

COURSE CTR1010: JOB PREPARATION**Level:** Introductory**Theme:** Career Readiness**Prerequisite:** None**Course Description:** Students develop successful employment search skills and a personal employment search portfolio.**Notes:** The CTR1010 Job Preparation course:

- may be linked with courses from the Career Readiness theme, other themes within the Career Transitions strand or with courses from other CTS strands
- is a prerequisite to the first Work Experience course (15, 25 or 35) taken by a student
- may be taken as a 1-credit course addition to the Career and Life Management (CALM) 20 course providing that students have access to the additional time needed to develop the general outcomes, to the assessment standards specified, for this course. Students enrolled in CALM 20 and this course concurrently must be advised that, to receive credits in both, they will be expected to meet the learner expectations specified in the CALM 20 course and the CTR1010 Job Preparation course.

Course Parameters: Students should be provided with opportunities for extensive experiential learning including contact with employers, career development practitioners and others having current knowledge and experience in hiring recent high school graduates and/or in preparing them to enter the changing workplace.

Curriculum and Assessment Standards

General Outcomes	Assessment Criteria and Conditions	Suggested Emphasis
<p><i>The student will:</i></p> <ul style="list-style-type: none"> • identify and develop knowledge, skills and attitudes appropriate for conducting successful employment searches • communicate in the language in which business is conducted 	<p><i>Assessment of student achievement should be based on:</i></p> <ul style="list-style-type: none"> • completing documentation and demonstrating competence in the job search process: <ul style="list-style-type: none"> – self-assessment profile – an application form – a covering/introductory letter – a résumé – a job interview 	<p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p>

COURSE CTR1010: JOB PREPARATION (continued)

General Outcomes	Assessment Criteria and Conditions	Suggested Emphasis
<p><i>The student will:</i></p> <ul style="list-style-type: none"> • prepare a personal employment search portfolio • use technologies, tools and information systems appropriately for job preparation • demonstrate basic competencies. 	<p><i>Assessment of student achievement should be based on:</i></p> <ul style="list-style-type: none"> • completeness of a personal employment search portfolio • identifying and describing: <ul style="list-style-type: none"> – safe/unsafe work situations – WHMIS symbols – injury accident reporting procedure – role of Occupational Health and Safety – role of Workers’ Compensation Board – purpose of Employment Standards Code. <p><i>Assessment Tool</i> <i>CTR1010/2010/3010: Career Readiness Courses</i></p> <ul style="list-style-type: none"> • successful completion of a role play or work skills simulation activity. • observations of individual effort and interpersonal interaction during the learning process. <p><i>Assessment Tool</i> <i>Basic Competencies Reference Guide and any assessment tools noted above</i></p>	<p>10 5 5 5 5 5</p> <p>10</p> <p>Integrated throughout</p>

Concept	Specific Outcomes	Notes
Employability Skills	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • identify personal reasons for exploring career options • show a self-assessment profile based on personal interests, values, aptitudes and abilities • define the terms: <ul style="list-style-type: none"> – job – occupation – career • select one or two occupations to explore • compile the following information about each occupation: <ul style="list-style-type: none"> – description of entry-level jobs – entry-level skills required 	

COURSE CTR1010: JOB PREPARATION (continued)

Concept	Specific Outcomes	Notes
Employability Skills (continued)	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • describe the steps of an effective job search: <ul style="list-style-type: none"> – getting ready – finding suitable job leads – marketing your skills – dealing with job search disappointments – wrapping up your job search • analyze several application forms and identify questions as appropriate or inappropriate according to human rights legislation • complete and present the following: <ul style="list-style-type: none"> – application form for a specific job – covering/introductory letter – current résumé • identify the elements of a letter of recommendation and a letter of reference • describe the importance and the purpose of a job interview • list appropriate responses to sample interview questions • demonstrate effective interviewing skills and be able to use appropriate language. 	
Expectations, Rights and Responsibilities	<ul style="list-style-type: none"> • list personal job expectations • identify Occupational Health and Safety requirements of selected jobs • describe “Workplace Hazardous Materials Information System”: <ul style="list-style-type: none"> – explain WHMIS – identify WHMIS symbols and explain their meaning – identify employer responsibilities regarding WHMIS – identify employee responsibilities regarding WHMIS – describe availability of WHMIS certification 	

COURSE CTR1010: JOB PREPARATION (continued)

Concept	Specific Outcomes	Notes
<p>Expectations, Rights and Responsibilities (continued)</p>	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • explain how the Employment Standards Code applies in the following areas: <ul style="list-style-type: none"> – minimum wages – hours of work and overtime – hours of rest – vacations and vacation pay – holidays – termination of employment – employment of adolescents and young persons • identify and explain the key guidelines of the Alberta Learning’s Off-Campus Education policy • explain how the <i>Workers’ Compensation Act</i> applies to Alberta Learning’s Off-Campus Education students. 	
<p>Transition</p>	<ul style="list-style-type: none"> • explain the role of secondary education as a transition to the world of work or to further education • explain how the following are means of exploring careers: <ul style="list-style-type: none"> – job shadowing – mentoring – work study – work experience – cooperative education • describe how exploration may be a positive or a negative experience • identify the hidden job market • identify the education and training requirements of entry-level jobs in a selected career field • prepare and present an employment portfolio • demonstrate competencies in applying specified knowledge and skills required by employers in a selected career field. 	<p>Role-playing activities and/or a workplace simulation project may prove useful in developing selected career field competencies.</p>