DEPARTMENT OF EDUCATION

Agriculture, Food, and Natural Resources (AFNR) Frameworks 2021

Section 3 – Cluster-Wide: SAE and WBL Technical Skills

Introduction

Work-Based Learning and Supervised Agricultural Experiences (i.e., SAE)—Supervised Agricultural Experience (SAE) is a student-led, instructor-supervised, Work-Based Learning (WBL) experience that results in measurable outcomes within a predefined, agreed upon set of AFNR Technical Standards and Career Ready Practices aligned to a Career Plan of study. SAE teaches technical skills and knowledge within the psychomotor domain of learning. SAE includes both experiential learning (i.e., pre-WBL) and WBL (federally defined as sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments, at an educational institution that foster in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction; Sec. 3 [20 U.S.C. 2302] 55). WBL/SAE is a required component of an AFNR program, first established in the Smith-Hughes Act (1917) and reinforced in each of the federal Perkins Career and Technical Education (CTE) Acts (1984 – I; 1990 – II; 1998 – III; 2006 – IV; 2018 – V, Public Law No. 115-224). Minnesota also requires WBL (i.e., SAE) as a component of CTE Program Approval (Minn. R. 3505).

SAE and WBL Technical Skills—encompasses fundamental psychomotor skills and technical practices that all students should acquire to apply cognitive content and social-emotional skills in an industry setting, such as: (1) career planning, (2) securing employment, (3) health, safety, and human resource regulations in the workplace, (4) employability skills, (5) communication, (6) financial literacy, and (7) technical skills within a work-based learning experience. Schools must implement work-based learning standards into all AFNR pathways.

Section Contents

Note: The standards within this section mirror the Minnesota WBL Frameworks; they have been reorganized and may not follow the same numbering sequence when comparing individual benchmarks to the WBL Frameworks. The WBL Frameworks also align to services under the federal Workforce Innovation and Opportunity Act including job exploration counseling (JEC), work-based learning experiences (WBLE), postsecondary education counseling (PEC), workplace readiness training (WRT), and instruction in self-advocacy (ISA).

MN.SAE.01: Career Planning

Explore career interests while focusing on career planning.

Performance Indicator MN.SAE.01.01

Develop a sense of self as it relates to career planning.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.01.01.01.a. Identify personal interests, aptitudes, abilities, strengths, talents, and areas for growth (CSI 1.01, JEC 1).	SAE.01.01.01.b. Identify personal interests, aptitudes, abilities, strengths, talents, and areas for growth (CSII 1.01, JEC 1).	None
SAE.01.01.02.a. Complete an interest assessment (CSI 1.02, JEC 1).	SAE.01.01.02.b. Analyze personal interests, aptitudes, abilities, strengths, talents to determine how well they match with careers of interest (CSII 1.01, JEC 1).	None
SAE.01.01.03.a. Complete a personality assessment (CSI 1.01, JEC 1).	SAE.01.01.03.b. Complete a personality assessment (CSII 1.01, JEC 1).	None

MN.SAE.01: Career Planning, Continued

Explore career interests while focusing on career planning.

Performance Indicator MN.SAE.01.02

Research and identify career opportunities that align with personal interests and aptitudes.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.01.02.01.a. Identify skills and educational requirements for career opportunities of interest (CSI 1.02, PEC 2.4, JEC 2.3).	SAE.01.02.01.b. Compare and contrast education/training requirements for employment in careers of interest (CSII 1.02, PEC 2.4).	SAE.01.02.01.c. Identify required education, skills, and experience for a desired role (JEC 2.3, JEC 2.4, PEC 2.4, WE 1.03).
SAE.01.02.02.a. Compare and contrast the wide variety of postsecondary education options available for career interests, including technical, community and 4-year college options, apprenticeship, short-term options, military, etc. (CSI 1.02, PEC 2.1).	SAE.01.02.02.b. Compare and contrast the wide variety of postsecondary education options available for career interests, including technical, community and 4-year college options, apprenticeship, short-term options, military, etc. (CSII 1.02, PEC 2.1).	None
SAE.01.02.03.a. Review job outlook for career opportunities of interest (CSI 1.02, JEC 2.5).	SAE.01.02.03.b. Review job outlook for career opportunities of interest (CSII 1.02, JEC 2.5).	None
None	SAE.01.02.04.b. Assess the relative income and benefits of a possible career goal with respect to personal goals and lifestyle (CSII 1.02, JEC 2.7).	None
None	SAE.01.02.05.b. Investigate opportunities for career advancements (CSII 1.02, JEC 2.8).	SAE.01.02.05.c. Understand the roles of different positions within career paths of interest (JEC 2.1, WE 1.03).

