Florida Department of Education
Curriculum Framework

Program Title: **Specialized Career Education, Advanced**
Program Type: **Career Preparatory**
Career Cluster: **Additional CTE Programs/Courses**

Career Certificate Program	
Program Number	S990006
CIP Number	13990006SN
Grade Level	30, 31
Program Length	450 hours
Teacher Certification	Refer to the **Program Structure** section.
CTSO	CTSO applicable to related CTE program
SOC Codes (all applicable)	SOC applicable to related CTE program/ Please see the Master Credential List for this program's assigned SOC codes. https://careersourceflorida.com/boardroom/florida-credentials-review-committee-draft/master-credentials-list/
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Instructional Support Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the related career cluster.

The purpose of this individualized job preparatory program is to provide specialized career education for students with significant cognitive/learning disabilities who, in addition to instructional accommodations, require modifications to the CTE program in order to meet individual interests, abilities, and learning needs. The goal is integrated competitive employment in the student's chosen occupation. The program is individualized for each student and documented in an individualized plan of study (IPS). Instruction is competency-based with integrated academic, technical, and problem-solving skills. The IPS consists of standards and benchmarks selected from one or more CTE programs to create an individualized plan of study for each student. Students may have already completed coursework at the secondary level (9001810) or at the postsecondary level in Specialized Career Education, Basic (S990005). Documentation of standards and benchmarks previously mastered should be reviewed in order to develop an individualized plan of study that further guides the student toward his or her employment goals.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

The program is divided into three courses that comprise one Occupational Completion Point (OCP). Each course includes standards and benchmarks (selected on an individual basis) from one or more of the Career and Technical Education Programs. **These standards and benchmarks must be taught in an industry certified environment or using industry standard equipment.** Course content includes but is not limited to: determining employment goals; demonstrating employability and self-advocacy skills; using technology, tools, equipment, and supplies safely and correctly; and, demonstrating personal productivity. Each course may include Job Shadowing, OJT, and Internships to further strengthen the student's learning experience throughout the career decision-making and job preparation process.

The performance standards and benchmarks which the student must master to complete each course must be specified on the IPS on an individualized basis. This instruction provides each student the opportunity to prepare for industry certification as stated in his or her IPS.

Once the individualized standards and benchmarks are met for a course, the student is reported as a completer. After completion, the student may either enter employment or move to the next course with a new set of individualized performance standards listed in the IPS. A student who is not able to complete the standards and benchmarks listed in his or her IPS in one semester may re-enroll in the same course the following semester in order to master the required standards and benchmarks. The IPS should be reviewed on a regular basis to determine student progress and/or the need for revision. This is a terminal program; therefore, once all three courses are completed, the student must transition to employment.

The three courses in this program have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length
A	SLS0463	Specialized Career Education, Advanced 1	ANY CTE FIELD OR COVERAGE	150 hours
	SLS0464	Specialized Career Education, Advanced 2		150 hours
	SLS0944	Specialized Career Education Internship		150 hours

The third course in this program is an internship course where the student must be working in his or her field of study.

Florida's Career Readiness Skills for CTE Programs

Employability Skills	
01.0	Apply academic skills to workplace scenarios.
01.01	Use reading skills.
01.02	Use writing skills.
01.03	Use mathematical strategies and procedures.
01.04	Use scientific principles and procedures.
02.0	Design a solution to an industry problem.
02.01	Use critical thinking.
02.02	Use creativity.
02.03	Make sound decisions.
02.04	Solve problems.
02.05	Reason.
02.06	Plan and organize.
03.0	Manage resources within an industry project
03.01	Manage time.
03.02	Manage money or resources.
03.03	Manage materials.
03.04	Manage personnel.
04.0	Oversee the subcomponents, operations and output of a technical or organizational system.
04.01	Manage systems.
04.02	Monitor systems.
04.03	Improve systems.
05.0	Use information for decision making.
05.01	Locate information.
05.02	Organize information.
05.03	Use information.

