

COURSE CTR2010: JOB MAINTENANCE**Level:** Intermediate**Theme:** Career Readiness**Prerequisite:** CTR1010 Job Preparation**Description:** Students acquire knowledge about workplace requirements, rights and responsibilities and relate this knowledge to personal career/employment expectations.**Parameters:** No specialized equipment or facilities.**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 to acquiring and maintaining employment identify and describe employment support agencies, employment centres and employment legislation demonstrate basic competencies. 	<p><i>Assessment of student achievement should be based on:</i></p> <ul style="list-style-type: none"> listing and describing: <ul style="list-style-type: none"> employability skills personal competencies competencies employers require in a selected career area. <p><i>Assessment Tool</i> <i>Basic Competencies Reference Guide</i></p> <ul style="list-style-type: none"> explaining how each of the following help people to acquire/maintain employment: <ul style="list-style-type: none"> Alberta Labour Alberta's Apprenticeship Division Canada Employment Centres Career Development Centres. <p><i>Assessment Tool</i> <i>CTR1010/2010/2010: Career Readiness Courses</i></p> <ul style="list-style-type: none"> 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></p> <p>20</p> <p>20</p> <p>20</p> <p></p> <p>10</p> <p>10</p> <p>10</p> <p>10</p> <p></p> <p>Integrated throughout</p>

COURSE CTR2010: JOB MAINTENANCE (continued)

Concept	Specific Outcomes	Notes
Employability Skills	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • identify the knowledge, skills and attitudes most valued by employers (in relation to a specific occupation): <ul style="list-style-type: none"> – academic <ul style="list-style-type: none"> • communication skills • thinking skills • learning skills – personal management skills <ul style="list-style-type: none"> • positive attitudes and behaviours • responsibility • adaptability – teamwork skills <ul style="list-style-type: none"> • working with others • identify and assess personal skills and attitudes in relation to those most valued by employers. 	
Expectations, Rights and Responsibilities	<ul style="list-style-type: none"> • describe an ideal work situation in relation to a selected occupation • identify strategies to deal with conflict in the workplace • identify and discuss possible reasons for job termination • explain the differences in the following types of job termination: <ul style="list-style-type: none"> – quit – resigned – laid off – fired – voluntary severance • describe workplace ethics • identify and list the services provided by: <ul style="list-style-type: none"> – Labour Employment Standards Branch – Occupational Health and Safety – Workers' Compensation Board – Apprenticeship and Industry Training Division – Canada Employment Centres – Alberta Career Development Centres 	

COURSE CTR2010: JOB MAINTENANCE (continued)

Concept	Specific Outcomes	Notes
Expectations, Rights and Responsibilities (continued)	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • identify how the Employment Standards Code applies to: <ul style="list-style-type: none"> – employee benefits – maternity/paternity leave – severance pay. 	
Transition	<ul style="list-style-type: none"> • identify transferable career skills that have been developed • identify employment opportunities within selected occupation(s) • identify possible career paths within a selected business or industry and present an overview of training and/or education required to advance in the various career paths. 	

