

DIGITAL BADGE & SKILLCOIN REWARDS MICRO-CREDENTIALING SYSTEM™



The Revolution of STEAM Education

Financial Literacy ▪ Blockchain Technology ▪ Entertainment ▪ Entrepreneurship



STEAM EDUCATION & LIFE SKILLS DEVELOPMENT COURSE



Task Digital Badge Collection

Workforce Readiness & Personal Branding




Workplace competencies are the motives and traits, as well as interpersonal and self-management styles that are honed in the workplace. Our third level of achievement focuses on the job search experience and increasing skills that lead to job retention and career advancement. This is represented by our Task Badge Digital Collection and awards micro-credentials when learners reflect workforce readiness, the ability to sell their personal brand, and the ability to complete day-to-day activities and tasks.


Instructions: Use this checklist to earn the following digital badges and document successful completion of activities. Submit proof of work using the links provided.

Job Search





Digital Badge	Competency	Applied STEAM Skills & Deliverables	Date Completed
	Job Market Identify the local career opportunities that are available within your chosen STEAM career clusters	✓ Defined terms commonly used on job applications specific to your STEAM career pathway	
		✓ Explained the importance of good references and secure one from your Partners In Education Network	
		✓ Interpreted application questions and provided appropriate, thoughtful and fact-based responses	
		✓ Completed 2-3 job applications using your STEAM Resume, digital and financial portfolios	
		✓ Located and/or secured your social security card and valid state or government issued ID	
		✓ Located and/or secured a copy of your birth certificate (or know where the notarized original is)	
		✓ Completed an I-9 form	
		✓ Completed the online application for a work permit (if under the age 16)	





“Do Better. Think BIGGER!”





Digital Badge	Competency	Applied STEAM Skills & Deliverables	Date Completed
	Job Search Determine if you meet the expected requirements to secure career opportunities within your chosen STEAM career cluster	✓ Read and interpret employment information on job boards and other employment assistance resources	
		✓ Effectively use the internet to search for job opportunities	
		✓ Describe the importance of personal contact during your employment search (i.e., public speaking, effective communications, body language, etc.)	
		✓ Identify three local Legacy Mentors within your STEAM career pathway that dress for success	
		✓ Access and use services available at three local career and employment assistance websites and facilities	
	Mock Interview Practice how to communicate your job interests, wear appropriate attire, and present your knowledge, interests, abilities and achievements	✓ Describe the role of the interview in your job search process	
		✓ Invite three local members from our Partners In Education Network (existing or potential) to an upcoming Investor & Mentor Meetup and request their assistance in preparing for and/or participating in your mock interview	
		✓ Prepare an agenda item and activity for an upcoming Investor & Mentor Meetup where members of our Partners In Education network will be invited to model appropriate grooming, attire, and behavior for job interviews.	
		✓ Work with members of our Partners In Education network to gather possible interview questions and appropriate responses.	
		✓ Identify 2-3 Human Resources personnel from companies within your Partners In Education work to ask for help in identifying legal vs illegal interview questions and how to appropriately respond	
		✓ Identify 2-3 Human Resources personnel from companies within your Partners In Education work to ask which STEAM career pathways are in high demand within their company and industry	
		✓ Explained the need for a resume and cover letter	
	Resume & Cover Letter Create a STEAM resume, digital portfolio and cover letter that highlights the value of your knowledge, interests, abilities, STEAM skills and achievements	✓ Modified your achievements into the STEAM value-contribution resume format	
		✓ Created a cover letter using the who, what why, how marketing format.	
		✓ Prepared a professional STEAM resume, digital and financial portfolio of your service-learning project(s) and achievements	
		✓ Completed a professional cover letter that highlights the results and value of your service-learning project(s) and impact solutions	

	Thank You Develop an effective follow-up strategy to continue building relationships	✓ Describe the importance of a follow-up letter and what it should include	
		✓ Compose a thank you letter for a job interview or for support requested and/or received	

