

**Florida Department of Education
CURRICULUM FRAMEWORK**

Program Title: Vocational Employability Skills for Adults
Program Type: Job Preparatory
Occupational Area: Instructional Support Services
Components: N/A

Program Numbers PSAV
S430123
 CIP Number 1143.0199SN
 Grade Level 30, 31
 Length Variable
 Certification ANY VOCATIONAL FIELD OR COVERAGE
 Facility Code Appropriate
 Basic Skills
 Math 8
 Language 8
 Reading 8

- I. **PURPOSE:** The purpose of this program is to provide adult offenders (includes those in work release programs and similar correctional programs) with occupational skills through employment-related instruction and concurrent, on-the-job training, supervised by the employer and teacher/coordinator.

Employment related instruction is in-school instruction that develops competencies directly related to the occupation in which the student is employed. Emphasis is placed on developing appropriate work habit attitudes as indicated below:

1. Punctuality
2. Attendance
3. Obedience
4. Positive attitude
5. Initiative
6. Responsibility
7. Personal appearance

- II. **PROGRAM STRUCTURE:** This program is intended to provide short-term occupational education for adult offenders for a short duration (usually 2 to 6 months). The objective is to provide a foundation of survival skills for transitioning into entry-level employment, acquiring additional on-the-job training and encouraging further educational achievements.
- III. **SPECIAL NOTE:** Primary emphasis will be given to the diagnosis of the individual's interest and aptitude, followed by involvement in appropriate occupational competencies, consistent with the individual's education level. This program is designed to allow the institution's vocational department in cooperation with the Division to develop student performance standards for specific instructional components based upon identified occupational titles in any of the program areas of Agriscience and Natural Resources, Business Technology, Diversified, Health Science, Family and Consumer Sciences, Industrial, Marketing, Public Services and Technology Education. This curriculum framework and the adopted student

performance standards will be the basis for program operation and program review. The specialized student performance standards will be based upon:

1. Serving the special needs of the institution's clients with an average time of stay of 2 to 6 months.
2. Organized instruction provided by a qualified instructor.
3. Input from a program advisory committee composed of representatives of business and industry.
4. Documentation for evaluation and accountability purposes.

The teacher/coordinator will visit each training agency a minimum of twice monthly.

If this program is offered in accordance with Section 239.213 F.S., the minimum basic skills grade level required for this postsecondary adult vocational program correspond with the vocational preparatory program in which the student is enrolled. This grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

Laboratory Activities: Laboratory activities provided through on-the-job training are an integral part of this program. Supervised on-the-job training, governed by a training agreement and an individualized training plan signed by the employer, teacher and student, is used in the classroom and on the job to enable the student to attain the competencies required for the selected occupation. The training plan shall include instructional objectives and a list of on-the-job and in-school learning experiences. On-the-job experiences will emphasize those skills that deal with "workplace know-how" and effective job performance.

SCANS Competencies: Instructional strategies for this program must include methods that require students to identify, organize, and use resources appropriately; to work with each other cooperatively and productively; to acquire and use information; to understand social, organizational, and technological systems; and to work with a variety of tools and equipment. Instructional strategies must also incorporate the methods to improve students' personal qualities and high-order thinking skills.

IV. **INTENDED OUTCOMES:** After successfully completing the appropriate course(s) for each occupational completion point of this program, the student will be able to perform the following:

- 01.0 Demonstrate realistic employment goals.
- 02.0 Demonstrate employability skills.
- 03.0 Manage interpersonal relationships.
- 04.0 Use appropriate equipment and supplies safely and correctly.
- 05.0 Demonstrate competencies identified for a specific program component.

OPTIONAL

- 06.0 Demonstrate acquired skills through on-the-job training.

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Program Title: Vocational Employability Skills for Adults
Secondary Number: N/A
Postsecondary Number: S430123

Occupational Completion Point A

01.0 DEMONSTRATE REALISTIC EMPLOYMENT GOALS--The student will be able to:

- 01.01 Express personal strengths and weaknesses, including social adjustments and cognitive abilities.
- 01.02 Match interests and abilities with potential careers.

02.0 DEMONSTRATE THE COMPETENCIES OF EMPLOYABILITY SKILLS--The student will be able to:

- 02.01 Describe steps in a job search.
- 02.02 Prepare a resume or personal information sheet.
- 02.03 Write a job application letter.
- 02.04 Complete a job application.
- 02.05 Interview for a job.
- 02.06 Follow time management rules.
- 02.07 Demonstrate the ability to follow directions.
- 02.08 Understand the benefits and responsibilities associated with successful employment.
- 02.09 Maintain appropriate dress and grooming on the job.
- 02.10 Apply job-change techniques.
- 02.11 Recognize "Florida's Right-To-Know" law.
- 02.12 Apply problem-solving strategies to real life situations.

03.0 MANAGE INTERPERSONAL RELATIONSHIPS--The student will be able to:

- 03.01 Demonstrate good work attitudes.
- 03.02 Demonstrate characteristics of a good employee.
- 03.03 Maintain a positive relationship with a supervisor.

04.0 USE APPROPRIATE EQUIPMENT AND SUPPLIES SAFELY AND CORRECTLY--The student will be able to:

These student performance standards are job specific and correspond to the vocational preparatory program in which the student is enrolled.

05.0 DEMONSTRATE COMPETENCIES IDENTIFIED FOR A SPECIFIC PROGRAM COMPONENT--The student will be able to:

These student performance standards are job specific and correspond to the vocational preparatory program in which the student is enrolled.

OPTIONAL

06.0 DEMONSTRATE ACQUIRED SKILLS THROUGH ON-THE-JOB TRAINING--The student will be able to:

- 06.01 Display a positive attitude toward a job.

- 06.02 Demonstrate job performance skills.
- 06.03 Display expected level of productivity.
- 06.04 Use evaluations to improve own performance.
- 06.05 Identify, organize, plan and allocate resources.
- 06.06 Work cooperatively with others.
- 06.07 Acquire and use information including using computers.
- 06.08 Work effectively within the context of complex interrelationships.
- 06.09 Work with a variety of technologies.
- 06.10 Perform basic computer operations.