West Virginia CTE

Agricultural Cooperative Education

Supervised Agricultural Experience (SAE) Program Development and Record-Keeping

1 **SAE Program Development and Record-Keeping.** 0133.1

1 Types of SAE programs. 0133.1.1

2 FFA/SAE award and degree programs. 0133.1.2

3 SAE final records. 0133.1.3

4 Career opportunities in the agriculture industry. 0133.1.4

5 Complete a personal interest and resource inventory to identify potential enterprises and placement sites for individualized programs. 0133.1.5

6 Work with the teacher and employers to develop individual training plans listing competencies to be learned through agricultural cooperative education placement. 0133.1.6

7 Summarize financial records to determine net income from SAE. 0133.1.7

8 Calculate efficiency factors related to individual SAE. 0133.1.8

9 Develop a portfolio sustaining the completion of SAE. 0133.1.9

10 Complete a job application and create a letter of application. 0133.1.10

11 Participate in a job interview. 0133.1.11

Workplace Skills.

2 **Workplace Skills.** 0133.2

1 Job-site ethics. 0133.2.1

2 Time management. 0133.2.2

3 Decision-making skills 0133.2.3

4 Problem-solving skills. 0133.2.4

5 Work-place safety. 0133.2.5

6 Demonstrate a courteous attitude to customers, employers, and fellow employees. 0133.2.6

7 Display willingness to learn new techniques and follow directions. 0133.2.7

8 Monitor the safety of the working environment. 0133.2.8

9 Identify the location of first aid kits, emergency phone numbers, and exits. 0133.2.9

10 Demonstrate the safe use of equipment. 0133.2.10