

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title: Cooperative Diversified Education - OJT
Program Type: Job Preparatory
Occupational Area: Diversified Education

	<u>Secondary</u>	<u>PSAV</u>
Program Numbers:	8300420	D886200
CIP Number:	1098.8620CP	1098.8620CP
Grade Level:	9-12, 30, 31	30, 31
Length:	Multiple credits	Multiple hours
Certification:	COOR DCT @4 @7 COOP TEACH @7 TEACH CDE @7 SPECLIZ TC \$7 ANY VOCATIONAL FIELD OR COVERAGE/ TC COOP ED E G	COOR DCT @4 @7 COOP TEACH @7 TEACH CDE @7 SPECLIZ TC \$7 ANY VOCATIONAL FIELD OR COVERAGE/ TC COOP ED E G
CTSO:	ANY	ANY
Co-op Method:	Yes	Yes

I. **MAJOR CONCEPTS/CONTENT:** The purpose of Cooperative Diversified Education (CDE) is to provide the student with competencies developed through paid, supervised on-the-job training related to instruction in a job preparatory program.

Supervised on-the-job training provides opportunities for selective placement based on the student's job preparatory program and the development and evaluation of occupational competencies. Job related classroom instruction must have been provided in a job preparatory program for a minimum of one semester prior to enrollment in the Cooperative Diversified Education Program (or the student must be presently enrolled in a job preparatory program.) Technology Education Programs and Work Experience Programs are not job preparatory programs.

II. **LABORATORY ACTIVITIES:** Laboratory activities and job experiences are an integral part of this program. Supervised on-the-job training, governed by a training agreement and an individualized training plan, signed by the student, teacher/coordinator, employer, and parent/guardian, is required. The training plan is to include instructional objectives and a list of on-the-job and in-school learning experiences. The workstation should reflect equipment, skills, and tasks relevant to the occupation the student has chosen as a career goal. The student must be paid for work performed. The employer will evaluate the student's job performance of the instructional objectives and learning experiences each grading period.

The teacher/coordinator should visit each training site a minimum of once each grading period for the purposes of observation and evaluation of the student's progress in attaining the competencies listed in the training plan, preferably while the student is actually working. A second contact each grading period for the purpose of evaluating the student's progress in attaining the competencies listed in the training plan is highly recommended.

On-the-job activities may be continued as a summer learning experience without classroom instruction for students who participated in the program during the school year immediately preceding the summer assignment.

The OJT course may be taken by a student for one or more semesters at the secondary level enabling the student to earn multiple credits. The specific student performance standards, which the student must achieve to earn credit, must be specified in the OJT training plan.

- III. **SPECIAL NOTE:** Any career and technical student organization is appropriate for providing leadership training and for reinforcing specific career and technical skills. Career and technical student organizations, when provided, shall be an 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 (8), FAC.

Each student job placement must be directly related to the job preparatory program in which the student is or was enrolled.

It is recommended that for every 20 students (or portion thereof) enrolled in the Cooperative Diversified Education program, the teacher/coordinator be given a minimum of one hour of OJT-coordination release time per day for the purposes of visiting students on the job and managing the cooperative method of instruction.

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

- 01.0 Demonstrate competencies in a specific career.
- 02.0 Demonstrate legal and ethical behavior within the role and scope of specific job responsibilities.
- 03.0 Perform designated recordkeeping skills.

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Program Title: Cooperative Diversified Education - OJT
Secondary Number: 8300420
Postsecondary Number: D886200

01.0 DEMONSTRATE COMPETENCIES IN A SPECIFIC CAREER--The student will be able to:

- 01.01 Demonstrate job performance skills as outlined in the training plan. LA.B.2.4.1
- 01.02 Exhibit effective workplace safety practices including use of protective devices. HE.C.1.4.5, SC.H.3.4.3, SC.H.3.4.6
- 01.03 Display an acceptable level of productivity and quality control. LA.B.2.4.1, SC.H.1.4.1, SC.H.1.4.2, SC.H.1.4.3, SC.H.3.4.1, SC.H.3.4.6
- 01.04 Demonstrate effective written and oral communication and listening skills when interacting with customers, co-workers, and managers. LA.C.3.4.3, LA.D.1.4.2
- 01.05 Demonstrate decision making and problem solving processes and techniques used in the workplace. LA.C.3.4.3
- 01.06 Demonstrate acceptable work habits and conduct in the workplace as defined by company policy. LA.C.3.4.3
- 01.07 Demonstrate an understanding of the company's vision and mission statements. LA.C.3.4.3
- 01.08 Demonstrate an understanding of the company's goals and objectives. LA.C.3.4.3
- 01.09 Demonstrate familiarity with the company's products and services. LA.C.3.4.3
- 01.10 Demonstrate the ability to identify authority, rights, and responsibilities of both employers and employees. SS.C.2.4.3

02.0 DEMONSTRATE LEGAL AND ETHICAL BEHAVIOR WITHIN THE ROLE AND SCOPE OF SPECIFIC JOB RESPONSIBILITIES--The student will be able to:

- 02.01 Demonstrate legal and ethical behavior within the scope of job responsibilities. LA.C.3.4.3, SS.C.2.4.6
- 02.02 Demonstrate the ability to resolve customer, employee, and employee/employer problems and concerns. LA.C.3.4.3, SS.C.2.4.3, HE.B.3.4.2
- 02.03 Follow policies and procedures affecting the safety, health, and well being of all members of a workplace setting. HE.A.1.4.7, SC.F.1.4.1, SC.F.1.4.6, SC.F.1.4.7
- 02.04 Exhibit behavior supporting and promoting cultural and ethnic diversity. LA.D.2.4.1, HE.B.3.4.2
- 02.05 Recognize and report signs of substance abuse. HE.B.3.4.7, SC.F.1.4.6, SC.F.1.4.7, SC.H.1.4.1
- 02.06 Demonstrate interpersonal skills that enhance team productivity and foster positive work ethics. LA.C.3.4.3, HE.A.1.4.1
- 02.07 Demonstrate appropriate dress and grooming habits for the workplace environment. LA.C.3.4.3, HE.B.2.4.3, SC.H.3.4.6

03.0 PERFORM DESIGNATED RECORD KEEPING SKILLS--The student will be able to:

- 03.01 Identify job tasks that presently are and will be in the future performed in the specified occupation (training

- plan). LA.A.1.4.3, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1,
LA.C.3.4.2, LA.C.3.4.3, LA.C.3.4.4, LA.C.3.4.5, MA.A.4.4.1
- 03.02 Indicate on a training plan as competencies are mastered.
LA.A.1.4.2, LA.A.2.4.8, LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3,
LA.B.2.4.2, LA.B.2.4.4, LA.D.1.4.2
- 03.03 Maintain a record of employment hours and wages for auditing and
budgetary purposes (e.g., time cards, budget sheets). MA.A.1.4.4,
MA.A.1.4.3, MA.A.3.4.3, MA.B.3.4.1
- 03.04 Maintain an up-to-date, signed training agreement. LA.A.1.4.3,
LA.B.1.4.1, LA.B.1.4.2, LA.B.1.4.3, LA.B.2.4.1, LA.B.2.4.2,
LA.B.2.4.3, LA.B.2.4.4, LA.C.3.4.1, LA.C.3.4.2, LA.C.3.4.3,
LA.C.3.4.4, LA.C.3.4.5