MN.SAE.01: Career Planning, Continued

Explore career interests while focusing on career planning.

Performance Indicator MN.SAE.01.03

Explore entrepreneurial opportunities in a career field of interest.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
None	SAE.01.03.01.b. Describe the opportunities for entrepreneurship in a given industry (CSII 1.03, JEC 3.1).	None
None	SAE.01.03.02.b. Understands the knowledge and skills required of an entrepreneur (CSII 1.03, JEC 3.2).	None
None	SAE.01.03.03.b. Understands the opportunities, benefits, and risks of entrepreneurship versus employment in a career (CSII 1.03, JEC 3.3).	None

Performance Indicator MN.SAE.01.04

Develop a plan for meeting education and career goals.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.01.04.01.a. Create an academic plan based on careers of interest (CSI 1.03, WRT 1.1).	SAE.01.04.01.b. Create an academic plan based on careers of interest and identify employment trends and unknown factors that affect career plans (CSII 1.04, WRT 1.1).	SAE.01.04.01.c. List action steps toward achieving that goal (WE 1.03, WRT 1.1).
SAE.01.04.02.a. Participate in experiential learning such as job shadows, informational interviews, or industry tours related to careers of interest (CSI 1.03, WBLE 1).	SAE.01.04.02.b. Participate in experiential learning such as job shadows or informational interviews related to careers of interest (CSII 1.04, WBLE 1).	None
None	SAE.01.04.03.b. Identify and grow a personal network (CSII 1.04, WBLE 5).	None

MN.SAE.02: Securing Employment

Seek and successfully secure employment.

Performance Indicator MN.SAE.02.01

Identify sources for finding employment opportunities.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.02.01.01.a. Use multiple resources to locate job opportunities (CSI 2.01, WRT 2.5.1).	SAE.02.01.01.b. Identify online resources for locating job opportunities (CSII 2.01, WRT 2.5.3).	None
SAE.02.01.02.a. Compare personal strengths and weaknesses to job requirements (CSI 2.01, WRT 2.5.2).	SAE.02.01.02.b. Identify personal and professional networks that can assist in locating job opportunities (CSII 2.01, WRT 2.5.4).	None

Performance Indicator MN.SAE.02.02

Prepare relevant employment documents.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.02.02.01.a. Develop a resume, cover letter, and reference list (CSI 2.02, WRT 1.3.1, WRT 1.3.2).	SAE.02.02.01.b. Develop a resume, cover letter, and reference list (CSII 2.02, WRT 1.3.1, WRT 1.3.2).	SAE.02.02.01.c. Update cover letter and resume or LinkedIn Profile (WE 1.04, WRT 1.3.1, WRT 1.3.2, WRT 2.6).
SAE.02.02.02.a. Understand how to complete paper and online applications (CSI 2.02, WRT 2.2, WRT 1.3.3).	SAE.02.02.02.b. Understand how to complete paper and online applications (CSII 2.02, WRT 2.2, WRT 1.3.3).	SAE.02.02.02.c. Search for and apply for a job of interest (WBLE 7.1, WE 1.04).
SAE.02.02.03.a. Develop a career portfolio that demonstrates the mastery of career-related skills and knowledge and holds employment-related documents (CSI 2.02, WRT 1).	SAE.02.02.03.b. Uses professional digital media to create a personal brand and market self effectively to potential employers (e.g., LinkedIn Profile) (CSII 2.02, WRT 2.6).	None

MN.SAE.02: Securing Employment, Continued

Seek and successfully secure employment.

