

## **Extended Standards**

### **NC Vocational Preparation**

#### **PROGRAM DESCRIPTION**

**This course is designed to allow exploration of interest and skills for post-secondary employment opportunities. Students learn necessary skills that will allow them essential components for workplace readiness and career preparation.**

#### **Course Number:**

#### **Hours of Instruction: Six semesters or Three Years**

**Assessment: Student learning can be observed through the triangulation of systematic instructional data, student work samples and performance events. Student performance data can be best assessed within the context of a portfolio. This will allow for multiple pieces of evidence and documentation of student skills and performance.**

<b>COMPETENCY GOAL 1: Apply knowledge and skills for preparation of career development.</b>	
<b>Obj. #</b>	<b>Vocational Elective Objective:</b>
1.01	Identify personal preferences for jobs and tasks.
1.02	Identify personal strengths in completing jobs and skills.
1.03	Determine personal goals for employment and work skill development.
1.04	Develop plan for acquiring needed job skills.
1.05	Develops a basic understanding of self-advocacy laws related to disability rights: <ul style="list-style-type: none"> <li>● Americans with Disabilities Act (ADA)</li> <li>● Individuals with Disabilities Education Act (IDEA)</li> <li>● Adult status at the age of 18</li> <li>● Guardianship</li> <li>● Vocational Rehabilitation Individualized Plan of Employment</li> <li>● Rights as an employee (Fair Labor Standards Act, OSHA)</li> </ul>
<b>Competency Goal 2: Demonstrate and employ strategies to secure post-secondary employment.</b>	

#	Vocational Elective Objective:
2.01	Review text to identify job positions and express preferences to apply
2.02	Act to create resume or portfolio of job skills.
2.03	Identify and procure references for application.
2.04	Find online applications or retrieve applications in searches.
2.05	Complete online or hard copy applications.
2.06	Complete own hygiene, grooming and dressing for interview.
2.07	Respond completely too standard interview questions.
2.08	Use appropriate greetings and farewells in interview.
2.09	Use rules to only disclose personal information pertinent to the job interview.
<b>COMPETENCY GOAL 3: Demonstrate specific skills for post-secondary employment.</b>	
#	Vocational Elective Objective:
3.01	Identify specific work skills needed within a job (determine a primary or central goal in the job training or employment site).

3.02	Set a goal during the job experience to build a specific work skill.
3.03	Monitor and identifies improvements and needs in own performance of job skill.
3.04	Adapt performance of job skills, with support, to assist improvement in job skill.
3.05	Monitor, organize and use correct materials for job skill.
<b>COMPETENCY GOAL 4: Demonstrate positive work behaviors necessary for post-secondary employment.</b>	
#	Vocational Elective Objective:
4.01	Demonstrates a steady, fast work pace with single or multiple work tasks for up to two (2) hours before a break (specify amount of time targeted for the individual student, note whether standing or seated).
4.02	Completes multi-step work tasks (specify # of steps) independently while maintaining quality.
4.03	Demonstrates ability to report to work on time.
4.04	Demonstrates ability to transition to and from breaks independently.
<b>COMPETENCY GOAL 5: Acquire and demonstrate interpersonal skills necessary for post-secondary employment.</b>	
#	Vocational Elective Objective:
5.01	Demonstrates ability to maintain work rate while in close proximity to co-workers.

5.02	Demonstrates ability to maintain personal space of self and others during work performance.
5.03	Demonstrates ability to maintain personal space of self and others during transitions to, from and during work or breaks.
5.04	Demonstrates ability to engage in appropriate social interactions as prescribed by work environment and during breaks and transitions to and from work: <ul style="list-style-type: none"> <li>· Greetings and Farewell</li> <li>· Uses social courtesies, e.g. please, thank you, etc.</li> <li>· Initiate appropriate conversation topics</li> <li>· Respond to questions appropriately in social settings</li> </ul>
5.05	Follow posted social rules in workplace.
5.06	Demonstrate ability to share work materials with co-worker.
5.07	Demonstrate ability to give or take materials appropriately from co-worker as necessary to the completion of work in the site.
<b>COMPETENCY GOAL 6: Acquire and demonstrate communication skills and advocate for appropriate accommodation.</b>	
#	Vocational Elective Objective:
6.01	Uses voice level (communication device level) appropriate to work site.

6.02	Refrains from swearing or discussion of inappropriate topics in work site.
6.03	Answers yes/no questions in work setting.
6.04	Answers questions involving location, materials and persons in the work site (who, what, where).
6.05	Communicates own emotions (fear, anger, etc.) appropriately within work site.
6.06	Communicates work needs to employer or co-worker in an appropriate manner. Requests help as needed within the work site: <ul style="list-style-type: none"> <li>· Requests more materials</li> <li>· Requests help with material or equipment that are broken or malfunctioning</li> <li>· Requests clarification of how to complete a task appropriately</li> <li>· Requests tools to complete a task</li> <li>· Notifies employer or coworker if behind schedule or unable to complete task</li> </ul>
6.07	Communicates personal needs (pain, fatigue, illness, hunger, discomfort, restroom break, etc.) to employer or co-worker in an appropriate manner.
6.08	Follows single step directions related to work performance or setting (specify).
6.09	Follows multi-step directions related to work performance or setting (specify).
6.10	Acts to obtain attention of co-workers appropriately.
6.11	Provides emergency information to appropriate/safe person when required.
6.12	Communicates appropriately with employer by phone or email.

<b>COMPETENCY GOAL 7: Acquire and demonstrate independent functioning skill for post-secondary employment.</b>	
<b>#</b>	<b>Vocational Elective Objective:</b>
7.01	Completes personal hygiene and clothes care independently (specify components of self-care targeted – toileting, bathing, brushing teeth, hair maintenance, shaving, menstrual care, skin care, washing hands, choice and cleanliness of clothing, self-administer medication) prior to transition to work site.
7.02	Independently transitions to and from pre-arranged transportation at appropriate times when going to and from work site.
7.03	Independently arranges transportation to and from work site.
7.04	Independently engages in appropriate leisure activities during breaks at work (specify).
7.05	Independently obtains own meal or food during lunch or breaks at the work site.
7.06	Independently use napkins and utensils appropriately after meal or breaks at the work site.
7.07	Independently organizes work space (retrieves needed tools and materials, keeps in designated space, retrieves and replaces dropped items, etc.) to assure speed and quality of performance.

7.08	Independently uses expected safety procedures (Specify) within work site.
7.09	Independently keeps belongings in identified space at work site and uses only during breaks or transitions to and from work