Life | Common Sense Education](#)
- [Family Engagement for Teaching Students About SEL and the Digital Life](#)
- [Family Engagement for Teaching Students About SEL and the Digital Life \(Spanish\)](#)

Interest Inventories

- [Interest Inventories](#) - Personalities, Work Value, Skill and Aptitude
- [Career Interest Inventory](#)
- [Self-survey](#)

Academic Goals / Intermediate Grades Planning

- [What Is My Goal?](#)
- Visit a 4th-grade classroom to see how students are assessed and how items are graded.
- Determine what leadership roles within the school are available.

Extracurricular Activities

- Does your school offer clubs focused on the arts, sports or academics you can join?

Project Based Learning

- *What do the Career Clusters look like?*
Using magazines/pictures, create a collage showing the class what each career cluster looks like. It will include careers that are included within the career cluster, focus and different interests each cluster promotes. This can be completed through a digital platform such as Google.
- Student-led career fair is a hands-on, interactive activity. Students choose a career they are interested in to showcase schoolwide and to families.
- **Teachers:**
Students can begin exploring careers online using [Virginia Career VIEW \(vaview.net\)](#) to compare and contrast the [16 cluster area\(s\)](#) and determine their preferences. A variety of activity options are available from KDE's [Career Cluster Activity Chart](#). Encourage your students to try new activities, challenges and see what they are interested in to provide individualized learning experiences.

Guest speakers from a variety of backgrounds and careers may also visit classrooms to ensure students see many options for a possible career. Keep the idea of windows and mirrors in mind when planning. How are students seeing representations of themselves (through mirrors) and others (through windows).

At this stage, support and encouragement are vital in developing a child's confidence in their work ethic and skills.

[Junior Achievement](#) may also be implemented beginning in third grade to promote financial literacy and college/career readiness. Collaborating with community partners and families will introduce these concepts to students using a hands-on, real-world approach.

Career Goals (Tied to Project-Based Learning)

- What problems do you want to solve in our world?
 - Learn more about these problems and career options that work to provide solutions.



Kentucky Department of
EDUCATION

4th Grade ILP Playbook

Message to Students

Competency becomes a vital skill at this stage based on feedback and encouragement given from trusted adults. Students will learn what competency looks like within their classroom for academic and social-emotional skills. Problem-solving skills develop as new challenges arise at this age promoting more independence with employability skills.

([KDE Continuum](#)) opportunities in the world of work outside of the classroom using the 16 Career Cluster Framework • opportunities to engage with the knowledge and skills related to career clusters • the impact of personal skills, interests and abilities in choosing a career • the role of academic content in future jobs/careers • opportunities for further exploration and discovery in middle and high school

Grade 4 Playbook Options:

Each activity intentionally provides a chronological journey throughout the 4th-grade year and integrates **social and emotional learning**.

How do I write a resume?

- [Resume Template](#)

What are my strengths/weaknesses?

- [Interest Inventory](#)

How do I use a growth mindset to handle challenging situations?

- [I Tried Hard: Growth Mindset](#) - Lesson
- [Self-Efficacy](#) Activity and Discussion

What work skills do I need to develop at home, school, and within my community?

- [Who Would YOU Hire?](#)
- [Watch A-Z Career Lab from PBS Learning Media](#)

Which career clusters are interesting to me?

- [Kentucky's 16 Career Clusters](#)
- Watch Career One Stop [videos](#) to learn about career clusters
- [PBS Learning Media Videos](#)

How can I use digital tools to enhance my daily skills?

- [Our Online Tracks](#) - Lesson

How do I become a productive member of a digital community?

- [Elementary School Activities to Promote SEL in Digital Life | Common Sense Education](#)
- [Family Engagement for Teaching Students About SEL and the Digital Life](#)
- [Family Engagement for Teaching Students About SEL and the Digital Life \(Spanish\)](#)

Interest Inventories

- [Interest Inventories](#) - Personalities, Work Value, Skill and Aptitude
- [Career Interest Inventory](#)

Academic Goals / Intermediate Grades Goals

- [What Is My Goal?](#)
- Visit a 5th-grade classroom to see how students are assessed and how items are graded.
- Determine what leadership roles within the school are available.

Postsecondary Planning

- [KDE Family Guide](#) for Postsecondary Planning

Extracurricular Activities

- Does your school offer clubs focused on the arts, sports or academics you can join?

Project Based Learning

- *I Can Make a Difference!*
Students can research a problem or issue related to a career cluster and determine the impact a career within that cluster has on society. Research local happenings to personalize the interest.
- *Research Careers*
Using the questions provided, create presentation using Google, poster, etc. to research three careers you're interested in. (My template is in my laptop folder under careers.)
[K-12 : Student Resources : U.S. Bureau of Labor Statistics \(bls.gov\)](#). [Career Planning Chart](#) may be used to help with organization and showing a variety of ideas.

Teachers:

A variety of activity options are available from KDE's [Career Cluster Activity Chart](#). Encourage your students to try new activities, challenges and see what they are interested in to provide individualized learning experiences.

[Junior Achievement](#) may also be implemented beginning in 3rd-grade to promote financial literacy and college/career readiness. Collaborating with community partners and families will introduce these concepts to students using a hands-on, real-world approach.

Guest speakers from a variety of backgrounds and careers may also visit classrooms to ensure

students see many options for a possible career. Keep the idea of windows and mirrors in mind when planning. How are students seeing representations of themselves (through mirrors) and others (through windows).

Career Goals (Tied to Project-Based Learning)

- [Individualized Learning and Projects Based on Career Cluster Interests](#)
- Is there a local issue you'd like to create a service-learning project about?
- What problems do you want to solve in our world?
 - Learn more about these problems and career options that work to provide solutions.