Performance Indicator MN.SAE.02.03

Identify and practice effective interview skills for employment.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.02.03.01.a. Identify and prepare relevant questions for the employer (CSI 2.03, WRT 2.1.2).	SAE.02.03.01.b. Identify and prepare relevant questions for the employer (CSII 2.03, WRT 2.1.2).	None
SAE.02.03.02.a. Practice multiple interview methods (CSI 2.03, WRT 2.1.1).	SAE.02.03.02.b. Practice multiple interview methods (CSII 2.03, WRT 2.1.1).	SAE.02.03.02.c. Demonstrate successful interviewing skills (WBLE 7.2, WE 1.02).
SAE.02.03.03.a. Prepare practice thank you notes and follow- up emails (CSI 2.03, WRT 2.1.3).	SAE.02.03.03.b. Prepare practice thank you notes and follow-up emails (CSII 2.03, WRT 2.1.3).	SAE.02.03.03.c. Send a thank you note and follow-up emails (WRT 2.1.3, WE 1.02).

Performance Indicator MN.SAE.02.04

Accept a job and leave a job in a professional manner.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.02.04.01.a. Complete new hire paperwork, including a practice I-9 Form (CSI 2.04, WRT 3.1).	SAE.02.04.01.b. Complete new hire paperwork, including an I-9 Form (CSII 2.04, WRT 3.1).	SAE.02.04.01.c. Successfully accept a job offer (WBLE 7.3).
SAE.02.04.02.a. Write a resignation letter (CSI 2.04, WRT 3.2).	SAE.02.04.02.b. Write a resignation letter (CSII 2.04, WRT 3.2).	SAE.02.04.02.c. Successfully quit a job while maintaining professional relationships (WE 1.02, WBLE 7.3).
SAE.02.04.03.a. Request references (CSI 2.04, WRT 3.3).	SAE.02.04.03.b. Request references (CSII 2.04, WRT 3.3).	SAE.02.04.03.c. Request letters of recommendation (WE 1.04, WBLE 6).
SAE.02.04.04.a. Exhibit skills gained through an experiential learning experience through a product, portfolio, or demonstration (WBLE 9).	SAE.02.04.04.b. Exhibit skills gained through an experiential learning experience through a product, portfolio, or demonstration (WBLE 9).	SAE.02.04.04.c. Exhibit skills gained through work experience through a product, portfolio, or demonstration (WE 1.04, WBLE 9).

MN.SAE.03: Health, Safety, and Human Resource Regulations in the Workplace

Understand and internalize the importance of health, safety, and human resource regulations in the workplace.

Performance Indicator MN.SAE.03.01

Identify sources for finding employment opportunities.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.03.01.01.a. Review OSHA standards and PPE requirements for careers of interest (CSI 3.01, WRT 4.1).	SAE.03.01.01.b. Review OSHA standards and PPE requirements for careers of interest (CSII 3.01, WRT 4.1).	SAE.03.01.01.c. Identify related OSHA standards and other government regulations related to the workplace (WBLE 12.2, WE 3.01).
SAE.03.01.02.a. Identify common safety concerns within chosen careers of interest (CSI 3.01, WRT 4.2).	SAE.03.01.02.b. Identify common safety concerns within chosen careers of interest (CSII 3.01, WRT 4.2).	SAE.03.01.02.c. Identify safety hazards common to the workplace (WBLE 12.3, WE 3.01).
None	None	SAE.03.01.03.c. Review employer's safety policies (WBLE 12.1, WE 3.01).
None	None	SAE.03.01.04.c. Wear appropriate personal protective equipment (PPE) when needed (WBLE 13.1, WE 3.02).
None	None	SAE.03.01.05.c. Seek assistance proactively from supervisor when questions related to safety arise (WBLE 13.2, WE 3.02).

