

# SkillsUSA National and State Knowledge Test Study Guide

<p>Framework and 17 Essential Elements</p>	<p>Delivers a skill set <i>demanded by business and industry</i> but lacking in many employees today</p> <p><b>Personal Skills</b></p> <ul style="list-style-type: none"> <li>● Integrity</li> <li>● Work Ethic</li> <li>● Professionalism</li> <li>● Responsibility</li> <li>● Adaptability/Flexibility</li> <li>● Self-Motivation</li> </ul> <p><b>Workplace Skills</b></p> <ul style="list-style-type: none"> <li>● Communication</li> <li>● Decision Making</li> <li>● Teamwork</li> <li>● Multicultural Sensitivity and Awareness</li> <li>● Planning, Organizing and Management</li> <li>● Leadership</li> </ul> <p><b>Technical Skills</b></p> <ul style="list-style-type: none"> <li>● Computer and Technology Literacy</li> <li>● Job Specific Skills</li> <li>● Safety and Health</li> <li>● Service Organization</li> <li>● Professional Development</li> </ul>
<p>Mission Statement</p>	<p>SkillsUSA's mission is to empower its members to become world-class workers, leaders and responsible American citizens. SkillsUSA improves the quality of America's skilled workforce through a structured program of citizenship, leadership, employability, technical and professional skills training.</p>
<p>Motto</p>	<p>Preparing for Leadership in the World of Work</p>
<p>2022-2023 Theme</p>	<p>Our Time is Now</p>
<p>The Creed</p>	<p>The six points of the creed are:</p> <ul style="list-style-type: none"> <li>● I believe in the dignity of work</li> <li>● I believe in the American way of life</li> <li>● I believe in education</li> </ul>

	<ul style="list-style-type: none"> <li>● I believe in fair play</li> <li>● I believe satisfaction is achieved by good work</li> <li>● I believe in high moral and spiritual standards</li> </ul>
History	<p>1965 - VICA (Vocational Industrial Clubs of America)  9/1/2004 - Officially became SkillsUSA</p>
Official Dress	<p><b>For women:</b></p> <ul style="list-style-type: none"> <li>● Red SkillsUSA blazer, sweater or windbreaker</li> <li>● White collarless blouse or white turtleneck</li> <li>● Black skirt (knee length) or black dress slacks</li> <li>● Clear seamless nylons</li> <li>● Black shoes</li> </ul> <p><b>For men:</b></p> <ul style="list-style-type: none"> <li>● Red SkillsUSA blazer, sweater or windbreaker</li> <li>● White dress shirt</li> <li>● Plain Solid Black tie (tied in four-in-hand knot)</li> <li>● Black slacks</li> <li>● Black socks and black dress shoes</li> </ul>
Pledge	<p>Upon my honor, I pledge: To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers. To base my expectations of reward upon the solid foundation of service. To honor and respect my vocation in such a way as to bring repute to myself. And further, to spare no effort in upholding the ideals of SkillsUSA.</p>
Program of Work	<p>Workplace Experiences  Partner and Alumni Engagement  Leadership Development  Financial Management  Advocacy and Marketing  Community Engagement</p>
Emblem	<p><b>The shield represents patriotism</b>  The shield denotes our belief in democracy, liberty and the American way of life.</p> <p><b>The gear represents the industrial society</b></p>



The gear, symbolic of the industrial society, denotes the interdependence and cooperation of the individual working with labor and management for the betterment of mankind.

**The torch represents knowledge**

The flaming torch reflects the light of knowledge, which dispels the darkness of ignorance. In the light of the torch, progress will be made toward the vocational goals of the individual.

**The orbital circles represent technology**

The circles represent the challenge of modern technology and the training needed to accept and master the challenge of new technical frontiers and the need for continuous education.

**The hands represent the individual**

The hands portray a search for knowledge and our desire to acquire a skill. In the process of attaining knowledge and skill, we will develop a respect for the dignity of work and become productive and responsible citizens.

**Official Colors**

**Red and White** = represent the individual states and chapters that make up the organization

**Blue** = represents the common union of the states and chapters

**Gold** = represents the individual

**Membership Types**

Active membership. Students in trade, industrial, technology and health occupations education at either the high school or college/postsecondary level.

Professional membership

Direct membership

Alumni Membership

Honorary life membership

**Purposes of SkillsUSA**

- To unite in common bond all students in trade, industrial, technical and health occupations education
- To develop leadership abilities through participation in educational, vocational, civic, recreational and social

	<p>activities</p> <ul style="list-style-type: none"> <li>● To foster a deep respect for the dignity of work</li> <li>● To assist students in establishing realistic occupational goals</li> <li>● To help students attain a purposeful life</li> <li>● To create enthusiasm for learning</li> <li>● To promote high standards in trade ethics, workmanship, scholarship and safety</li> <li>● To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process</li> <li>● To foster a wholesome understanding of the functions of labor and management organizations and a</li> <li>● recognition of the mutual interdependence</li> <li>● To create among students, faculty members, school patrons and those in business and labor, a sincere</li> <li>● esteem for trade, industrial, technical and health occupations</li> <li>● To develop patriotism through a knowledge of our nation's heritage and the practice of democracy</li> </ul>
<p>Career and technical education - function of SkillsUSA</p>	<p>Career and technology education can give your child what's needed to succeed for life: technical skills, academic skills and employability skills. In addition, career and technical education helps students see how what they're learning applies to the needs of employers.</p> <p>SkillsUSA activities develop positive attitudes, build self-esteem and empower students to excel. They give students a head start in developing valuable professional skills such as communications, interpersonal abilities, time management, teamwork, and more. Because SkillsUSA works hand-in-hand with business and industry, students get the skills employers want.</p>
<p>Becoming an officer</p>	<p>Procedures include, but not limited to:</p> <ul style="list-style-type: none"> <li>● Meeting candidate criteria such as applications and attendance</li> <li>● Declaring candidacy by submitting forms and attending a meeting</li> <li>● Screening candidates with applications and a SkillsUSA Knowledge Test</li> </ul>

	<ul style="list-style-type: none"> <li>● Campaigning for office by making posters, flyers and shaking hands</li> <li>● Giving speeches</li> <li>● Voting</li> </ul>
Student officer leadership program options	Local Regional State National
Officer Roles	<p><b>President</b> Presides over all district meetings Works with and encourages others to work for the district Possesses the ability to delegate effectively Makes impartial judgments Keeps members informed Conducts meetings using parliamentary procedure</p> <p><b>Vice President</b> Presides at meetings and functions in the absence of the president Is well informed of the issues and skilled in handling the district's business Carries specific responsibility for program planning With the parliamentarian, is responsible for the arrangement of the meeting room Assists the president</p> <p><b>Secretary</b> Keeps all district records for continuous reference to all that has happened Sets the agenda Advises the president on agenda during meetings Reads previous minutes and takes new minutes at every meeting Counts votes Handles district correspondence</p> <p><b>Treasurer</b> Keeps the record of district funds Bills for annual dues Sends out membership records Pays all approved bills Maintains accurate records of income and expenses Prepares financial statements</p> <p><b>Reporter</b> Gets news about the district before the public Is able or willing to learn to write news stories on district activities Prepares and distributes news releases to local media</p>

	<p><b>Parliamentarian</b> Acts as the district authority and consultant to the president on procedural matters Has a working knowledge of parliamentary law and gives opinions based on it Calls attention to errors in procedure</p>
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