

Curriculum Scope and Sequence: CWE

Adapted to Focus Specifically on Work/Career from Wehman & Kregel (1997, p.6-14), *Critical Areas of Independent Living*

Domain 1: Self-Determination in Career Choice, Goal-Setting, Planning for Work

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| 1.1 | SLS 0051A | Demonstrates understanding of postsecondary options and requirements and the impact of selection on post-training career options |
| 1.2 | SLS 0051A | Demonstrates knowledge of own Future Plan, including participation in the development of Program of Study and Career Plan |
| 1.3 | SLS 0051A | Demonstrates self-awareness of the individual's disability as it relates to strengths, needs, and resources for work |
| 1.4 | SLS 0051B | Uses strategies to align career options or potential employment outcomes with educational and career goals |
| 1.5 | SLS 0051B | Demonstrates effective communication skills for workplace self-advocacy |
| 1.6 | SLS 0051B | Demonstrates understanding of workplace associations and relationships (co-worker, supervisor, customer, client) as they relate to self-advocacy |
| 1.7 | SLS 0051B | Applies conflict resolution strategies appropriate for the workplace |
| 1.8 | SLS 0052A | Exhibits self-advocacy and self-determination actions needed in the workplace, including accessing employee resources and planning for future advancement |
| 1.9 | SLS 0052A | Demonstrates effective strategies and problem-solving skills when initiating, taking responsibility, and completing workplace tasks |

Domain 2: Functional Academics and Technology for Career Training, Seeking Employment, Workplace Success

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| 2.1 | SLS 0051A | Shows improvement in functional reading skills necessary for the workplace |
| 2.2 | SLS 0051A | Shows improvement in functional writing skills necessary for the workplace |
| 2.3 | SLS 0051A | Shows improvement in functional number concepts, computation skills, and mathematic formulas necessary for the workplace |
| 2.4 | SLS 0051A | Uses basic measurement concepts involving length, weight, and volume to solve problems related to training and the workplace |
| 2.5 | SLS 0051A | Uses effective time management and organization strategies to complete training and work assignments |
| 2.6 | SLS 0051A | Demonstrates ability to follow step-by-step directions with "if/then statements" and initiate subsequent course(s) of action |
| 2.7 | SLS 0051A | Recognizes an error, self-corrects, or re-starts at the appropriate step when using a process or set of directions |
| 2.8 | SLS 0051B | Applies basic science knowledge needed for technology, training activities, or skills for a specific career field (nursing, cosmetology, mechanics) |
| 2.9 | SLS 0051B | Demonstrates an understanding and awareness of the types and functions of industry-specific technology, computer applications and hardware (networks, shared files, word processing, graphics, data management, telecommunications, desktop publishing, computer-assisted drawing, robotics, calculator, tools, computerized equipment) |
| 2.10 | SLS 0051B | Applies skills and strategies to enhance recall and understanding of training information from print or oral presentations (vocabulary, associations, visual imagery, mnemonics) |
| 2.11 | SLS 0051B | Applies skills and strategies to gain information from printed materials or oral presentations (scanning, paraphrasing, rereading, retelling, self-questioning, note taking, outlining) |

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| 2.12 | SLS 0051B | Uses effective test-taking and training skills (previewing, allocating time, outlining response to professional correspondence or notifications, reviewing answers) |
| 2.13 | SLS 0052A | Demonstrates comprehension of verbal information and directions |
| 2.14 | SLS 0052A | Applies skills and strategies to enhance competence when providing oral and written communication (planning, creating drafts, editing and proofing, rehearsing, revising) |
| 2.15 | SLS 0052A | Uses appropriate and clear expressive language skills to give directions or share information |
| 2.16 | SLS 0052A | Uses systematic approaches to independent use of technology during task initiation or completion in the workplace |
| 2.17 | SLS 0052A | Demonstrates proficiency in the use of a variety of industry-specific technology, computer applications and hardware (see examples 2.7) |
| 2.18 | SLS 0052B | Performs steps needed to care for and trouble-shoot hardware and software issues using knowledge of when and how to obtain assistance |
| 2.19 | SLS 0052B | Applies cognitive strategies and independent problem solving skills when using technology |

