



AET – Foundational SAE


Complete each of the following steps over a set period of time using your AET record book and journaling your experiences.

Step # 1 – Login and be sure your profile is up to date, Create SAE Project & Plan!

1. Choose  AET Experience Manager and “Add New” to develop the following SAE projects
 Name: Foundational SAE
 Level: Individual
 SAE Type: *Foundational*
 - a. Develop your SAE plan 
 - i. Complete each section and copy “text” from the instructions...be sure and complete all tabs
 - ii. Your skills are (action 1) Learn about a career (action 2) Build a resume (action 3) Review salaries for your career, (action 4) Learning about safety in your career, (action 5) Analyze labor demands.
 - iii. For each skill, add in your own words each action item

Step #2 – Action Items = Time Invested to record in your AET Journal

(Action-1) In AET, choose your Profile, Your Career Connector section (approx. 1 hr):

- View the video to see a summary of the section 
- Choose O*net and explore career areas by name, or area or do the survey
- Use the “Career Exploration Worksheet” to summarize your career area
- Take a photo of your career worksheet/scan to capture your complete work
- Choose your “Experience Manager” and select the “files link” to save a copy of your sheet
- Choose your “AET Journal” to record your date, time and skills *(FND 1 on Explore Career)

(Action-2) In AET, work on your career objective (approx. 30 min):

- Choose your AET profile and Resume section
- Develop a career objective that aligns to your area of interest and choose “Save”
- Choose your “AET Journal” to record your date, time and skills *(FND 2 Maintain a Resume). Be sure to describe your findings in your journal description.

(Action-3) In AET, review salaries and cost of living (approx. 1 hr)

- Choose O*net and locate your career area, explore details for salary and regional info.
- Choose your “AET Journal” to record your date, time and skills *(FND 3 Review Salaries). Be sure to describe your findings in your journal description.

(Action-4) Search the web or locate a business to review safety requirements (approx. 1 hr)



- In searching the web, develop a summary of safety certifications or trainings for a career choice
- Choose your “AET Journal” to record your date, time and skills. (FND 4 Safety in workplace). Be sure to describe your findings in your journal description.

(Action-5) Using O*Net, review labor demand (approx. 2 hrs)

- In your AET, choose O*net to explore details for salary and regional info.
- Choose your “AET Journal” to record your date, time and skills (FND 5 Review Salaries). Be sure to describe your findings in your journal description.

Step #3 – Develop Learning Items (Summarize all your action items) (approx. 1 hr)

- Develop a poster and include a summary of your career, top 3 knowledge areas, top 3 skills, top 3 abilities, technology needed, education and job outlook and summarize in a creative way on a poster.
- Prepare to present your career choice in class and hang your poster on the wall
- Choose your “Experience Manager” and select the “files link” to save a photo of your poster
- Choose your “AET Journal” to record your date, time and skills (choose CRP 10 area). Be sure to describe your findings in your journal description.

Step #4 - Annual Review and closing the SAE project – Develop annual summary and skill details for each area of the project plan  , be sure each has a “green check” once you are complete.