Performance Indicator MN.SAE.02.02

Examine federal, state, and local employment laws.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.03.02.01.a. Review the Fair Labor Standards Act and Minnesota child labor laws (CSI 3.02, ISA 2.1.1).	SAE.03.02.01.a. Review the Fair Labor Standards Act and Minnesota child labor laws (CSII 3.02, ISA 2.1.1).	None
SAE.03.02.02.a. Discuss the Americans with Disabilities Act (ADA), disability disclosure, and job accommodations (CSI 3.02, ISA 2.1.2).	SAE.03.02.02.b. Discuss the Americans with Disabilities Act (ADA), disability disclosure, and job accommodations (CSII 3.02, ISA 2.1.2).	None

MN.SAE.03: Health, Safety, and Human Resource Regulations, Continued

Understand and internalize the importance of health, safety, and human resource regulations in the workplace.

Performance Indicator MN.SAE.03.03

Compare and contrast employer and employee rights.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.03.03.01.a. Understand the requirements of the Equal Employment Opportunity Act (CSI 3.03, ISA 2.2.1).	SAE.03.03.01.b. Understand the requirements of the Equal Employment Opportunity Act (CSII 3.03, ISA 2.2.1).	None
SAE.03.03.02.a. Discuss labor unions and labor agreements (CSI 3.03, ISA 2.2.2).	SAE.03.03.02.b. Discuss labor unions and labor agreements (CSII 3.03, ISA 2.2.2).	None

MN.SAE.04: Employability Skills

Understand the employability skills needed to maintain employment.

Performance Indicator MN.SAE.04.01

Identify personal qualities needed to maintain employment.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.04.01.01.a. Identify what punctuality, time management, reliability, responsibility, and leadership looks like in careers of interest (CSI 4.01, WRT 6.4, ISA 6).	SAE.04.01.01.b. Identify what punctuality, time management, reliability, responsibility, and leadership looks like in careers of interest (CSII 4.01, WRT 6.4, ISA 6).	SAE.04.01.01.c. Demonstrate self-discipline, flexibility, integrity, initiative, and a willingness to learn (WBLE 6.1, WE 1.01).
SAE.04.01.02.a. Describe the importance of punctuality, time management, reliability, responsibility, and leadership in the workplace (CSI 4.01, WRT 6.4, ISA 6).	SAE.04.01.02.b. Discuss the importance of taking initiative and self-direction within the workplace (CSII 4.01, WRT 6.14).	SAE.04.01.02.c. Demonstrate initiative and self-direction when solving problems (WBLE 16.1, WE 4.03).

Performance Indicator MN.SAE.04.02

Identify workplace norms and professionalism standards for career of interest.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.04.02.01.a. Describe what ethical behavior looks like for careers of interest (e.g., logging hours, handling money; CSI 4.02, WRT 6.12).	SAE.04.02.01.b. Research the governing body or membership organization for career of interest and review the code of ethics for the organization (CSII 4.02).	SAE.04.02.01.c. Review and adhere to organizational policies, handbooks, and manuals (WBLE 14.3, WE 4.02).
SAE.04.02.02.a. Describe proper dress for the workplace for careers of interest (CSI 4.02, WRT 6.7).	SAE.04.02.02.b. Describe proper dress and workplace etiquette for careers of interest (CSII 4.02, WRT 6.7).	SAE.04.02.02.c. Demonstrate proper dress and etiquette in the workplace (WBLE 14.1, WBLE 14.2, WBLE 6.3, WE 4.02).
SAE.04.02.03.a. Demonstrate appropriate hygiene and personal grooming (WBLE 6.2).	SAE.04.02.03.b. Demonstrate appropriate hygiene and personal grooming (WBLE 6.2).	SAE.04.02.03.c. Demonstrate appropriate hygiene and personal grooming (WBLE 6.2, WE 1.01).
SAE.04.02.04.a. Identify the acceptable use of technology in the workplace for careers of interest (CSI 4.02, WRT 6.11).	SAE.04.02.04.b. Summarize the acceptable use of workplace technology in the workplace (CSII 4.02, WRT 6.11).	None
None	SAE.04.02.05.b. Research the requirements for continuing education and professional development for careers of interest (CSII 4.02).	None

