

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 Apprenticeship and Industry Training - Service Canada - Alberta Works and Alberta Supports 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>

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): • 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 - 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"> - Alberta Labour Employment Standards - Occupational Health and Safety - Workers' Compensation Board - Alberta Apprenticeship and Industry Training - Service Canada - Alberta Works and Alberta Supports Centres 	

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 	