

Occupational - Preparation 1 (2006): Grades 9, 10, 11, 12

Adopted 2006

The learner will develop self-determination skills for participating in transition planning and making a successful adjustment to adult life.

1.01 Explains the terms self-determination and self-advocacy and relates these concepts to personal rights and planning for the future.

1.02 Develops the self-awareness needed to identify personal traits and attributes affecting success in the following activities of adult life:

- self-concept
- self-confidence
- strengths and weaknesses
- expression of emotions
- acceptance of praise
- acceptance of criticism
- personal social skills
- accommodations and modifications needed due to disability
- positive characteristics
- listening skills
- problem-solving skills.

1.03 Identifies the information provided through evaluations and assessments and applies the information to transition and career planning:

- aptitudes
- temperaments, attitudes
- values
- lifestyles and preferences
- learning styles
- functional academic skills
- health and medical issues.

1.04 States the major concepts and strategies in career planning:

- post-secondary outcome goals
- dreams and visions
- active listening
- strategic planning for goal achievement
- interagency teams (e.g. appropriate service providers as team members)
- negotiation
- compromise
- independence and accompanying responsibilities
- decisionmaking and choice-making.

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

2.01 Defines terms related to vocational training (e.g. apprenticeships, cooperative education, job shadowing, on-the-job training, internships).

2.02 Identifies major benefits of employment along with specific advantages and disadvantages of certain careers.

2.03 Identifies various sources of occupational information and strategies for accessing information.

2.04 Develops an awareness of things to be considered when making a career pathway choice:

- occupational interests
- job possibilities in areas of interests
- required training or education
- salary ranges

working conditionsjob requirementsemployee and environment match.

2.05 Participates successfully in multiple school-based activities to complete the 300-hour requirement for the Occupational Course of Study by graduation:vocational assessment activitiesschool factoriesschool-based enterpriseshands-on vocational training in Career-Technical Education coursesjob fairsVocational Rehabilitation work adjustment trainingJob Clubs.

The learner will develop the job-seeking skills necessary to secure employment in the chosen career pathway.

3.01 Defines terms in various employment and career related areas:job applicationsjob interviewsorientation and trainingsalary and benefitscareer advancement.

3.02 Identifies and describes job search strategies:job listingsEmployment Security Commissionemployment agenciesfamily and friend networkVocational Rehabilitation counselorCareer Guidance CounselorInternetYellow pageswant Adshelp wanted signsteachersDirect Application.

3.03 Understands the process for obtaining and completing job applications:steps for requesting an applicationparts of an applicationrequired informationoptional informationtimelinessneatness, legibility, and accuracysubmission of an application (traditionally and electronically).

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

4.01 Develop a work ethic based on understanding the importance of work:work personalityrewards of workingcontributions to societyexpectations of the world of work.

4.02 Identifies personal hygiene and grooming skills appropriate for chosen career path and their importance to successful employment:grooming products and their usagework wardrobeseasonal wearhair caredental carebody careskin care.

The learner will develop the work behaviors, habits, and skills in the area of job performance needed to obtain, maintain, and advance in chosen career pathway.

5.01 States the need for abiding by rules, procedures, and regulations in the workplace and identifies rules common to a variety of occupations.

5.02 Explains basic safety rules applicable to a variety of workplace situations:basic safety guidelinesuse of safety equipmentnotification of safety issueswarning signsuse of hand and power toolsuse of equipmentLifting.

5.03 States the purpose and responsibilities of the Environmental Protection Agency.

5.04 Acquires knowledge of environmental-related issues:poisons and appropriate usage/disposalcleaners and appropriate

usage/disposalcombustibles and appropriate usage/disposal
trash disposalhazardous materials and appropriate usage
recycling

The learner will develop the interpersonal relationship skills needed for success in the workplace.

6.01 Defines the terms friend, co-worker, supervisor, and customer.

6.02 Recognizes the importance and desirable characteristics of workplace friends.

6.03 Describes appropriate social amenities, social routines, conversational topics, and language for a variety of workplace situations:introductionsgreetingsfarewellscomplimentsapologiesrequestsbreaktimesame sex conversationsopposite sex conversationsquestions/comments from coworkers and supervisorshumorous situationsrequests for permissioninterruptionscasual conversationwork-related conversation.

6.04 Identifies appropriate body language, body space, voice tone, volume, and attitude during social interactions in the workplace:introductions (e.g. shaking hands, voice tone, body posture, eye contact, etc.)conversationcustomer interactionscoworker interactions.

6.05 Explains methods of demonstrating cooperation, camaraderie, cheerfulness, and empathy in the workplace:attitudeconversationgesturestokens of helpfulnessexpressions of concern/sympathyrecognition of special occasionswritten greetings/condolencescompany sponsored recreation and social events.