

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title: Pre-Apprenticeship
Occupational Area: Any Program with an Apprenticiable Occupation

	<u>PSAV</u>	<u>Secondary</u>
Program Numbers	E920100	8000100
CIP Number	1691.010001	1691.010001
Grade Level	30, 31	9-12, 30-31
Standard Length	900 hours	6 credits
Certification	Any vocational field or coverage	Any vocational field or coverage

- I. **Purpose:** The purpose of this program is to prepare students for initial employment who are disadvantaged or who have not otherwise had the opportunity to enter into the apprenticiable occupations or upward mobility employment. The program will include related instruction and paid on-the-job training, supervised by the employer and teacher/coordinator.

The content should include but not be limited to communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, and skills needed to operate and maintain a variety of related equipment and tools.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Apprenticeship industry: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues; and health, safety, and environmental issues.

- II. **LABORATORY ACTIVITIES:** Laboratory activities provided through on-the-job training are an integral part of this program. Supervised on-the-job training includes a training plan. The training plan shall include instructional objectives and a list of on-the-job and in-school learning experiences. On-the-job experiences will emphasize those skills that deal with "workplace know-how" and effective job performance.
- III. **SPECIAL NOTE:** Pre-apprenticeship students are registered with the Department of Education, Division of Workforce Development. CTSO's (Career and Technical Student Organization) are appropriate organizations for providing leadership training experiences and reinforcing specific occupational skills. When provided, these activities are considered an integral part of this instructional program and the activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, FAC.

Cooperative training--OJT is appropriate for this program. Whenever cooperative training--OJT is offered, the following are 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 workstation 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.

This program may be offered in courses. Vocational credits shall be awarded to the student on a transcript in accordance with Section 230.643, F.S.

The standard length of this program is 900 hours.

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

OCCUPATIONAL COMPLETION POINT - DATA CODE A (450 Hours)

PRE-APPRENTICESHIP I - INDUSTRY TITLE

- 01.0 Identify apprenticeable occupations.
- 02.0 Identify and properly use subparts in OSHA (Occupational Safety and Health Administration) Standards (1926).
- 03.0 Achieve certifications.
- 04.0 Demonstrate appropriate communication skills.
- 05.0 Demonstrate and apply appropriate math and reading skills.
- 06.0 Identify awareness of drugs and drug-free workplace.
- 07.0 Use technology, tools, equipment and supplies safely and correctly.
- 08.0 Read and interpret appropriate technical references and manuals.
- 09.0 Apply designated occupational standards.
- 10.0 Demonstrate an understanding of employability skills.
- 11.0 Demonstrate an understanding of entrepreneurship.
- 12.0 Demonstrate acquired skills through on-the-job training.
- 13.0 Demonstrate leadership and organization skills.

OCCUPATIONAL COMPLETION POINT - DATA CODE B (450 Hours)

PRE-APPRENTICESHIP II - INDUSTRY TITLE

- 12.0 Demonstrate acquired skills through on-the-job training.

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OCCUPATIONAL COMPLETION POINT - DATA CODE A (450 Hours)

PRE-APPRENTICESHIP I - INDUSTRY TITLE

01.0 IDENTIFY APPRENTICEABLE OCCUPATIONS--The student will be able to:

- 01.01 Prepare a list of apprenticeable occupations in the student's area of interest.
- 01.02 Student will collect information and maintain a notebook on the apprenticeable occupation in which he or she has indicated an interest.
- 01.03 Contact a representative of the chosen apprenticeable occupation and ask, at a minimum, 10 prepared questions about the student's area of interest.

02.0 IDENTIFY AND PROPERLY USE SUBPARTS IN OSHA (Occupational Safety and Health Administration) STANDARDS (1926) --The student will be able to:

- 02.01 Describe how the OSHA standards relate to the student's area of interest.
- 02.02 Apply OSHA standards to work activities.
- 02.03 Access and find information on the OSHA web site.

03.0 ACHIEVE CERTIFICATIONS--The student will be able to:

- 03.01 Identify the appropriate areas of certification for his or her apprenticeable area. (i.e. Safety, Firstaid, CPR, required information)
- 03.02 Prepare and test for appropriate certifications in selected occupational area.

04.0 DEMONSTRATE APPROPRIATE COMMUNICATION SKILLS--The student will be able to:

- 04.01 Ask and answer questions coherently and concisely.
- 04.02 Read and follow written instructions; and listen to and follow oral instructions.
- 04.03 Give reports orally and in writing.
- 04.04 Read and interpret reading materials related to the apprenticeable occupation.
- 04.05 Find information in appropriate literature such as a manufacturer's manual or regulatory requirements.

- 04.06 Write logical and understandable statements or phrases, and accurately fill out the forms commonly used in the apprenticeable area.
- 04.07 Communicate job-related information and coordinate with other trades.
- 04.08 Demonstrate appropriate telephone communication skills.
- 04.09 Demonstrate trade-related computer skills.
- 04.10 Explain the chosen occupation culture and the spoken and unspoken rules.

05.0 DEMONSTRATE AND APPLY APPROPRIATE MATH AND READING SKILLS--The student will be able to:

- 05.01 Prepare a workbook containing the formulas, rules of thumb, general knowledge and mathematics used in the student's apprenticeable area.
- 05.02 Apply Basic math, geometry, algebra, and trigonometry to solving problems, with and without a calculator, related to the apprenticeable occupation.