MN.SAE.04: Employability Skills, Continued

Understand the employability skills needed to maintain employment.

Performance Indicator MN.SAE.04.03

Discuss and practice leadership and teamwork in a workplace setting.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.04.03.01.a. Practice working as a team to complete a project (CSI 4.03, WRT 6.6.2).	SAE.04.03.01.b. Compare and contrast being an individual contributor compared to a team contributor (CSI 4.03, WRT 6.6.1).	SAE.04.03.01.c. Collaborate as a member of a team or work independently as appropriate (WBLE 19.1, WE 5.01).
None	None	SAE.04.03.02.c. Work as a member of a team and contribute fairly to the task (WBLE 19.2, WE 5.01).
SAE.04.03.03.a. Discuss how to demonstrate respect for peers and superiors in the workplace (CSI 4.03, WRT 6.5).	SAE.04.03.03.b. Discuss how to demonstrate respect for peers and superiors in the workplace (CSII 4.03, WRT 6.5).	SAE.04.03.03.c. Listen to and consider all team members' ideas (WBLE 19.3, WE 5.01).
SAE.04.03.04.a. Discuss different cultures and how to work with a variety of co-workers (CSI 4.03, WRT 6.13).	SAE.04.03.04.b. Discuss different cultures and how to work with a variety of co-workers (CSII 4.03, WRT 6.13).	SAE.04.03.04.c. Work effectively with people from diverse social and cultural backgrounds (WBLE 20.1, WE 5.02).
SAE.04.03.05.a. Practice conflict resolution techniques (CSI 4.03, WRT 6.9).	SAE.04.03.05.b. Practice conflict resolution techniques (CSII 4.03, WRT 6.9).	SAE.04.03.05.c. Research and assess multiple strategies for resolving problems and resolve conflicts and work-place issues respectfully (WBLE 20.3, WBLE 16.2, WE 4.03).

MN.SAE.04: Employability Skills, Continued

Understand the employability skills needed to maintain employment.

Performance Indicator MN.SAE.04.04

Discuss self-advocacy skills in a workplace setting.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.04.04.01.a. Practice communicating requests for time off or schedule changes (CSI 4.04, WRT 6.2.4).	SAE.04.04.01.b. Practice communicating requests for time off or schedule changes (CSII 4.04, WRT 6.2.4).	SAE.04.04.01.c. Communicate requests for time off or schedule changes following company policies (WE 4.04).
SAE.04.04.02.a. Explore possible accommodations, services, supports, and assistive technology the workplace (CSI 4.04, ISA 3).	SAE.04.04.02.b. Explore possible accommodations, services, supports, and assistive technology for the workplace (CSI 4.04, ISA 3).	SAE.04.04.02.c. Communicate proactively about work product and work schedules with colleagues and employer (WBLE 17.2, WBLE 20.2, WE 5.02).
None	None	SAE.04.04.03.c. Identify who to contact if work issues arise (WBLE 17.1, WE 4.04).
None	None	SAE.04.04.04.c. Log hours worked correctly (WBLE 18.1, WE 4.05).
None	None	SAE.04.04.05.c. Ensure proper handling of tools, material, data, and money (WBLE 18.2, WE 4.05).

MN.SAE.05: Effective Communication

Practice effective communication in the workplace.

