Florida Department of Education
Curriculum Framework

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

Career Certificate Program	
Program Number	S990005
CIP Number	13990005SN
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, who have already completed equivalent coursework (standards and benchmarks) at the secondary level (9001810), should be enrolled in Specialized Career Education, Advanced (S990006). 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

This program is divided into a series of three courses that comprise an 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 particular outcomes and student performance standards 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/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, an OCP is awarded and the student would: enroll in Specialized Career Education, Advanced (S990006); enroll in a CTE program of his or her choice; or, 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	SLS0460	Specialized Career Education, Basic 1	ANY CTE FIELD OR COVERAGE	150 hours
	SLS0461	Specialized Career Education, Basic 2		150 hours
	SLS0462	Specialized Career Education, Basic 3		150 hours

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 Discuss individual interests, aptitudes, and opportunities.
03.0 Review and discuss career and employment opportunities.
04.0 Determine realistic employment goals.
05.0 Demonstrate work-related skills.
06.0 Demonstrate mastery of selected standards and benchmarks from one or more job preparatory programs (not previously mastered).
07.0 Describe the rights, responsibilities and benefits of employment.
08.0 Manage interpersonal relationships.
09.0 Demonstrate job seeking and employability skills.
10.0 Demonstrate personal productivity.
11.0 Demonstrate employability and work-related skills appropriate to the workplace.
12.0 Demonstrate proper and safe procedures while working with tools, equipment, systems, and materials.
13.0 Demonstrate mastery of selected standards and benchmarks from one or more job preparatory programs (not previously mastered).
14.0 Describe the duties and responsibilities of a successful employee.
15.0 Demonstrate how to request job accommodations.
16.0 Define key terms related to the chosen occupation.
17.0 Demonstrate oral and written communication skills in creating, expressing and interpreting information and ideas.
18.0 Demonstrate industry related mathematical skills.
19.0 Demonstrate industry related science knowledge and skills based on CTE standards and benchmarks.
20.0 Demonstrate industry related language arts knowledge and skills based on CTE standards and benchmarks.
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, Basic**
Career Certificate Program Number: **S990005**

Course Number: SLS0460 **Occupational Completion Point: A** **Specialized Career Education, Basic 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	Describe abilities, skills, and individual needs related to disability.
01.03	Make plans based on personal and career choices.
01.04	Carry out plans and adjust to changing circumstances.
01.05	Explain legal rights as a person with a disability.
01.06	Define the term disclosure.
01.07	Identify appropriateness of disclosing disability in some situations and not others.
01.08	Evaluate the advantages and disadvantages of disclosure.
01.09	Explain how disclosure provides legal protection against discrimination.
01.10	Analyze work space, method of communication with others, and tasks.
01.11	Review the range of accommodations and choose the best one based on individual needs.
02.0	Discuss individual interests, aptitudes, and opportunities. The student will be able to:
02.01	Use a variety of resources and methods to determine career interests and abilities.
02.02	Identify and describe personal skills, interests, values, experiences, personality traits, and academic abilities.
02.03	Identify non-traditional career options.
02.04	Describe how educational level affects career choice.
02.05	Explain the importance of networking when exploring occupations.
02.06	Identify advantages of attending a career or technical center or college.
02.07	Explain the importance of updating occupational skills and knowledge through training, continuing education, and life-long learning.
03.0	Review and discuss career and employment opportunities. The student will be able to:

	03.01 Explain the importance of staying up-to-date on social, technical, and economic changes.
	03.02 Evaluate and compare employment opportunities that match career goals.
	03.03 Identify opportunities and requirements for career advancement.
	03.04 Identify what courses of study will be needed to reach his/her educational goal.
04.0	Determine realistic employment goals. The student will be able to:
	04.01 Match interests and abilities with potential careers.
	04.02 Compare personal strengths and weaknesses, including physical and cognitive abilities, to specific job requirements.
	04.03 Collect information needed to determine realistic employment goals.
	04.04 Identify potential careers available in the community.
	04.05 Develop a career and education plan that includes short and long-term goals and postsecondary/career goals.
05.0	Demonstrate work-related skills. The student will be able to:
	05.01 Demonstrate the ability to follow directions.
	05.02 Demonstrate appropriate behaviors related to task completion.
	05.03 Explain individual rights and responsibilities in the workplace.
	05.04 Respond appropriately to constructive criticism.
	05.05 Work cooperatively with others.
06.0	Demonstrate mastery of selected benchmarks from one or more job preparatory programs (not previously mastered). The student will be able to:
	06.01 Perform tasks as they relate to specific job training performance.
	06.02 Demonstrate safety standards and benchmarks related to specific job training.
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: SLS0461 Occupational Completion Point: A Specialized Career Education, Basic 2 – 150 Hours	
07.0	Describe the rights, responsibilities and benefits of employment. The student will be able to:
	07.01 Describe his/her responsibilities as an employee.
	07.02 Explain the benefits of employment, such as health insurance, leave time, worker's compensation, retirement plans and Social Security.

