North Carolina CTE

Occupational - Preparation 3 (2006): Grades 9, 10, 11, 12

Adopted 2006

The learner will exhibit the self-determination skills needed to participate in transition planning and successful adjustment to adult life.	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
The learner will actively participate in career development activities (e.g. awareness, exploration, and planning) to determine a career goal.	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 - coop programs - part-time employment - legitimate volunteer experiences - community service

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The learner will exhibit job-seeking skills necessary to secure employment in chosen career pathway.	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.
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.	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
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.	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 - waming signs - use of equipment - lifting - injury prevention - poisons and appropriate usage - cleaners and appropriate usage

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		- 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.
The learner will exhibit interpersonal relationship skills in the workplace.	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