Performance Indicator MN.SAE.05.01

Identify and practice effective written communication in the work setting.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.05.01.01.a. Draft e-mails using proper etiquette and correct grammar (CSI 5.01, WRT 6.1.1).	SAE.05.01.01.b. Draft e-mails using proper etiquette and correct grammar (CSII 5.01, WRT 6.1.1).	SAE.05.01.01.c. Use correct grammar, spelling, punctuation, and capitalization when preparing written communications (WBLE 21.1, WE 6.01).
None	SAE.05.01.02.b. Compose written documents such as meeting agendas, meeting notes, or topic briefs. (CSII 5.01, WRT 6.1.4).	SAE.05.01.02.c. Organize, compose, and edit written communication, including email (WBLE 21.2, WE 6.01).
SAE.05.01.03.a. Identify when a professional writing style should be used in written communication (CSI 5.01, WRT 6.1.3).	SAE.05.01.03.b. Identify when a professional writing style should be used in written communication (CSII 5.01, WRT 6.1.3).	None

Performance Indicator MN.SAE.05.02

Identify and practice effective verbal communication in the work setting.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.05.02.01.a. Practice telephone etiquette (e.g., answering the phone, leaving voice mail messages, and recording voice mail greetings in a professional manner; CSI 5.02, WRT 6.2.1).	SAE.05.02.01.b. Practice telephone etiquette (e.g., answering the phone, leaving voice mail messages, and recording voice mail greetings in a professional manner; CII 5.02, WRT 6.2.1).	None
SAE.05.02.02.a. Role play speaking to customers in a professional manner (CSI 5.02, WRT 6.2.2).	SAE.05.02.02.b. Role play speaking to customers in a professional manner (CSII 5.02, WRT 6.2.2).	SAE.05.02.02.c. Adapt language for audience, purpose, situation (WBLE 22.1, WE 6.02).
None	SAE.05.02.03.b. Deliver an oral presentation on a workplace topic (CSII 5.02, WRT 6.2.3).	SAE.05.02.03.c. Develop and deliver messages in oral presentations (WBLE 22.2, WE 6.02).

MN.SAE.05: Effective Communication, Continued

Practice effective communication in the workplace.

Performance Indicator MN.SAE.05.03

Demonstrate effective listening skills.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.05.03.01.a. Demonstrate active listening and paraphrasing what has been heard (WRT 6.3.1).	SAE.05.03.01.b. Accurately paraphrase what has been heard (CSII 5.03, WRT 6.3.1).	SAE.05.03.01.c. Accurately paraphrasing what has been heard (WBLE 23.1, WE 6.03).
SAE.05.03.02.a. Observe and reproduce notetaking, questioning, and responding during a conversation (WRT 6.3.2).	SAE.05.03.02.b. Engage in notetaking, questioning, and responding during a conversation (CSII 5.03, WRT 6.3.2).	SAE.05.03.02.c. Engage in notetaking, questioning, and responding during a conversation (WBLE 23.2, WE 6.03).

MN.SAE.06: Financial Literacy

Demonstrate financial literacy as it relates to the workplace.

Performance Indicator MN.SAE.06.01

Identify and practice effective written communication in the work setting.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.06.01.01.a. Understand terms listed on paycheck (CSI 6.01, WRT 7.6.1).	SAE.06.01.01.b. Understand terms listed on paycheck (CSII 6.01, WRT 7.6.1).	None
SAE.06.01.02.a. Understand banking fees, service charges, and interest rates (CSI 6.01, WRT 7.6.2).	SAE.06.01.02.b. Understand banking fees, service charges, and interest rates (CSII 6.01, WRT 7.6.2).	None
None	SAE.06.01.03.b. Describe the impact of credit rating on certain careers (CSII 6.01, WRT 7.6.3).	None

Performance Indicator MN.SAE.06.02

Summarize the requirements for local state, and federal taxes.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.06.02.01.a. Review state and local tax forms and the timeline for filing taxes (CSI 6.02, WRT 7.7.1).	SAE.06.02.01.b. Review state and local tax forms and the timeline for filing taxes (CSII 6.02, WRT 7.7.1).	None
SAE.06.02.02.a. Identify how taxes are listed on a paycheck (CSI 6.02, WRT 7.7.2).	SAE.06.02.02.b. Identify how taxes are listed on a paycheck (CSII 6.02, WRT 7.7.2).	None

MN.SAE.06: Financial Literacy, Continued

Demonstrate financial literacy as it relates to the workplace.