Domain 3: Workplace Culture, Associations, and Self-Esteem

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| 3.1 | SLS 0051A | Exhibits effective workplace communication (listening, communicating choices and needs, responding to co-workers, professional greetings and conversations; giving and receiving constructive feedback) |
| 3.2 | SLS 0051A | Demonstrates an awareness and understanding of gestures, cues, and body language used by self and others in the workplace |
| 3.3 | SLS 0051B | Demonstrates basic workplace interpersonal, conversational, participation, and conflict resolution skills in a variety of workplace settings and situations (training on campus, meetings, break time interactions, group work/tasks). |
| 3.4 | SLS 0051B | Demonstrates communication skills involving telephone, conference call, Skype, or other multimedia used in the work environment |
| 3.5 | SLS 0051B | Demonstrates appropriate self-, task-, environmental-, and interpersonal-behaviors related to managing employment-related stress and workload |
| 3.6 | SLS 0052A | Responds effectively to unexpected events and potentially harmful situations in the workplace |
| 3.7 | SLS 0052A | Demonstrates actions and conduct that promote appropriate relationships in the workplace (identifying types of relationships, using interpersonal communication skills, using appropriate behavior, physical contact, sexual relationships, conflict resolution excessive and abusive behaviors) |
| 3.8 | SLS 0052A | Uses actions and conduct that promote appropriate overall performance and productivity of the work group (compliance with laws, rules, and regulations; identify potentially dangerous situations; getting assistance and following safety procedures) in the workplace. |
| 3.9 | SLS 0052A | Exhibits actions and conduct that contribute to the overall performance and productivity of the work group (cooperation, leadership, organization, dependability, responsibility, engagement) |
| 3.10 | SLS 0052A | Differentiates between conduct appropriate for work and conduct acceptable in other non-work environments |
| 3.11 | SLS 0052A | Uses appropriate actions and conduct when participating in work-related organizations, including networking events/functions (work-related social functions, representing the employer within public or private organizations) |

Domain 4: Employability

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| 4.1 | SLS 0051A | Demonstrates ability to use employment services and agencies, such as Human Resources Offices, Temporary Agencies, Vocational Rehabilitation |
| 4.2 | SLS | Demonstrates pre-employment readiness: choose a trade or vocation, |

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| | 0051A | make a career plan, follow a training plan, basic job-readiness |
| 4.3 | SLS 0051B | Applies skills of self-advocacy and self-determination in the workplace |
| 4.4 | SLS 0051B | Demonstrates ability to select and perform maintenance and care of professional uniform or clothing (laundry, ironing, arrange for dry cleaning, discarding torn or soiled work attire beyond repair) |
| 4.5 | SLS 0051B | Uses appropriate personal care skills to have professional appearance in the workplace |
| 4.6 | SLS 0051B | Self-evaluates progress in abilities/skills related to career and postsecondary educational opportunities and goals. |
| 4.7 | SLS 0051B | Documents proficiency in industry specific skills or competencies leading to employment within a career field |
| 4.8 | SLS 0051B | Demonstrates job responsibilities and social competencies necessary for successful employment in technology or related fields. |
| 4.9 | SLS 0051B | Identifies and uses equipment and supplies appropriately and correctly for a specific career or workplace. |
| 4.10 | SLS 0052A | Applies a planning process to establish new or revise current training and career goals based upon review of current career skills and knowledge. |
| 4.11 | SLS 0052A | Identifies current skills and levels of ability as part of the employment planning process to identify appropriate job opportunities. |
| 4.12 | SLS 0052A | Evaluates knowledge and skills needed to meet specific job requirements. |
| 4.13 | SLS 0052A | Applies effective communication skills as they relate to work situations, such as the ability to use criticism constructively. |
| 4.14 | SLS 0052A | Demonstrates understanding of the role of technology for the workplace and the impact of social media on employment |
| 4.15 | SLS 0052A | Demonstrates appropriate decision-making and problem-solving processes for the workplace |
| 4.16 | SLS 0052A | Demonstrates workplace-specific social skills, including during work hours and after-hours work-related social functions |
| 4.17 | SLS 0052A | Identifies health and safety requirements for a workplace |
| 4.18 | SLS 0052A | Identifies rights and responsibilities of employment, including compliance with labor laws |
| 4.19 | SLS 0052B | Demonstrates capacity to complete applications, forms, and paperwork required for employment, including preparation of a resume and collection of necessary documentation for employment |
| 4.20 | SLS 0052B | Applies for jobs using appropriate technology for initial communications and follow-up procedures (contacting the employer, composing letters of application and resumes, completing job applications, participating in interviews, online applications, Skype interviews, downloading/attaching documents to emails or applications) |
| 4.21 | SLS 0052B | Demonstrates ability to fulfill career-specific responsibilities and use social competencies for successful employment in a field |
| 4.22 | SLS 0052B | Participates in job selection, specifically targeting employment opportunities and marketing self to potential employer |

