

SKEMA—Skills, Knowledge, and Experience Mastery Assessment

# SKEMA

Skills, Knowledge, and Experience Mastery Assessment

Student Name \_\_\_\_\_ Starting High School Date \_\_\_\_\_

School Attended \_\_\_\_\_

School District \_\_\_\_\_ Ending High School Date \_\_\_\_\_

# SKEMA—Skills, Knowledge, and Experience Mastery Assessment

Mastery Level 1	Mastery Level 2	Mastery Level 3	Mastery Level 4									
No Evidence or Minimal Mastery	Need Improvement	Mastered	Exceeds Mastery Expectation									
Not yet, or very rarely demonstrating the skill and requires additional training/instruction.	Inconsistently demonstrates the skills or requires assistance to demonstrate the skill. Additional practice and/or independence is required.	Demonstrates the skill at a level required for the workplace or setting with rare exceptions and demonstrates continuous improvement and/or generalization.	Consistently demonstrates and generalizes the skill. Often exceeds the expectation and/or demonstrates leadership.									
Behavior	Domain			Mastery			Types of Evidence					
Required	Skills	Knowledge	Experience	Level of Mastery (1,2,3,4)	Date of Mastery	Who verified mastery	Norm-referenced	Observation	Forms	Checklist	Work Sample	Other
	Attendance of 70% or higher at school	X		X	*							
	Attendance at work at a level commensurate with work peers	X		X	*							
	Punctual to school and work	X		X	*							
	Complies with health, safety, and emergency procedures at school and work.	X		X	*							

*\*Mastery at a level 3 or 4 is required in all of these to be an Occupational Diploma candidate*



# SKEMA—Skills, Knowledge, and Experience Mastery Assessment

Mastery Level 1	Mastery Level 2	Mastery Level 3	Mastery Level 4									
No Evidence or Minimal Mastery	Need Improvement	Mastered	Exceeds Mastery Expectation									
Not yet, or very rarely demonstrating the skill and requires additional training/instruction.	Inconsistently demonstrates the skills or requires assistance to demonstrate the skill. Additional practice and/or independence is required.	Demonstrates the skill at a level required for the workplace or setting with rare exceptions and demonstrates continuous improvement and/or generalization.	Consistently demonstrates and generalizes the skill. Often exceeds the expectation and/or demonstrates leadership.									
Behavior	Domain			Mastery			Types of Evidence					
Critical	Skills	Knowledge	Experience	Level of Mastery (1,2,3,4)	Date of Mastery	Who verified mastery	Norm-referenced	Observation	Forms	Checklist	Work Sample	Other
	6. Use job-related tools, technologies and materials appropriately.	X		X	**							
	7. Demonstrates flexibility when the nature of the work changes.	X		X	**							
	8. Maintains workplace appropriate language and social skills for each work placement.			X	**							
	9. Respect authority and chain of command	X		X	**							
	10. Follow a task schedule presented in a variety of formats.	X		X	**							

**\*\*8 of 10 at a level 3 or 4 is required to receive the Occupational Diploma**















SKEMA—Skills, Knowledge, and Experience Mastery Assessment

**Work Experience: 2 years experience required for an Occupational Diploma**

<b>Work Experience</b>	<b>Start Date</b>	<b>End Date</b>	<b>Paid</b>	<b>Unpaid</b>
Location			<input type="checkbox"/>	<input type="checkbox"/>
Evaluation or Performance Narrative				
<b>Work Experience</b>	<b>Start Date</b>	<b>End Date</b>	<b>Paid</b>	<b>Unpaid</b>
Location			<input type="checkbox"/>	<input type="checkbox"/>
Evaluation or Performance Narrative				
<b>Work Experience</b>	<b>Start Date</b>	<b>End Date</b>	<b>Paid</b>	<b>Unpaid</b>
Location			<input type="checkbox"/>	<input type="checkbox"/>
Evaluation or Performance Narrative				

SKEMA—Skills, Knowledge, and Experience Mastery Assessment

**Work Experience: 2 years experience required for an Occupational Diploma**

<b>Work Experience</b>	<b>Start Date</b>	<b>End Date</b>	<b>Paid</b>	<b>Unpaid</b>
Location			<input type="checkbox"/>	<input type="checkbox"/>
Evaluation or Performance Narrative				
<b>Work Experience</b>	<b>Start Date</b>	<b>End Date</b>	<b>Paid</b>	<b>Unpaid</b>
Location			<input type="checkbox"/>	<input type="checkbox"/>
Evaluation or Performance Narrative				
<b>Work Experience</b>	<b>Start Date</b>	<b>End Date</b>	<b>Paid</b>	<b>Unpaid</b>
Location			<input type="checkbox"/>	<input type="checkbox"/>
Evaluation or Performance Narrative				