	05.04 Analyze information.
	05.05 Communicate information.
06.0	Apply relevant technology to workplace scenarios to aid productivity.
	06.01 Use technology.
07.0	Interpret and express interpersonal communication.
	07.01 Communicate verbally.
	07.02 Listen actively.
	07.03 Comprehend written material.
	07.04 Convey information in writing.
	07.05 Communicate nonverbally.
	07.06 Interpret nonverbal communication.
08.0	Interact with others to accomplish workplace goals.
	08.01 Collaborate with others in a team.
	08.02 Respond to customer needs.
	08.03 Exercise leadership.
	08.04 Negotiate to resolve conflict.
	08.05 Respect others.
09.0	Manage personal behavior to maximize productivity and professional growth.
	09.01 Demonstrate responsibility and self-discipline.
	09.02 Adapt and show flexibility.
	09.03 Work independently.
	09.04 Demonstrate a willingness to learn.
	09.05 Demonstrate integrity.
	09.06 Demonstrate professionalism.
	09.07 Take initiative.
	09.08 Display positive attitude.
	09.09 Take responsibility for professional growth.

Job Attainment	
10.0	Find, assess and apply to job opportunities.
10.01	Identify online job posts relevant to his or her career aspirations.
10.02	Compare and contrast the job posts' required qualifications, job duties, compensation, benefits and employers.
10.03	Define what information, documentation and writing prompts are required for the positions.
11.0	Communicate personal competence, character and fit for a job opportunity.
11.01	Develop a resume.
11.02	Write a cover letter.
11.03	Curate a professional portfolio that includes work products.
11.04	Prepare for and experience a mock job interview.
12.0	Cultivate and leverage relationships to professionally advance.
12.01	Request a signed reference letter, letter of recommendation and/or an online skill/professionalism endorsement.
12.02	Develop a plan to cultivate a professional digital footprint.
12.03	Develop a networking plan for a specific industry of interest.

Standards

After successfully completing this program, the student will be able to perform the following:

01.0 Demonstrate self-advocacy and self-determination skills.
02.0 Explain job accommodations as they relate to the workplace.
03.0 Demonstrate communication skills necessary for successful employment.
04.0 Demonstrate employability skills.
05.0 Demonstrate a familiarity with information technology.
06.0 Demonstrate workplace safety practices.
07.0 Demonstrate mastery of selected standards and benchmarks from one or more job preparatory programs (not previously mastered).
08.0 Demonstrate an understanding of workplace organization.
09.0 Describe the roles within teams, work units, departments, organizations, and the larger environment.
10.0 Explain the impact of technology on occupations related to the field of study in which the student is enrolled.
11.0 Demonstrate positive human relations and leadership skills.
12.0 Explain the importance of health, safety, and environmental management systems in organizational performance and regulatory compliance.
13.0 Solve problems using critical thinking skills, creativity, and innovation.
14.0 Demonstrate mastery of selected standards and benchmarks from one or more job preparatory programs (not previously mastered).
15.0 Demonstrate employability skills.
16.0 Use information technology tools.
17.0 Practice quality performance.
18.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
19.0 Describe the importance of professional ethics and legal responsibilities.
20.0 Demonstrate skills acquired through On-the-Job-Training (OJT).
21.0 Demonstrate mastery of selected standards and benchmarks from one or more job preparatory programs (not previously mastered).

Florida Department of Education
Student Performance Standards

Program Title: **Specialized Career Education, Advanced**
Career Certificate Program Number: **S990006**

Course Number: SLS0463 **Occupational Completion Point: A** **Specialized Career Education, Advanced 1 – 150 Hours**	
01.0	Demonstrate self-advocacy and self-determination skills. The student will be able to:
01.01	Identify and evaluate personal needs, interests, and goals.
01.02	Make plans based on personal and career choices.
01.03	Describe entrepreneurship opportunities as a career planning option.
01.04	Carry out plans and adjust to changing circumstances.
01.05	Communicate disability, needs, skills, and abilities.
01.06	Communicate legal rights as a person with a disability.
01.07	Analyze work space, method of communication with others, and tasks.
01.08	Define the term *disclosure*.
01.09	Explain why disclosing disability may or may not be appropriate.
01.10	Evaluate the advantages and disadvantages of disclosure.
01.11	Explain how disclosure provides legal protection against discrimination.
02.0	Explain job accommodations as they relate to the workplace. The student will be able to:
02.01	Define the term job accommodations.
02.02	Identify basic duties that an employee must be able to perform with or without reasonable accommodations.
02.03	Identify examples of tasks and the related accommodation(s) that might be needed by a person with a specific disability.
02.04	Describe who is responsible for identifying an appropriate accommodation and when to request it.
02.05	Describe an employee’s options if an employer refuses to provide a reasonable accommodation.
03.0	Demonstrate communication skills necessary for successful employment. The student will be able to:
03.01	Describe the importance of the proper use of grammar, vocabulary, and diction.
03.02	Demonstrate the appropriate way to address people.