	07.03	Describe legal rights that apply to persons with disabilities in school, community, and workplace, including the Americans with Disabilities Act, the Rehabilitation Act, and the Fair Labor Standards Act (FLSA).
	07.04	Describe steps that may be taken when rights have been violated.
08.0	Manage interpersonal relationships. The student will be able to:	
	08.01	Demonstrate appropriate relationships with peers.
	08.02	Participate as a member of a team.
	08.03	Demonstrate positive work attitudes.
	08.04	Demonstrate characteristics of a good employee.
	08.05	Maintain positive relationships with co-workers.
	08.06	Maintain a positive relationship with a supervisor.
09.0	Demonstrate job seeking and employability skills. The student will be able to:	
	09.01	Identify resources used in a job search (e.g., newspaper, Internet, networking).
	09.02	Discuss the importance of drug tests and criminal background checks when identifying possible employment opportunities.
	09.03	Identify steps of the job application process, including arranging for references and proper documentation (e.g., green card, birth certificate, social security card).
	09.04	Identify procedures and documents required when applying for a job (e.g., application, W-4, I-9).
	09.05	Prepare a resume (electronic and traditional), letter of application, follow-up letter, acceptance/rejection letter, letter of resignation, and letter of recommendation.
	09.06	Demonstrate appropriate dress and grooming for employment.
10.0	Demonstrate personal productivity. The student will be able to:	
	10.01	Demonstrate self-discipline, reliability, and dependability.
	10.02	Act in a professional, respectful, and non-offensive manner while under pressure.
	10.03	Determine the best options or outcomes when faced with a challenging situation.
	10.04	Respond to situations and/or requests in a timely manner.
11.0	Demonstrate employability and work-related skills appropriate to the workplace. The student will be able to:	
	11.01	Participate in job search activities.
	11.02	Complete an accurate job application.
	11.03	Demonstrate effective job interviewing skills.
	11.04	Demonstrate the ability to follow directions.

	11.05 Demonstrate time management practices.
	11.06 Access various modes of transportation.
12.0	Demonstrate proper and safe procedures while working with tools, equipment, systems and materials. The student will be able to:
	12.01 Inspect personal protective equipment (PPE) to determine if it is safe to use.
	12.02 Inspect tools or equipment to determine if they are safe to use.
	12.03 Identify technology, tools, equipment, and supplies necessary for a specific work task.
	12.04 Demonstrate how to keep work area tidy with equipment properly stored.
	12.05 Locate technology, tools, equipment, and supplies required to complete a specific work task.
	12.06 Use technology, tools, equipment, and supplies safely and correctly for a specific work task.
	12.07 Clean and maintain technology, tools, and equipment.
	12.08 Store technology, tools, equipment, and supplies correctly.
13.0	Demonstrate mastery of selected standards and benchmarks from one or more job preparatory programs (not previously mastered). The student will be able to:
	13.01 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: SLS0462 Occupational Completion Point: A Specialized Career Education, Basic 3 – 150 Hours	
14.0	Describe the duties and responsibilities of a successful employee. The student will be able to:
	14.01 Demonstrate how to handle customer inquiries/complaints.
	14.02 Demonstrate how to handle difficult internal and external customers.
	14.03 Demonstrate how to interpret policies to internal and external customers.
	14.04 Classify customer services according to nature and characteristics of the activity.
	14.05 Describe ways of resolving customer problems.
	14.06 Explain the importance of stress management and relaxation techniques as they relate to job performance.
	14.07 Describe workplace codes of professional/business conduct.
	14.08 Explain the concepts of integrity, credibility, reliability, and perseverance.

15.0	Demonstrate how to request job accommodations. The student will be able to:
15.01	Identify and describe the legal responsibilities of employers and employees in the work place.
15.02	Identify work-related reasonable accommodations.
15.03	Request necessary job accommodations from prospective employers.
15.04	Employ technological tools to identify federal, state and local job accommodation resources.
15.05	Explain disability discrimination and harassment in the workplace.
16.0	Define key terms related to the chosen occupation. The student will be able to:
16.01	Identify vocabulary specific to his/her career field.
16.02	Use the proper vocabulary when discussing his/her chosen career.
17.0	Demonstrate oral and written communication skills in creating, expressing, and interpreting information and ideas. The student will be able to:
17.01	Describe the importance of the proper use of grammar, vocabulary, and diction.
17.02	Demonstrate appropriate oral and written communication techniques to communicate clearly and effectively in the workplace.
17.03	Identify appropriate conversation for work related settings.
17.04	Interpret verbal and nonverbal cues/behaviors that enhance communication.
17.05	Describe listening, speaking, and nonverbal skills necessary to determine customer needs.
17.06	Apply active listening skills to obtain and clarify information.
17.07	Demonstrate the appropriate way to address people.
17.08	List professional vocabulary appropriate for the work environment.
17.09	Demonstrate the ability to communicate in a multicultural setting.
17.10	Design, develop and deliver formal and informal presentations using appropriate media.
17.11	Develop and interpret tables and charts to support written and oral communication.
17.12	Identify and define commonly used customer service terms (e.g., complaints, internal and external customers).
17.13	Demonstrate the placing/receiving of telephone calls in a businesslike manner.
17.14	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).
18.0	Demonstrate industry related mathematical skills. The student will be able to:
18.01	Compute and compare gross pay, net pay, overtime pay, and specific payroll deductions.
18.02	Compute different methods of monetary compensation (e.g., annual salary, hourly wage, commission, piecework).

	18.03 Prepare a balanced budget based on income and expenses.
	18.04 Describe the importance of maintaining an accurate checkbook balance.
	18.05 Identify mathematical skills used by employees in various career fields.
	18.06 Demonstrate arithmetic operations to complete work tasks.
	18.07 Use data to solve problems and interpret documents.
19.0	Demonstrate industry related science knowledge and skills based on CTE standards and benchmarks. The student will be able to:
	19.01 Discuss the role of creativity in constructing scientific questions, methods and explanations as it relates to the chosen career.
20.0	Demonstrate industry related language arts knowledge and skills based on CTE standards and benchmarks. The student will be able to:
	20.01 Draft, revise, and edit written documents using correct grammar, punctuation, and vocabulary.
	20.02 Present information formally and informally for specific purposes and audiences.
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 student's 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.	

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.