06.0 IDENTIFY AWARENESS OF DRUGS AND DRUG-FREE WORKPLACE--The student will be able to:

- 06.01 Describe the effects of drugs and alcohol on job performance and safety.
- 06.02 Explain how an alcohol/drug conviction will affect the student's ability to acquire employment
- 06.03 Prepare a workbook describing the health-related effects of alcohol/drugs.

07.0 USE TECHNOLOGY, TOOLS, EQUIPMENT AND SUPPLIES SAFELY AND CORRECTLY--The student will be able to:

- 07.01 Correctly use tools and equipment appropriate to apprenticeable occupation.
- 07.02 Demonstrate the ability to wear, select, adjust, and maintain safety equipment.
- 07.03 Determine if safety equipment is serviceable.
- 07.04 Read safety warnings on equipment, chemicals, tools and work sites. Correctly interpret and apply the necessary precautions.
- 07.05 Read the procedures for servicing equipment and accomplish the needed actions with 100 percent accuracy.
- 07.06 Determine if equipment used in the apprenticeable occupation is safe.

08.0 READ AND INTERPRET APPROPRIATE TECHNICAL REFERENCES AND MANUALS--The student will be able to:

- 08.01 Use the charts, graphs and tables to solve problems related to the chosen apprenticeable occupation.
- 08.02 Design solutions for work problems using data from the appropriate manuals.
- 08.03 Use Internet resources to acquire technical information for job related problems.

- 08.04 Read and use appropriate manuals in work assignments.
Demonstrate an understanding of the material read through correct procedures and application. Accomplish specified tasks.
- 08.05 Read and use appropriate manuals for work assignments.
- 09.0 APPLY DESIGNATED OCCUPATIONAL STANDARDS--The student will be able to:
 - 09.01 Perform assigned tasks to the appropriate level of competency.
 - 09.02 Select and apply correct standards for a given task.
- 10.0 DEMONSTRATE AN UNDERSTANDING OF EMPLOYABILITY SKILLS--The student will be able to:
 - 10.01 Demonstrate productive work habits and positive attitudes.
 - 10.02 Identify the ethical and responsible practices expected of apprenticeship trainees.
 - 10.03 Demonstrate acceptable personal-hygiene habits and a professional appearance.
 - 10.04 Apply the principles of time management, work simplification, and teamwork when performing assigned tasks.
 - 10.05 Explain the importance of taking pride in the quality of work performed.
 - 10.06 Explain the importance of maintaining a good driver's record and the ramifications of having a poor driving record on employment.
 - 10.07 Describe "Florida's Right-to-Know" Law as recorded in the Florida Statutes, Chapter 442.
 - 10.08 Secure information about a job.
 - 10.09 Identify documents that may be required for an application for an apprenticeship program.
 - 10.10 Complete a job-application form.
 - 10.11 Demonstrate competence in job-interview techniques.
 - 10.12 Demonstrate appropriate knowledge of how to make job changes.
 - 10.13 Discuss the need for balancing work and family.
- 11.0 DEMONSTRATE AN UNDERSTANDING OF ENTREPRENEURSHIP--The student will be able to:
 - 11.01 Define "entrepreneurship."
 - 11.02 Describe the importance of entrepreneurship to the American economy and the role of small business in the free-enterprise system.
 - 11.03 Discuss the advantages and disadvantages of business ownership.
 - 11.04 Discuss the risks involved in the ownership of a business.
 - 11.05 Identify the personal characteristics of a successful entrepreneur.
 - 11.06 Identify the business skills, including computer skills, needed to operate an entrepreneurial business efficiently and effectively.

12.0 DEMONSTRATE ACQUIRED SKILLS THROUGH ON-THE JOB TRAINING--The student will be able to:

12.01 Keep daily log of on-the-job activities. Including number of hours worked, skills learned, safety equipment used and hazardous materials used.

13.0 DEMONSTRATE LEADERSHIP AND ORGANIZATIONAL SKILL--The student will be able to:

13.01 Define and practice brainstorming.

13.02 Identify and use resource and time management skills.

13.03 Identify characteristics of a leader and team members.

13.04 Identify professional and youth organizations related to the apprenticeable occupation

13.05 Identify purposes and functions of student organizations related to apprenticeable occupation.

14.0 DEVELOP A PORTFOLIO--The student will:

14.01 Include career and educational goals.

14.02 Provide a copy of social security card.

14.03 Provide autobiography, picture, and resume.

14.04 Provide picture identification, Letters of recommendation, and completed job application.

14.05 Provide history of work and volunteer activities.

OCCUPATIONAL COMPLETION POINT - DATA CODE B (450 Hours)

PRE-APPRENTICESHIP II - INDUSTRY TITLE

12.0 DEMONSTRATE ACQUIRED SKILLS THROUGH ON-THE JOB TRAINING--The student will:

12.01 Keep a daily log of on-the-job activities. Including number of hours worked, skills learned, safety equipment used and hazardous materials used.

14.0 DEVELOP A PORTFOLIO--The student will:

14.01 Include career and educational goals.

14.02 Provide a copy of social security card.

14.03 Provide autobiography, picture, and resume.

14.04 Present picture identification, Letters of recommendation, and completed job application.

14.05 Provide history of work and volunteer activities.