

Supporting Language Learners with Career Planning

This resource includes documents that may help student support coordinators (SSCs) better support language learners in developing career goals and career plans.

Suggestions for Use:

Supporting Language Learners with Career Planning One-Pager

- SSCs can review the websites and share specific resources during program orientation.
- SSCs can develop a list of local partner staff that can be given to learners. This could include staff from local organizations that provide support to immigrants and refugees, welcoming centers, and health and human services.
- SSCs can use the “questions to ask” to guide career goal planning.
- Adult learners can explore websites independently and determine which organization(s) may be able to help them achieve their career goals.

Career Planning Sheets for Language Learners

- SSCs can have adult learners complete the employment or postsecondary sheet and then meet one-on-one to review the sheet, develop realistic career goals, and determine the supportive services that may be needed to meet the learner’s goals.
- Adult learners can use the sheet(s) to organize information and documents needed to help them obtain employment or enter postsecondary education or training.

For additional support and technical assistance in supporting language learners with career planning, contact Chrissie Klinger at cok5111@psu.edu or (814) 865-5877.

EMPLOYMENT

Career Planning Sheet for Language Learners Who Want to Pursue Employment

Learners should check with the employer to determine what identification documents and credentials are required to work at the business to which they are applying.

Part One: High School Credential

Questions	Learner's Information	Related Resources
<p>Do you have a high school credential? If so:</p> <ul style="list-style-type: none"> In which country did you earn a high school credential? Do you currently have the credential? If not, can someone send it to you, or is there a way to request a copy of the credential? Has the high school credential been evaluated by a professional service? Will you need to get a Commonwealth Secondary School Diploma to enter employment, or would your high school credential from another country be accepted by the employer? 		<p>Acquiring a high school equivalency credential in Pennsylvania</p> <p>Credential evaluation services list</p>

Part Two: Other Credentials

Questions	Learner's Information	Related Resource
<p>Do you have any credentials from other countries?</p> <p>Do you want to pursue employment that is related to an occupation you had in another country?</p> <ul style="list-style-type: none"> If so, what was the occupation? Did the occupation in another country require any type of credential (degree, certification, license)? 		<p>Recognition of foreign qualifications support page</p>

Credential	Do you have the foreign credential here in the U.S?	Do you need to get a copy of the copy of the foreign credential from another country?

Part Three: Occupations and Requirements

What are the top three occupations you're interested in pursuing in the United States, and what are the required credentials?

Occupational Interest	Credentials Required
Job #1:	
Job #2:	
Job #3:	

Related Resource:
[General work documents required in the United States](#)

EDUCATION

Career Planning Sheet for Language Learners Who Want to Pursue Postsecondary Education or Training

Learners should check with the training or education provider to determine what identification documents and credentials are required to enroll in the education and training program to which they are interested

Part One: High School Credential

Questions	Learner's Information	Related Resources
<p>Do you have a high school credential? If so:</p> <ul style="list-style-type: none"> In which country did you earn a high school credential? Do you currently have the credential? If not, can someone send it to you, or is there a way to request a copy of the credential? Has the high school credential been evaluated by a professional service? Will you need to get a Commonwealth Secondary School Diploma, or would your high school credential from another country be accepted by the postsecondary education or training provider? 		<p>Acquiring a high school equivalency credential in Pennsylvania</p> <p>Credential evaluation services list</p>

Part Two: Other Credentials

Questions	Learner's Information	Related Resource
<p>Do you have any credentials from other countries?</p> <p>Do you want to pursue employment or education that is related to an occupation you had in another country?</p> <ul style="list-style-type: none"> If so, what was the occupation? Did the occupation in another country require any type of credential (degree, certification, license)? 		<p>Recognition of foreign qualifications support page</p>

Credential	Do you have the foreign credential here in the U.S?	Do you need to get a copy of the copy of the foreign credential from another country?

EDUCATION

Part Three: Occupations and Requirements

Consider exploring at least two education and training provider options for each occupation. The [O*NET®](#) and [CareerOneStop®](#) websites can help you find job information.

Job Interest #1 Areas	Information about the Job
Name of the job	
Credential(s) required	
Possible education or training providers	
Anticipated cost of education or training program	
Estimated starting wage	

Job Interest #2 Areas	Information about the Job
Name of the job	
Credential(s) required	
Possible education or training providers	
Anticipated cost of education or training program	
Estimated starting wage	

Job Interest #3 Areas	Information about the Job
Name of the job	
Credential(s) required	
Possible education or training providers	
Anticipated cost of education or training program	
Estimated starting wage	