Job Retention & Career Advancement

Digital Badge	Competency	Applied STEAM Skills & Deliverables	Date Completed
	Appearance Develop an effective follow-up strategy to continue building relationships	✓ Demonstrate and describe proper workplace attire and where to acquire it	
		✓ Describe elements of personal appearance that could impact employment such as body piercings and tattoos	
		✓ Be well groomed and appropriately dressed on a daily basis	
		✓ Identify appropriate clothes for various events	
	Advancement Develop an effective follow-up strategy to continue building relationships	✓ Use a written plan that you developed to present your next steps -- future action items, resources, and time needed to successfully build upon your service-learning project or business venture.	
		✓ Present a plan for career advancement within your chosen STEAM career pathway	
	Budget Determine if you meet the expected requirements to secure career opportunities within your chosen STEAM career cluster	✓ Created and/or assessed a spending plan for your service-learning project and make changes as needed	
		✓ Described the consequences of over spending	
		✓ Described when, why, and to who you asked for help with creating and managing your budget	
		✓ Identified two types of financial difficulties you experienced (e.g. cash shortfall, securing sponsorship, allocating spending, purchasing resources)	
		✓ Identified the short and long-term consequences associated with your financial difficulties	
		✓ Identified the community resources within your community that assist people with financial problems	
	Contributions Determine if you meet the expected requirements to secure career opportunities within your chosen STEAM career cluster	✓ Work on a Junior Executive Management Team	
		✓ Participate to reach consensus	
		✓ Accept constructive criticism	
		✓ Be sought out by peers for guidance and assistance	
		✓ Fairly share work load with peers/team members	

Digital Badge	Competency	Applied STEAM Skills & Deliverables	Date Completed
	Effective Communicator Develop an effective follow-up strategy to continue building relationships	✓ Often go above and beyond your share of the work	
		✓ Explained the difference between verbal and non-verbal communication.	
		✓ Described how to communicate assertively	
		✓ Demonstrated assertive communication in three situations with your Junior Executive Management Team	
		✓ Described the differences between passive, aggressive and assertive styles of communication on both verbal and non-verbal levels	
		✓ Accurately reconstructing an oral description where you were actively listening	
		✓ Gave a full report about an event including who, what, when where, why, how and problems were identified and solved	
	Feedback Develop an effective follow-up strategy to continue building relationships	✓ Seek and accept constructive feedback from staff, mentors and peers	
		✓ Work with your Junior Executive Management Team to build consensus	
		✓ Use constructive criticism	
		✓ Use appropriate and non-aggressive body language when communicating with staff, mentors and peers	
	Help Develop an effective follow-up strategy to continue building relationships	✓ Sought assistance and/or instructions from more knowledgeable sources by asking questions relevant to each task when needed	
		✓ Brought suggestions of possible answers and solutions to your peers, mentors or community partners during individual or group discussions	
		✓ Identified the most appropriate individual, mentor or community partner to provide assistance with completing tasks or answering questions	
		✓ Used positive language indicative of your interests that demonstrate your willingness to learn	
	Negotiations Create a STEAM resume, digital portfolio and cover letter that highlights the value of your knowledge, interests, abilities, STEAM skills and achievements	✓ Resolve conflict in a constructive manner	
		✓ Interact positively with the supervisor, mentors, staff, co-workers and/or team in a variety of situations	
		✓ Appropriately talks through problems with staff and peers calmly and at the appropriate time	

	<p>Takes Initiative</p> <p>Are able to present yourself as an energetic, inventive, enterprising and proactive individual</p>	✓ Is able to follow directions and do what has been directed	
		✓ Performs assigned chores without being told	
		✓ Does work as instructed	
		✓ Is on time	
		✓ Can identify and prioritize important tasks to be completed first	
	<p>Time Management</p> <p>Practice how to communicate your job interests, wear appropriate attire, and present your knowledge, interests, abilities and achievements</p>	✓ Demonstrates effective use of calendars and planning tools to manage scheduled activities	
		✓ Create a list of reasonable priorities for your service-learning project	
		✓ Create a realistic and comprehensive daily schedule to complete the work tasks of your service-learning project	
		✓ Accurately account for all elements of a typical work day during your service-learning project	
	<p>Transition</p> <p>Develop an effective follow-up strategy to continue building relationships</p>	✓ Describe steps for determining when change can be internal and when a new job search is appropriate	
		✓ Develop a list of appropriate steps involved in the process of resigning from one job and accepting another	
	<p>Workplace</p> <p>Develop an effective follow-up strategy to continue building relationships</p>	✓ Explain what the "chain of command" is and how it works	
		✓ Demonstrate your ability to follow instructions and accept supervision	