	03.03	Identify appropriate conversation for work-related settings.
	03.04	Describe listening, speaking, and nonverbal skills necessary to determine customer needs.
	03.05	List professional vocabulary appropriate for the work environment.
	03.06	Demonstrate the ability to communicate in a multicultural setting.
	03.07	Identify and define commonly used customer service terms (e.g., complaints, internal and external customers).
	03.08	Demonstrate the ability to listen to, follow, and provide directions.
	03.09	Demonstrate the placing/receiving of telephone calls in a businesslike manner.
	03.10	Demonstrate the ability to locate, understand, and interpret information from various sources (e.g., trade manuals, schedules, charts, diagrams, tables of contents, indexes, labels, Internet resources).
04.0	Demonstrate employability skills. The student will be able to:	
	04.01	Describe methods for handling illegal interview and application questions.
	04.02	Discuss state and federal labor laws regulating the workplace (e.g., Child Labor Law, sexual harassment, EEOC, ADA, FMLA).
	04.03	Identify positive work attitudes and behaviors (e.g., honesty, compassion, respect, responsibility, fairness, trustworthiness, caring).
	04.04	Identify qualities typically required for promotion (e.g., productivity, dependability, responsibility).
	04.05	Explain how to prepare for job separation and re-employment.
	04.06	Write a job description that includes the responsibilities of an entry-level position.
	04.07	Prepare a classified ad for an entry-level position.
	04.08	Create a list of interview questions for an entry-level position.
	04.09	Complete various employment forms (application, W-4, insurance forms).
	04.10	Create a resume.
05.0	Demonstrate a familiarity with information technology. The student will be able to:	
	05.01	Select and use appropriate devices, services, and applications for telecommunications.
	05.02	Utilize presentation software to communicate ideas to a group.
	05.03	Demonstrate proper work-related Internet use and security.
	05.04	Utilize word processing software to produce workplace documents.
	05.05	Utilize spreadsheet software to create meaningful workplace records.
	05.06	Utilize web browsers to access the World Wide Web and other computer resources.
	05.07	Use different types of web search engines effectively to locate information.

06.0	Demonstrate workplace safety practices. The student will be able to:
06.01	Identify technology, tools, equipment, and supplies necessary for a specific work task.
06.02	Locate technology, tools, equipment, and supplies required to complete a specific task.
06.03	Explain why workers must follow instructions and act in a way to promote safety.
06.04	Demonstrate required safety procedures related to the chosen career.
07.0	Demonstrate mastery of selected standards and benchmarks from one or more job preparatory programs (not previously mastered). The student will be able to:
07.01	Demonstrate mastery of selected standards and benchmarks that are job specific and correspond to the chosen career.
Standards and benchmarks from one or more CTE programs must be included in this coursework. This may include Internship, Job Shadowing and/or OJT.	

Course Number: SLS0464 **Occupational Completion Point: A** **Specialized Career Education, Advanced 2 – 150 Hours**	
08.0	Demonstrate an understanding of workplace organization. The student will be able to:
08.01	Identify his/her role in family, circle of friends, school, and other groups/committees.
08.02	Illustrate the hierarchy of a company.
08.03	Define vision and mission statements.
09.0	Describe the roles within teams, work units, departments, organizations, and the larger environment. The student will be able to:
09.01	Define teamwork.
09.02	Employ teamwork in working towards a common goal.
09.03	Analyze and explain how one’s own actions impact the overall organization.
10.0	Explain the impact of technology on occupations related to the field of study in which the student is enrolled. The student will be able to:
10.01	Describe a specific company's policy for ensuring security and protection of computerized data.
10.02	Demonstrate uses of equipment to process information (e.g., 10-key, electronic cash register, OCR scanner, financial calculator, computer).
11.0	Demonstrate positive human relations and leadership skills. The student will be able to:
11.01	Identify and demonstrate positive personality traits.
11.02	Demonstrate interpersonal skills to appropriately express feelings, reactions, ideas, opinions, wants, and needs.
11.03	Define and practice compassion, fairness, honesty, integrity, perseverance, courtesy, respect, responsibility, self-discipline, and

