



Virginia's All Aspects of Industry

Virginia Department of Education
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Defining "All Aspects"

All aspects of an industry include, with respect to a particular industry that a student is preparing to enter, planning, management, finances, technical and production skills, underlying principles of technology, labor and community issues, health and safety, and environmental issues related to that industry.

◆ **Planning** is examined at the level of both an individual business and the overall industry.

Planning elements might include:

- Developing strategic plans—mission, vision, goals, objectives, and/or a plan of action
- Working with planning tools such as surveys, market research, and competitive analysis
- Anticipating needs for staffing and major purchases of equipment and supplies
- Developing plans for training and upgrading of staff
- Forecasting market trends
- Developing business plans for entrepreneurial ventures.

◆ **Management** addresses methods typically used to manage enterprises over time within the industry, as well as methods for expanding and diversifying workers' tasks and broadening worker involvement in decisions.

Key elements of management might include:

- Using an organization chart to explain how a corporate chain of command works
- Providing input for strategic plans and communicating the company's vision and mission statements
- Leading employees in carrying out strategic plans and action plans
- Evaluating employee performance
- Anticipating technology and other major purchasing needs
- Ensuring equity and access for employees
- Resolving conflicts
- Developing job descriptions and written policies/procedures
- Identifying recruitment procedures, training opportunities, methods of evaluation, and retention strategies
- Working with professional associations and community outreach efforts.

◆ **Finance** examines ongoing accounting and financial decisions and different methods for raising capital to start or expand enterprises.

Finance functions might include:

- Developing budgets
- Preparing financial statements
- Analyzing and managing financial transactions and records
- Implementing payroll procedures
- Determining and paying taxes
- Identifying indirect wage costs (benefits, FICA, insurance, worker's compensation)
- Making loans and granting credit to customers
- Developing graphs and charts related to company finances
- Identifying and implementing methods of sustaining profitability of a business
- Managing 401K plans
- Identifying sources of capital.

◆ **Technical and Production Skills** cover specific production techniques and alternative methods for organizing the production work, including methods that diversify and rotate workers' jobs.

Technical and production skills that an employee should have to succeed in a business or industry might include:

- Developing and upgrading job-specific skills
- Using troubleshooting and problem-solving techniques

*Thiers, Naomi, Editor. Successful Strategies: Building a School-to-Careers System, "Teaching Workplace Competencies and All Aspects of an Industry." Alexandria: American Vocational Association, 1995.

- Analyzing information to make decisions
- Identifying and implementing quality assurance techniques
- Employing communication skills such as writing, listening, speaking, and reading
- Participating in team efforts
- Implementing projects and new techniques
- Demonstrating basic computer skills; employing time management techniques in completing projects and assigned tasks
- Demonstrating ethical behavior and work ethic.

◆ **Underlying Principles of Technology** provide an integrated study across the curriculum of the mathematical, scientific, social and economic principles that underlie the industry's technology.

Principles of technology that an employee should know might be demonstrated by:

- Exhibiting proficiency in mathematical and scientific functions related to new and emerging technologies
- Continuously upgrading job skills needed to implement new technologies
- Participating in industry certification programs
- Cross-training to enhance one's value to the organization and to enhance job promotion opportunities
- Understanding and adhering to ethical issues related to technologies.

◆ **Labor Issues** examine worker rights and responsibilities, labor unions and labor history, and methods for expanding workers' roles.

Labor issues might include:

- Understanding and implementing worker rights and responsibilities
- Working with labor unions
- Keeping abreast of local, state, and federal legislation affecting employee and employer rights and responsibilities
- Negotiating and settling worker disputes
- Identifying certification requirements for specific jobs
- Analyzing the impact of labor agreements on business operations.

◆ **Community Issues** explore the impact of the industry on the community and the community's impact on and involvement with the industry.

Concepts of business and community relations might include:

- Developing and working with community outreach projects
- Participating on advisory committees and community organizations
- Working with professional associations
- Developing and implementing public relations plans
- Participating in community service projects.

◆ **Health, Safety, and Environmental Issues** examine these concepts in relation to both the workers and the larger community.

Concepts related to health, safety, and the environment might include:

- Identifying and implementing federal, state, and local regulations related to the health and safety of employees
- Understanding and strictly adhering to federal, state, and local environmental regulations related to the business
- Identifying job-specific health hazards and safety issues
- Identifying and implementing basic safety and first aid training techniques for emergencies such as personal illness or injury, tornadoes, fires, nuclear accidents, floods, and incidences of employee-rape or violent behavior
- Communicating safety regulations and plans to employees
- Working with selected community groups to implement safety programs.

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