

CTE Course Description and Standards Crosswalk

- The information on page 1 must be entered directly into the EED CTE Web Portal (log in at <https://www.eed.state.ak.us/tls/cte/perkins> with your district credentials)
- Then this entire form can be submitted by using the “Click here Provide Supporting Documentation” link on the Web Portal, or by emailing it to ctegrants@alaska.gov.

Basic CTE Course Information

| Course Information | |
|---|---|
| Course Name | Career Based Learning: On The Job Training |
| Course Number | WW710 |
| Number of High School Credits | .5 |
| Sequence or CTEPS (You must first have the Sequence or CTEPS name put into the system.) | All |
| Occupational Standards | |
| Source of Occupational Standards | Career Solutions Publishing Food Safety and Sanitation Program AAFCS National Career Clusters Knowledge and Skills SkillsUSA NCCER |
| Names/Numbers of Occupational Standards | Job Ready Career Skills [K] Food Worker Card SkillsUSA Employability Core |
| Registration Information | |
| Course Description (brief paragraph – as shown in your student handbook or course list) | On The Job Training is a junior/senior level class that allows students to be employed through a non-paid work setting that offers work experience in the student’s career pathway/cluster. Before the Co-op experience can begin the student must have taken one 1/2 credit course in a Career and Technical Education class related to the skills required at the job site. The job must be related to the student’s career pathway and the student must have taken or is currently enrolled in the on-line Employability Skills class. Prior to enrolling, an interview and approval of a training plan by the work coordinator is |

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| | required. Must have Junior or Senior Status. The School District coordinator, employer, and student will help develop technical competencies, career goals, and a training plan. |
| Instructional Topic Headings (please separate each heading by a semi-colon) | Competencies in the Chosen Career Cluster; Good work habits and attitudes; Current trends of business and industry; Employment preparation; Employer evaluation; Involvement in a CTSO; Research pertaining to the chosen Career Pathway |
| Summative Assessments and Standards | |
| Technical Skills Assessment | Y |
| Course addresses Alaska GLEs | Y |
| Course addresses Employability Standards | Y |
| Course addresses Cultural Standards | Y |
| Course addresses All Aspects of Industry (AAI) | Y |
| Career & Technical Student Organization (CTSO) | |
| CTSO associated with this course | SkillsUSA |
| Tech Prep | |
| Current Tech Prep Articulation Agreement? (Y/N) | N |
| Date of Current Agreement | |
| Postsecondary Institution Name | |
| Postsecondary Course Name | |
| Postsecondary Course Number | |
| # of Postsecondary Credits | |

Additional CTE Course Information

| | |
|---|---|
| Author | |
| Course developed by | Career and Technical Advisory Committee |
| Course adapted from | New Course |
| Date of last course revision | Nov. 2012 |
| Course Delivery Model | |
| Is the course brokered through another institution or agency? (Y/N) | No |

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Certificate, Credential, or License

Industry-recognized skill certificate, credential, or state license that a student is eligible for upon successful completion of the course?

Core-Basic Employability Skills-Module 00108-04 or 09, Food Worker Card

Issuing body/organization/agency

NCCER, Food Safety and Sanitation Program

Standards Alignment

| Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements) | Specific Occupational Skills Standards | Alaska Reading, Writing, Math, & Science Standards | Alaska Employability Standards | Alaska Cultural Standards | All Aspects of Industry | Formative Assessment |
|---|---|---|---------------------------------------|----------------------------------|---------------------------------|-----------------------------|
| 1. Establish employer contacts and job opportunities. | CD5 | R-4 | A3 | A1 | Community | Employment |
| 2. Prepare and complete a job application, resume, and employment letter. | CD.5-B | W3.4 | A3 | | Tech / Prod | Skills USA Interview |
| 3. Describe the importance of first impressions and personal attire at a job interview. | | | A3 | | Work Habits | Skills USA Interview |
| 4. Identify a career cluster and pathway. | CD-2 | R.2 | B.1B.4 | A7 | Tech / Prod | AKCIS |
| 5. Develop an occupational adjustment plan. | NBESE58 | | B4 | | MGMF | AKCIS |
| 6. Describe the safety procedures and labor laws that govern students in the work place. | BL-3CD-3 | | A5 | B-2 | Health, Safety, and Environment | AK DEED Safety Manual |
| 7. Identify individual employer policies and procedures on the job. | CD-3 | R-2 | A7 | B.3 | Tech / Prod | Employer Evaluation Form |
| 8. Develop positive interpersonal skills to communicate with the employer, customers, and fellow workers. | CD-3 | | A5 | | Work Habits | Employer Evaluation Form |
| 9. Adhere to the developed training plan and training agreement. | | R4 | A1 | | Labor | Training Agreement |
| 10. Exhibit proper and safe use of tools and equipment on the job site. | BL-3 | S-B-6 | A6 | B-2 | HSE | AK DEED Safety Manual |
| 11. Demonstrate and develop technical job skills needed for employment. | CD-5-A | R-4 | A1 | | HSE | Skills USA |
| 12. Complete 90 hours of employment over an 18 week period | | | A1 | | Tech / Prod | Time Sheets |

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|---|---|---|---------------------------------------|----------------------------------|--------------------------------|-----------------------------|
| for each ½ credit. | | | | | | |

Instructional Resources

List the major instructional resources used for this course: (websites, textbooks, essential equipment, reference materials, supplies)

- AKCIS.ORG**
- Job Ready Career Skills, Career Solutions Publishing Group, 2010, www.careersolutionsgroup.com**
- Alaska Department of Labor and Workforce Development, <http://labor.alaska.gov>**
- SkillsUSA.org**
- Youth Employability Skills, <http://www.eed.state.ak.us/tls/cte/yes.html>**
- AK Deed Safety Manual, (new safety manual will be available this Fall, 2011 from the Dept. of Education)**
- NCCER: www.nccer.org**