Domain 5: Travel for Training, Career Advancement, and Job Security

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| 5.1 | SLS 0051A | Demonstrates the ability to safely use community resources to reach designated work or training locations consistently and punctually (interpret bus schedules, access taxi service, understand fares/fees/cost) |
| 5.2 | SLS 0051B | Demonstrates ability to navigate safely from one worksite or training location to another using multiple conveyances (walking, biking, bus, car) |
| 5.3 | SLS 0052B | Evaluates public and private transportation options to move independently to and from work, training opportunities, or work-related events |

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| 5.4 | SLS 0052B | Demonstrates ability to problem-solve unexpected transportation issues in order arrive punctually and consistently at a workplace or training site |
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Domain 6: Health, Safety, and Risk Management in the Workplace

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| 6.1 | SLS 0051B | Demonstrates an awareness of a safe and healthy work environment/surroundings and the ability to follow required safety procedures (wearing ID badge, use safety equipment and risk precautions) |
| 6.2 | SLS 0051B | Demonstrates judgment of when and how to access 911 or other on-site emergency services in a workplace. |
| 6.3 | SLS 0052A | Demonstrates basic fire prevention/safety as well as basic weather safety for the workplace. |
| 6.4 | SLS 0052A | Demonstrates a basic knowledge of occupational safety and hazard standards relating to a job or workplace |
| 6.5 | SLS 0052A | Demonstrates knowledge of health-enhancing behaviors and how to reduce safety risks on the job |
| 6.6 | SLS 0052A | Demonstrates decision-making skills pertaining to the choice and use of employee health and wellness benefits that enhance health |
| 6.7 | SLS 0052B | Demonstrates the ability to pursue employment that provides access to health information, healthcare benefits, and other employment benefits |

Curriculum Framework and Objective: IPP

Adapted from Wehman & Kregel (1997, p.6-14), *Critical Areas of Independent Living*

NOTE: IPP Objectives are evaluated for each VERTICAL student; those not demonstrating mastery are provided with additional support and instruction through his/her IPP.

Domain 7: Domain 3: Financial Planning & Money Management

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| 7.1 | IPP | Counts, manages, and accounts for personal money |
| 7.2 | IPP | Demonstrates the ability to use banking services: debit card, checking/savings account |
| 7.3 | IPP | Plans, manages, and revises a personal budget |
| 7.4 | IPP | Explains payroll deductions, salary/hourly wages |
| 7.5 | IPP | Explains the responsibility and process of paying taxes: state, federal, sales |
| 7.6 | IPP | Explains the process and responsibilities of seeking funds and buying on credit using credit cards and loans |

Domain 8: Community Living

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| 8.1 | IPP | Demonstrates the ability to locate, evaluate, and use community resources for education or enrichment |
| 8.2 | IPP | Demonstrates the ability to problem solve using public transportation resources |
| 8.3 | IPP | Demonstrates the ability to problem solve using public medical or emergency services |

Domain 9: Home Living

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| 9.1 | IPP | Plans for and manages for independent care of a home/apartment |
| 9.2 | IPP | Problem solves for unexpected needs related to independent living |

Domain 10: Personal Care

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| 10.1 | IPP | Evaluates and manages personal hygiene |
| 10.2 | IPP | Monitors and manages personal physical, mental, and dental health including medications, medical appointments, and medical recordkeeping |
| 10.3 | IPP | Evaluates and manages stress, personal outlook, and social interactions |