



219 North Main Street, Suite 402
Barre, VT 05641 (p) 802-479-1030 | (f) 802-479-1835

MEMORANDUM

TO: Regional CTE Center Directors
FROM: Jay Ramsey, CTE Workgroup Coordinator
SUBJECT: Retention of Competency & Task Lists in Programs with State Approved
Technical Skill Assessments
DATE: 3/20/2014

In recent months, a number of program instructors have asked for clarification of the Agency's expectations for retention of competency and task lists, especially in light of the increased number of programs with state approved technical skill (end of program) assessments. The intent of this memorandum is to clarify the expectations.

As required by 16 VSA 37 §1532(b)1, the State Board of Education has adopted rules¹ governing the competencies that graduates of each kind of technical program should be able to demonstrate, including those necessary for the student's intended employment.

The State Board of Education requires program competencies to be aligned with the Vermont Framework of Standards and to be approved by the State Board of Education. The Agency of Education has historically required instructors and centers to maintain records related to student attainment of competencies.

Competency lists are the backbone of each program and its curriculum and serve as a useful tool to guide the program and to assess student learning. The competency lists can and should be used as both formative and summative assessments for all program areas – even those with state approved end of program assessments.

Retention of Competency Attainment

As was communicated in 2008-09, when custom end of program assessments were starting to be developed for Vermont, it is necessary for the following to occur at the local level:

For those programs without a state approved end of program assessment:

Instructors should maintain documentation of required student competencies. For those programs with a state approved end of program assessment:

The end of program assessment serves to meet the requirement for demonstrating student competency attainment and the Agency of Education will not require additional documentation of student competency attainment via the competency and task list.

¹ Reference Rules 2377 and 2380.

Modification of Competency Lists

It is important for competency lists to be maintained. As the Agency works to develop and implement assessments for various program areas, the blueprints for the assessments become an important part of the curriculum and are complimentary to the competency lists. They should be viewed as updated competency lists, and the competency list that existed prior to the assessment blueprint should be treated as a supplementary tool to inform the curriculum.

Further guidance will be provided from the Agency about modifying and updating existing competency lists for programs with no state approved end of program assessment.