

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title: PUBLIC SERVICE COOPERATIVE EDUCATION - OJT
Occupational Area: Public Service

	<u>Secondary</u>	<u>PSAV</u>
Program Numbers	8900410	P439999
CIP Number	0743.9999cp	0743.9999cp
Grade Level	9-12, 30, 31	30, 31
Standard Length	Multiple credits	Multiple hours
Certification	ANY PUBLIC SERV OCC ED G	ANY PUBLIC SERV OCC ED G
Facility Code	N/A	N/A
CSO:	FPSA, Inc.	FPSA, Inc.
Apprenticeship	N/A	N/A
Basic Skills		NA

I. MAJOR CONCEPTS/CONTENT: The purpose of this course is to provide the on-the-job training component when the cooperative method of instruction is used to prepare students for employment in public service occupations. On-the-job experiences are provided as a part of a job preparatory program which will develop occupational competencies required for employment in the occupation chosen by the student as a career choice or to provide experiences that further develop the competencies acquired by the student in an in-school job preparatory program.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs occurs through career and technical classroom instruction and applied laboratory procedures or practice. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the public service industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

II. LABORATORY ACTIVITIES: A workstation is provided as required to support the on-the-job training activities of the student.

III. SPECIAL NOTES: The Florida Public Service Association, Inc. (FPSA), is the appropriate Career Student Organization (CSO) for providing leadership training and reinforcing specific career and technical skills. CSOs, when provided, shall be integral part of the career and technical instructional program, and the activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

For the on-the-job training component, the following is required for each student: a training plan, signed by the student, teacher, and employer, which includes instructional objectives and a list of on-the-job and in-school learning experiences; a work station that reflects equipment, skills, and tasks that are relevant to the occupation which the student has chosen as a career goal. The student must receive compensation for work performed. The teacher/coordinator must visit each job site a minimum of once during each grading period for the

purpose of evaluating the student's progress in attaining the competencies listed in the training plan.

A cooperative training - OJT course may be taken by a student for one or more semesters. A student may earn multiple credits in this course. The specific student performance standards that the student must achieve to earn credit must be specified in the OJT training plan.

When a secondary student with a disability is enrolled in a career and technical class with modifications to the curriculum framework, the particular outcomes and student performance standards, which the student must master to earn credit, must be specified on an individual basis. The job or jobs for which the student is being trained should be reflected in the student's desired postschool outcome statement on the Transition Individual Educational Plan (Transition IEP).

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Adult students with disabilities must self-identify and request such services. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

Scans Competencies: To accomplish the Secretary's Commission on Achieving Necessary Skills (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 methods to improve students' personal qualities and higher-order thinking skills.

IV. INTENDED OUTCOMES: After successfully completing this course, the student will be able to:

- 01.0 Perform designated job skills.
- 02.0 Demonstrate work ethic.

July 2007

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Program Title: Public Service Cooperative Education - OJT
Secondary Number: 8900410
Postsecondary Number: P439999

01.0 PERFORM DESIGNATED JOB SKILLS--The student will be able to:

- 01.01 Perform tasks as outlined in the training plan.
- 01.02 Demonstrate job performance skills.
- 01.03 Demonstrate safety procedures on the job.
- 01.04 Maintain appropriate records.
- 01.05 Attain an acceptable level of productivity.
- 01.06 Demonstrate appropriate dress and grooming habits.
- 01.07 Recognize limits of authority and responsibility.
- 01.08 Identify rights and responsibilities.
- 01.09 Identify legal ramifications of actions/inactions in the job area.
- 01.10 Recognize and value time.
- 01.11 Recognize and value accuracy.

02.0 DEMONSTRATE WORK ETHICS--The student will be able to:

- 02.01 Follow directions.
- 02.02 Demonstrate good human relation's skills on the job.
- 02.03 Demonstrate good work habits.
- 02.04 Demonstrate acceptable business ethics.