

Program Planning Tool

Program Title: SERVICE OCCUPATIONS EDUCATION

Student Name: _____

This document has been designed as a tool to facilitate student placement decisions. The placement chart on the reverse side has been designed to assist in the identification of support services necessary to ensure program completion. Following are the program completion requirements and instructional specifications for the aforementioned program:

Program Completion Requirements

A successful student will...

- Become independently work/job ready within a 3-year program enrollment period.
- Earn at least one job title within a 3-year program enrollment period in one of the following areas: Commercial Food, Laundry Services, Housekeeping, Distribution/Warehouse, Janitorial, Grounds keeping.
- Demonstrate workplace safety.
- Maintain a 95% attendance rate.

Instructional Process/Specifications

A successful student will...

- Perform a wide variety of tasks in a laboratory environment with equipment consistent with industry standards. Students are assigned to work "independently" and in "small teams". The laboratory experiences for students in this program include the basics of several building trades.
- Students will be required to use "commercial use" cutlery, stove tops, mixers, grills, ovens, knives, variety of hand tools that includes hammers, screw drivers, wrenches, and pliers. Required to climb ladders, dispose of waste materials, operate platform truck, hand truck, pallet jack, boxcutter, carpet extractor, wet/dry vacuum, commercial grade washing machine & dryer and steamer.
- Using equipment requires self-discipline and strict adherence to rules to require safety of self and others.
- Participate in classroom theory and laboratory applications for generally 2 ½ hours each day; students will spend 15% of their time in classroom theory and 85% of their time doing laboratory applications and live work.
- Complete written verbal and/or performance tests. Students will be evaluated daily on work ethics. Progress is measured by test performance, task completion and work ethic.
- Laboratory simulates a real working environment therefore students will be exposed to noise, dust, fumes, weather conditions, food allergies and seasonal allergies.
- Complete **homework** on time.
- Wear lab provided uniforms for each service area.

Application and Selection Process Information

- Conduct a shadowing visit to the CTC to better understand the program and facilitated by RMCTC Student Services.
- Meetings to determine IEP must occur with RMCTC staff and Service Occupations instructor prior to enrollment at RMCTC.
- IEP review and team meetings will occur each year throughout the student's enrollment to review student progress and determine any additional accommodations/needs or removal from the program.

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CTE Requirements	Present Educational Ability/Level	Support Needs
Writing Skills –Minimal 3 rd grade level. Phonetically, legibly.		
Reading Skills – Minimal 3 rd grade level. Recognize and understand written sentences in work related documents. NOCTI Assessment & Industry Certification Exams require a proficiency in English language skills.		
Math Skills – Knowledge of arithmetic; addition, subtraction, multiplication. Ability to weigh and measure ingredients according to recipes. Ability to count to 100 in order to fulfill requisitions. Basic money skills and concept of time.		
Aptitude – Oral comprehension, oral/written expression. Active listening, compliant, responsible, dependable, problem solver, goal oriented.		
Physical – Repetition, hand-eye coordination, frequent standing, bending, lifting, manual dexterity, small spaces, use ladder, reach heights without assistance, exposure to weather conditions, endurance/stamina, walking, pushing, pulling. Ability to operate program equipment.		
Interpersonal/ Social – Positive attitude, collaborative, independent, communicate written or verbally, perform tasks within a large group/area, self-control.		
CTC Uniform – Approved uniform shirt, apron, chefs coat, chef's hat, gloves safety glasses, ID		