

Tips for Using Career Clusters in the Postsecondary Transition Plan (PTP)



As a PTP user navigates through the online application, step 6 requires users to create a postsecondary goal in the area of employment. Per Individuals with Disabilities Education Act (IDEA) requirements, an Individualized Education Program (IEP) must contain a measurable postsecondary goal in the area of employment related to the postsecondary education or training the student will receive. (115.787(2)(g) 1., Wis. Stats.)

The options provided within the PTP are based on the Career Pathways modeled after the 16 National Career Clusters managed by [Advance CTE](#). Here, you can learn more about the Career Clusters and Pathways. [Academic and Career Planning \(ACP\)](#), through a student's personal online ACP portfolio account, allows you to explore these career clusters and pathways as part of the PTP process.

Academic and Career Planning (ACP) in schools provides a foundation to explore, plan, and prepare for different careers by considering courses and activities that best fit personal goals. ACP programming:

- Promotes the connection between education and workforce/economic development.
- Provides a seamless transition from high school to postsecondary goals.
- Focuses on high skill, high demand, and high wage careers.
- Increases emphasis on attainment of a technical skill proficiency, degree/credential.



Step 6 Alignment – 3 Options: The IEP Team must select one career cluster, one corresponding pathway, and one corresponding career. If the student's postsecondary employment goal does not fit into one of the careers for the selected cluster and pathway, you may use the "Other" option to describe the student's career goal. However, the use of "Other" is an appropriate choice when you have exhausted search options for the unique career choice and should be used in rare circumstances. It must identify a career or job and/or area of skill development for a specific job for the PTP to remain compliant. It is recommended you reach out to a veteran teacher in your district or contact the [TIG Technical Assistance Specialist](#) assigned to your district before choosing "Other." They can provide assistance identifying a career that most closely aligns with the student's employment goal and how to use the additional information box to avoid using "Other."

Option 1: Use the drop-down menus to make your selections based on clusters and pathways.

Build Career - OR -

Step 1: Select a Career Cluster:

Finance

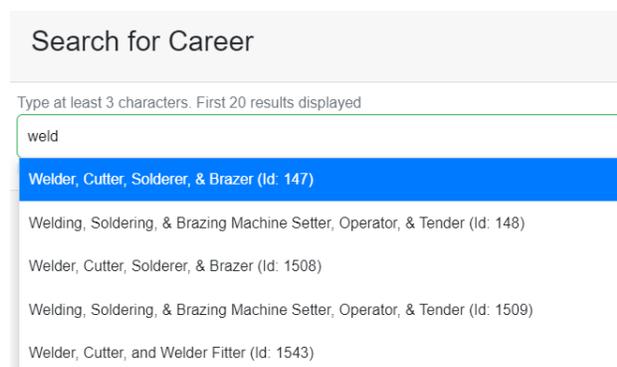
Step 2: Select a Career Pathway:

Banking Services

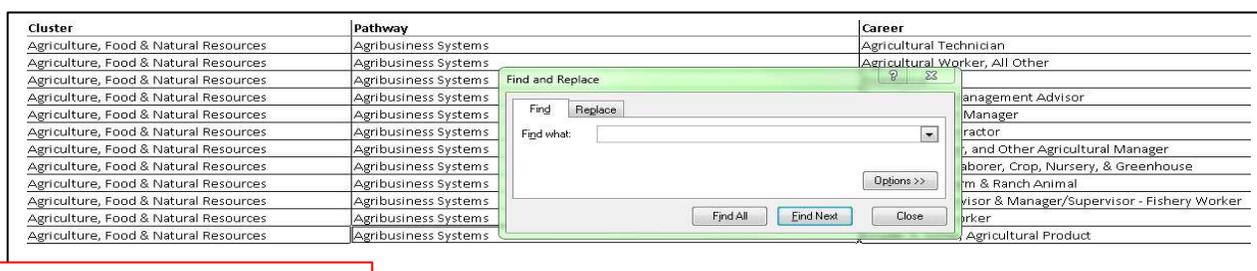
Step 3: Select a Career:

Loan Officer

Option 2: You can also use the “Search for Career” feature. Instead of typing out the entire career, use fewer letters to broaden your search.



Option 3: Download and use the Career Cluster/Pathway/Career [Master List](#) to search for careers and their associated descriptions to identify the correct career. Use Control “F”, then enter a career choice and click “find all.” This will highlight all of the matches to your criteria (use the find all or find next button). If you are still not finding the exact match, broaden your search and **remember an exact match is not needed**. You can use the additional information box within the PTP to define specific details.



TIP: Press Control “F” for the find command.

Sample Searches Using the Control “F” Feature on the Master List or “Search for Career” in the application.

Not Found: *Tattoo Artist:* broaden search to: Artist

PTP dropdowns select:
Cluster: Arts, Audio/Visual Technology & Communication
Pathway: Visual Arts
Career: Artist & Related Worker, All Other
Additional Info Box: Student wants to be a tattoo artist.

Not Found: *NBA/NFL Player:* broaden search to: Athlete

PTP dropdowns select:
Cluster: Hospitality and Tourism
Pathway: Recreation, Amusements, and Attractions
Career: Athlete & Sport Competitor
Additional Info Box: Student wants to play in the NFL. We are exploring other careers in the sports field.

Not Found: *Day Care Teacher:* broaden search to: Child Care

PTP dropdowns select:
Cluster: Education & Training
Pathway: Teaching/Training
Career: Child Care Worker
Additional Information Box: Student wants to work in the day care setting.

Not Found: *Switch Use Assembly:* broaden search to: Assembler

PTP dropdowns select:
Cluster: Manufacturing
Pathway: Production
Career: Team Assembler
Additional Info Box: Student will pursue work in a community job using his/her switch skills to complete assembly tasks.

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