

**Florida Department of Education
CURRICULUM FRAMEWORK**

Program Title: Workplace Readiness Skills (VPI)
Program Type: Adult General Education
Occupational Area: Instructional Support Services
Components: N/A

Program Numbers **9900070**
 CIP Number 1532.010501
 Grade Level 30, 31
 Length Variable, non-credit
 Certification: ANY FIELD WHEN CERT REFLECTS BACHELOR OR HIGHER
 G WITH BACHELOR/HIGHER DEGREE

- I. **PURPOSE:** The purpose of this program is to prepare students for the workplace. This program strives to inspire and motivate students to become productive, self-sufficient members of society. It provides:
1. Career assessment designed to assist persons with special needs in identifying vocational interests, temperament, aptitudes and learning styles.
 2. Workplace readiness skills, which include, but are not limited to: interview techniques, resume writing, workplace behaviors, job acquisition and job retention.
 3. Secretary's Commission on Achieving Necessary Skills (SCANS) competency training.
- II. **PROGRAM STRUCTURE:** Program procedures encompass the following:
1. Behaviors that make the student more employable and ready to enter the workforce.
- III. **SPECIAL NOTE:** This program is non-graded.
- 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 this course, the student will be able to perform the following:
- 01.0 Identify vocational interest and aptitude in making career choices.
 - 02.0 Demonstrate job acquisition and job retention skills.
 - 03.0 Apply SCANS competencies.

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Occupational Area: Instructional Support Services
Program Title: Workplace Readiness Skills (VPI)
Postsecondary Number: 9900070
CIP Number: 1532.010501

Literacy Completion Point A

CAREER ASSESSMENT

01.0 IDENTIFY VOCATIONAL INTEREST AND APTITUDE IN MAKING CAREER CHOICES--The student will be able to:

- 01.01 Assess his/her learning style.
- 01.02 Assess his/her occupational interests and aptitudes.
- 01.03 Relate individual interests to specific occupational areas.
- 01.04 Explore occupational careers and goals in various clusters.
- 01.05 Establish educational and career goals.

WORKPLACE READINESS SKILLS

02.0 DEMONSTRATE ACCEPTABLE JOB ACQUISITION/JOB RETENTION SKILLS--The instruction in workforce readiness skills is based on individual need and may include, but is not limited to the following. The student will be able to:

- 02.01 Prepare a personal data sheet.
- 02.02 Prepare a resume.
- 02.03 Identify job announcement sources.
- 02.04 Prepare a cover letter.
- 02.05 Demonstrate the ability to correctly complete an employment application.
- 02.06 Demonstrate appropriate interviewing techniques.
- 02.07 Prepare for applicable employment tests.
- 02.08 Demonstrate the ability to complete work-related documents.
- 02.09 Demonstrate an understanding of appropriate job behaviors.
- 02.10 Interpret company policies and procedures.
- 02.11 Demonstrate knowledge of resignation procedures.

SCANS COMPETENCIES

03.0 DEMONSTRATE ACCEPTABLE SCANS BEHAVIORS -- The instruction in workforce readiness skills is based on individual need and may include, but is not limited to the following. The student will be able to:

- 03.01 Identify, organize and use resources appropriately.
- 03.02 Work with each other cooperatively and productively.
- 03.03 Acquire and use information.
- 03.04 Understand social, organizational and technological systems.
- 03.05 Work with a variety of tools and equipment.