	trustworthiness.
	11.04 Role-play behaviors that will promote effective human relations.
12.0	Explain the importance of health, safety, and environmental management systems in organizational performance and regulatory compliance. The student will be able to:
	12.01 Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments.
	12.02 Explain emergency procedures to follow in response to workplace accidents.
	12.03 Create a disaster and/or emergency response plan.
13.0	Solve problems using critical thinking skills, creativity, and innovation. The student will be able to:
	13.01 Use critical thinking skills independently and in teams to solve problems and make decisions.
	13.02 Demonstrate the use of critical thinking and interpersonal skills to resolve conflicts.
	13.03 Identify and document workplace performance goals and monitor progress toward those goals.
	13.04 Identify and gather information necessary for decision-making.
14.0	Demonstrate mastery of selected standards and benchmarks from one or more job preparatory programs (not previously mastered). The student will be able to:
	14.01 Demonstrate mastery of selected standards and benchmarks that are job specific and correspond to the chosen career.
Standards and benchmarks from one or more CTE programs must be included in this coursework. This may include Internship, Job Shadowing and/or OJT.	
Course Number: SLS0944 **Occupational Completion Point: A** **Specialized Career Education Internship – 150 Hours**	
15.0	Demonstrate employability skills. The student will be able to:
	15.01 Identify and demonstrate positive work behaviors needed to be employable.
	15.02 Develop a personal career plan that includes strategies to reach personal goals and objectives.
	15.03 Review licensing, certification, and industry credentialing requirements of chosen career.
	15.04 Maintain a career portfolio to document knowledge, skills, and experience.
	15.05 Explore and compare employment opportunities that match career goals.
	15.06 Identify and exhibit traits for retaining employment.

	15.07 Identify opportunities and requirements for career advancement.
	15.08 Explain the benefits of ongoing professional development.
16.0	Use information technology tools. The student will be able to:
	16.01 Use personal information management (PIM) applications to increase workplace efficiency.
	16.02 Use technological tools to expedite workflow (e.g., word processing, electronic calendar, email, Internet applications).
	16.03 Use computer operations applications to manage and store information.
	16.04 Use collaborative/groupware applications to facilitate group work.
17.0	Practice quality performance. The student will be able to:
	17.01 Maintain an organized work area.
	17.02 Use equipment, technology, and work strategies to improve workflow.
	17.03 Carry out written and verbal directions accurately.
	17.04 Complete work efficiently and effectively.
	17.05 Adhere to worksite regulations and practices.
18.0	Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives. The student will be able to:
	18.01 Demonstrate leadership skills to accomplish goals and objectives.
	18.02 Establish and maintain effective working relationships with others in order to accomplish objectives and tasks.
	18.03 Conduct and participate in meetings to accomplish work tasks.
	18.04 Demonstrate mentoring skills to inspire and teach others.
19.0	Describe the importance of professional ethics and legal responsibilities. The student will be able to:
	19.01 Evaluate and justify decisions based on ethical reasoning.
	19.02 Evaluate alternative responses to workplace situations based on ethical and legal responsibilities, and employer policies.
	19.03 Identify and explain consequences of unethical or illegal behaviors in the workplace.
	19.04 Explain written organizational policies and procedures.

20.0	Demonstrate skills acquired through On-the-Job-Training (OJT). The student will be able to:
	20.01 Maintain a positive attitude towards a job.
	20.02 Demonstrate appropriate job performance skills.
	20.03 Maintain a level of productivity required by the job.
	20.04 Use evaluations to improve performance.
	20.05 Comply with employee rules, regulations, and procedures.
	20.06 Apply effective communication appropriate to the job.
	20.07 Apply problem solving strategies to real life situations.
21.0	Demonstrate mastery of selected standards and benchmarks from one or more job preparatory programs (not previously mastered). The student will be able to:
	21.01 Demonstrate mastery of selected standards and benchmarks that are job specific and correspond to the chosen career.
Standards and benchmarks from one or more CTE programs must be included in this coursework. This may include Job Shadowing and/or OJT.	

Additional Information

Laboratory Activities

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

Documentation of mastery of the student performance standards must be maintained. An Individualized Plan of Study (IPS) must be maintained for audit purposes.

Career and Technical Student Organization (CTSO)

CTSOs are co-curricular career and technical student organizations providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered. Other CTSOs not listed in this curriculum framework or recognized by the Florida Department of Education are permissible provided they support student mastery over the standards and benchmarks of this curriculum framework. A student should be encouraged to join the related CTSO.

Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the OJT framework apply.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their counselor and/or instructors. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. 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.

Note: postsecondary curriculum and regulated secondary programs cannot be modified.