

**Florida Department of Education
CURRICULUM FRAMEWORK**

Program Title: Vocational Employability Skills for Youth
Program Type: Secondary
Occupational Area: Instructional Support Services
Components: N/A

Program Numbers **9001820**
 CIP Number 1199.0007SN
 Grade Level 7-12, 30, 31
 Length Variable
 Certification ANY VOCATIONAL FIELD OR COVERAGE
 ANY FIELD WHEN CERT REFLECTS BACHELOR OR HIGHER
 Facility Code 272

- I. **PURPOSE:** The purpose of this program is to provide vocational education competencies for youthful offenders. Basic practical and job preparatory instruction is provided in the competencies necessary for a better understanding of the world of work and for entry-level job employment. The specific program content includes measurable components from any of the vocational program areas with heavy emphasis on work ethics and employability skills.
- II. **PROGRAM STRUCTURE:** This program is intended to provide short-term occupational education for individuals in residence within youthful offenders' institutions, usually for a 4 to 12 month duration. The objective is to provide a foundation of survival skills for a transition into entry-level employment and/or additional on-the-job training.
- 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 Agriculture and Natural Resources, Business Technology, Diversified, Health Science, Family and Consumer Sciences, Industrial, Marketing, Public Service, 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 institution's clients with an average time of stay of 4 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.

Laboratory Activities: Appropriate laboratory activities are an integral part of this course.

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.

Equipment List: Equipment for this program is based on the vocational program(s) being offered.

IV. **INTENDED OUTCOMES**: After successfully completing 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 Youth
Secondary Number: 9001820
Postsecondary Number: N/A

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 Complete a job application.

02.03 Interview for a job.

02.04 Follow time management rules.

02.05 Demonstrate the ability to follow directions.

02.06 Understand the benefits and responsibilities associated with successful employment.

02.07 Apply problem-solving strategies to real life situations.

02.08 Describe steps in resigning from a job.

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.

03.04 Demonstrate personal dress and grooming techniques.

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

These student performance standards relate to the vocational job 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 relate to the vocational job 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 Apply appropriate safety rules.