Performance Indicator MN.SAE.06.03

Review insurance benefits and identify appropriate coverage.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
None	SAE.06.03.01.b. Understand the different benefits offered by employers (CSII 6.03, WRT 7.8.1).	None
None	SAE.06.03.02.b. Identify personal priorities for insurance coverage (CSII 6.03, WRT 7.8.2).	None
None	SAE.06.03.03.b. Understand how insurance needs change throughout a career (CSII 6.03, WRT 7.8.3).	None

MN.SAE.06: Technical Skills Within a Work-Based Learning Experience

Complete an experiential learning or work-based learning experience in a career field of interest.

Performance Indicator MN.SAE.07.01

Establish a training agreement and training plan for the duration of the work experience with the employer, and in consultation with the work-based learning coordinator.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.07.01.01.a. Summarize the conditions of the training agreement.	SAE.07.01.01.b. Summarize the conditions of the training agreement.	SAE.07.01.01.c. Summarize the conditions of the training agreement (WE 2.01).
SAE.07.01.02.a. Review and discuss the skills and evaluations identified in the training plan.	SAE.07.01.02.b. Review and discuss the skills and evaluations identified in the training plan.	SAE.07.01.02.c. Review and discuss the skills and evaluations identified in the training plan (WE 2.01).

Performance Indicator MN.SAE.07.02

Apply skills learned in technical courses to the work experience.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.07.02.01.a. Seek feedback from teacher or supervisor on technical skills practice during the experience learning opportunity (WBLE 10.1).	SAE.07.02.01.b. Seek feedback from teacher or supervisor on technical skills practice during the experience learning opportunity (WBLE 10.1).	SAE.07.02.01.c. Seek feedback from employer on technical skills practice during the work experience (WBLE 10.1, WE 2.02).
SAE.07.02.02.a. Refine technical skills based on teacher or supervisor feedback (WBLE 10.2).	SAE.07.02.02.b. Refine technical skills based on teacher or supervisor feedback (WBLE 10.2).	SAE.07.02.02.c. Refine technical skills based on employer feedback (WBLE 10.2, WE 2.02).

MN.SAE.07: Technical Skills Within a Work-Based Learning Experience, Continued

Complete an experiential learning or work-based learning experience in a career field of interest.

Performance Indicator MN.SAE.07.03

Perform daily work tasks consistent with the responsibilities and work culture of the workplace.

Introductory Course Benchmarks	Intermediate Course Benchmarks	Advanced Course Benchmarks
SAE.07.03.01.a. Attend experiential learning opportunities as scheduled (WBLE 15.1).	SAE.07.03.01.b. Attend experiential learning opportunities as scheduled (WBLE 15.1).	SAE.07.03.01.c. Attend work or work-based learning opportunities as scheduled (WBLE 15.1, WE 4.02).
SAE.07.03.02.a. Complete planned learning objectives and tasks (WBLE 11.1).	SAE.07.03.02.b. Complete planned learning objectives and tasks (WBLE 11.1).	SAE.07.03.02.c. Complete tasks accurately and within in the agreed upon time frame (WBLE 11.1, WBLE 15.2, WE 2.03).
SAE.07.03.03.a. Demonstrate attention to detail and accuracy appropriate to the task (WBLE 11.2).	SAE.07.03.03.b. Demonstrate attention to detail and accuracy appropriate to the task (WBLE 11.2).	SAE.07.03.03.c. Demonstrate attention to detail and accuracy appropriate to the task (WBLE 11.2, WE 2.03).