North Carolina CTE

Occupational - Preparation 4 (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 and accesses services of various adult service provider agencies based on individual needs.
	1.02	Exhibits self-determination in a variety of employment situations.
	1.03	Demonstrates the ability to apply basic legal and disability right legislation to various life and employment situations: - Americans with Disabilities Act (ADA) - Equal Employment and Opportunity Commission (EEOC) - Fair Labor Standards Act (FLSA) - Section 504 of the Vocational Rehabilitation Act of 1973 - Individuals with Disabilities Education Act (IDEA) - Carl Perkins Act - person-centered planning - Family Rights Privacy Act - status as an adult at age 18 - OSHA
The learner will actively participate in career development activities (e.g. awareness, exploration, and planning) to determine a career goal.	2.01	Participates successfully in multiple school-based activities to complete the 300-hour requirement in the Occupational Course of Study by graduation: - school factory - school-based enterprises - hands-on vocational training in Career-Technical Education courses - job fairs - small business operation - Vocational Rehabilitation work adjustment
	2.02	Participates successfully in multiple paid and non-paid work-based (i.e. community-based) activities in order 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
	2.03	Describes chosen career pathway, reason for choice, job specifics, job requirements, and potential for advancement.
The learner will exhibit job-seeking skills necessary to secure em ca	3.01	Completes job applications from list of potential jobs based on career choices.
	3.02	Interviews for post-secondary jobs in chosen career pathway.
	3	Composes a follow-up letter for each interview.

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	3.04	Completes 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	Utilizes appropriate forms of transportation in an effective manner for the purpose of employment and community integration.
	4.02	Exhibits various personal management work behaviors, skills, and habits in employment settings: - physical navigation of employment sites (e.g. entrance, exit, stairs, elevator, hallways, escalators) - acceptance of feedback from a supervisor - requests for assistance - resolution of conflicts - demonstration of respect - acceptance of new tasks - delayed gratification - refraining from maladaptive behavior (e.g. physical aggression, excessive teasing, verbal aggression, non-compliance, inappropriate verbalizations, inappropriate displays of affection, stealing, sexual misconduct, harassment) - good attendance - punctuality - break time behavior - completion of work within designated time schedule - initiative - flexibility - adaptation to change
	4.03	Applies knowledge of payroll and fringe benefits to real employment situations.
	4.04	Identifies the need for continuous life-long training, the types of skills requiring refinement and locates various sources for obtaining future training.
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	Demonstrates the ability to work at competitive standards for quality and production in chosen career pathway.
	5.02	Demonstrates basic technology skills applicable to chosen career pathway by using: - calculator - adding machine - computer internet searches - e-mails - TV/VCR - telephone - voice mail - data entry - cash register - fax machines - copiers - scanning devices
	5.03	Demonstrates the ability to solve problems applicable to chosen career pathway
	5.04	Demonstrates the ability to follow all rules, procedures, and regulations applicable to chosen career pathway.
The learner will exhibit the interpersonal relationship skills needed for success in the workplace.	6.01	Demonstrates sensitivity to cultural diversity in the workplace.
	6.02	Develops natural supports in the workplace.
	6.03	Demonstrates appropriate employee-supervisor interactions.
	6.04	Demonstrates basic customer service skills in chosen career pathway: performance consistent with company's customer service policy

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		- helpful and friendly interactions - customer complaints - requests for information
	6.05	Exhibits teamwork in the workplace.
	6.06	Demonstrates the ability to handle workplace conflict.
	6.07	Demonstrates the ability to effectively participate within the parameters and abide by the guidelines of formal and informal organizational systems in an employment setting: - chain of command - corporate culture - departments (e.g. personnel, finance, purchasing, maintenance, etc.) - formal and informal lines of communication - formal and informal leadership - committees - task forces - quality circles - teamwork - democratic voting - consensus decision-making
The learner will complete 360 hours of successful competitive employment by graduation.	7.01	Obtains and maintains a competitive employment position in an integrated community setting at or above minimum wage (with or with out the use of supported employment) in chosen career pathway.
	7.02	Synthesizes and applies all skill areas learned in previous Occupational Preparation courses to obtain and maintain competitive employment: - self-awareness - self-determination - career planning - transition planning - assistive communication - law and disability rights - labor unions and professional organizations - adult service providers - job seeking - applications/interviews - work ethic - transportation and mobility - work behaviors, habits, and skills in the area of personal management - payroll and fringe benefits - safety - work behaviors, habits and skills in the area of job performance - quality and quantity standards - technology - workplace social amenities, social routines, conversation, and language - non-verbal workplace communication - conflict situations - co-worker interactions and relationships - supervisor interactions andrelationships - natural supports - customer service - formal and informal organizational systems