

OCCUPATIONAL PREPARATION III

This course is designed to allow students to continue the development and begin the application of skills learned in Occupational Preparation I and II. Work-based learning activities are provided including community-based training, job shadowing, job sampling, internships, situational assessment, cooperative education, and apprenticeships. These work-based activities allow students to apply employability skills to competitive employment settings and demonstrate the effectiveness of their work personality. Multiple opportunities for leadership development and self-determination are provided.

Strands: Self-Determination, Personal Management, Interpersonal Relationship Skills, Career Development, Job Seeking Skills, and Job Performance

COMPETENCY GOAL 1: The learner will exhibit the self-determination skills needed to participate in transition planning and successful adjustment to adult life.

Objectives:

- 1.01 Identifies adult service agencies, their services and the processes for accessing these services:
 - Vocational Rehabilitation (VR)
 - Social Security Administration (SSA)
 - Employment Security Commission (ESC)
 - Workforce Development Board (Workfirst Investment Act)
 - Mental Health
 - Advocacy Groups
 - Post-secondary Educational Institutions
 - Community Residential Services
 - Community Rehabilitation Agencies (e.g. Sheltered workshops)
 - Community Recreation Services
 - Public Health Services
 - Department of Social Services (DSS)
 - Private adult service providers
- 1.02 Demonstrates the use of self-determination in a variety of life situations and utilizes self-advocacy skills appropriately to reach post-secondary school goals.
- 1.03 Demonstrates active participation in transition planning activities:
 - Establishment of agenda
 - Chairmanship of meetings
 - Development of plans
 - Assignment of responsibilities
 - Follow-up

COMPETENCY GOAL 2: The learner will actively participate in career development activities (e.g. awareness, exploration, and planning) to determine a career goal.

Objectives:

- 2.01 States reasons and procedure for making a job change.
- 2.02 Obtains assistance in assessing personal attributes related to career choice.
- 2.03 Participates successfully in multiple school-based activities to complete the 300-hour requirement in the Occupational Course of Study by graduation:
 - School factories
 - School-based enterprises
 - Hands-on vocational training in Career-Technical Education courses
 - Job fairs
 - Vocational Rehabilitation work adjustment training
 - Job Clubs

- 2.04 Participates successfully in multiple paid and non-paid work-based (i.e. community-based) activities to complete the 240-hour requirement for the Occupational Course of Study by graduation:
- Community-based training (e.g. enclaves, mobile work crews)
 - Situational assessment
 - Internships
 - Job Shadowing
 - Apprenticeships
 - Co-op programs
 - Part-time employment
 - Legitimate volunteer experiences
 - Community service

COMPETENCY GOAL 3: The learner will exhibit job-seeking skills necessary to secure employment in chosen career pathway.

Objectives:

- 3.01 Conducts a job search based on career interests and abilities using any or all of the following:
- Job listings
 - Employment Security Commission
 - Employment agencies
 - Friends and relatives
 - Vocational Rehabilitation Counselor
 - Career Guidance Counselor
 - Internet
 - Yellow pages
 - Want Ads
 - Help wanted signs
 - Teachers
 - Direct application
- 3.02 Completes a variety of job applications in an acceptable manner.
- 3.03 Composes a letter of introduction to accompany an application.
- 3.04 Participates in mock job interviews.
- 3.05 Composes a follow-up letter for an interview.
- 3.06 Participates in the collection of information for the development of a job placement portfolio.

COMPETENCY GOAL 4: The learner will exhibit the work behaviors, habits, and skills in the area of personal management needed to obtain, maintain, and advance in chosen career pathway.

Objectives:

- 4.01 Develops an understanding of basic information concerning payroll and fringe benefits:
- Interpretation of paystub (e.g. net pay, gross pay, deductions, vacation days, sick days)
 - Calculation of pay
 - Social Security benefits and deductions
 - Fringe benefits (e.g. vacation, insurance, stock options, bonuses)
 - Perks (e.g. discount tickets, use of company equipment, modified work schedule, etc.)
 - Insurance (e.g. major health/medical, disability, life, dental, cancer, etc)
- 4.02 Exhibits a strong work ethic and understands the importance of work to an individual and society.
- 4.03 Exhibits good personal hygiene on a consistent basis:
- Grooming products and their usage
 - Work wardrobe
 - Seasonal wear
 - Hair care
 - Dental care
 - Body care
 - Skin care

COMPETENCY GOAL 5: The learner will exhibit the work behaviors, habits, and skills in the area of job performance needed to obtain, maintain, and advance in career pathway.

Objectives:

- 5.01 Defines various technology resources and identifies the importance of technology in the workplace.
- 5.02 Identifies technological supports needed to accommodate specific disability in the workplace.
- 5.03 Identifies specific employability skills vs. general employability skills needed for chosen career path and accommodations or modifications needed to perform these skills.
- 5.04 Demonstrates safety and awareness of environmental-related issues in the workplace:
 - Identification of basic safety equipment
 - Utilization of safety equipment
 - Notification of safety issues
 - Warning signs
 - Use of equipment
 - Lifting
 - Injury prevention
 - Poisons and appropriate usage
 - Cleaners and appropriate usage
 - Combustibles and appropriate usage
 - Trash disposal
 - Hazardous materials and appropriate usage
 - Recycling
- 5.05 Demonstrates the physical demands and environmental tolerance and adjustment needed for chosen career pathway:
 - Endurance
 - Stamina
 - Use of upper extremities
 - Fine motor skills
 - Gross motor skills
 - Sensory discrimination
 - Temperature/weather conditions
 - Noise level
 - Alertness
 - Materials
- 5.06 Demonstrates the ability to organize work area, materials, and equipment needed to perform job tasks of chosen career pathway.

COMPETENCY GOAL 6: The learner will exhibit interpersonal relationship skills in the workplace.

Objectives:

- 6.01 Interprets formal and informal organizational systems and the manner in which they operate in an employment setting:
 - Chain of command
 - Corporate culture
 - Departments (e.g. personnel, finance, purchasing, maintenance)
 - Formal and informal lines of communication
 - Formal and informal leadership
 - Committees
 - Task forces
 - Quality circles
 - Teamwork
 - Democratic voting
 - Consensus decision-making
- 6.02 Explains how societal needs influence the nature and structure of businesses and how businesses impact the community:
 - Raw materials
 - Products
 - Customers
 - Services
 - Environment
- 6.03 Demonstrates the ability to make friends in the workplace.

- 6.04 Applies the use of appropriate social amenities, social routines, conversational topics, and language in the workplace and appropriate body language and voice tone during these interactions:
- Introductions
 - Greetings
 - Farewells
 - Compliments
 - Apologies
 - Requests
 - Breaktime
 - Same sex conversations
 - Opposite sex conversations
 - Questions/comments from coworkers and supervisors
 - Humorous situations
 - Asking permission
 - Interruptions
 - Casual conversation
 - Work-related conversation
- 6.05 Utilizes cooperation, camaraderie, cheerfulness, and empathy in the workplace:
- Attitude
 - Conversation
 - Gestures
 - Tokens of helpfulness
 - Expression of concern/sympathy
 - Recognition of special occasions
 - Written greetings/condolences
 - Company sponsored recreation and social events