

# Kentucky Department of Education - Course Standards

**Course Code: 600189**

**Course Name: Experience in Workplace Principles**

**Grade Level: 9-14**



Kentucky Department of  
**EDUCATION**

**Upon course completion students should be able to:**

Std #	Area: Sub-Area	Description
EA002	Personal Qualities & People Skills: Positive Work Ethic	Keeps up with personal belongings and tools at school and work
EA003	Personal Qualities & People Skills: Positive Work Ethic	Arrives on time and maintains punctuality at school and work
EA004	Personal Qualities & People Skills: Positive Work Ethic	Maintains good attendance at school and work
EB001	Personal Qualities & People Skills: Integrity	Follows rules at the worksite
EC003	Personal Qualities & People Skills: Team Work	Respects the opinions of other people in the workplace
ED001	Personal Qualities & People Skills: Self-Representation	Demonstrates the use of good manners
EE001	Foundational Academic Skills: Speaking & Listening	Asks questions and seeks guidance at worksite
EF002	Foundational Academic Skills: Reading & Writing	Completes forms and other materials pertaining to time worked, leave and other required information for employer or school
EK002	Workplace Knowledge Skills: Job Acquisition & Advancement	Uses proper guidelines in applying for a job
EK003	Workplace Knowledge Skills: Job Acquisition & Advancement	Listens to questions and answers questions with more than one word during an interview
EL001	Workplace Knowledge Skills: Time, Task & Resource Management	Uses time wisely at the worksite
EL002	Workplace Knowledge Skills: Time, Task & Resource Management	Follows directions for recording time at work
EL004	Workplace Knowledge Skills: Time, Task & Resource Management	Leaves and returns from breaks on time

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## Appendix A: Teaching Progressions for the Employability Foundational Academic Standards for the Career Work Experience Certification

**X** = Standard required in listed course code

**x** = Standards should progress through additional courses to help students maintain, apply, and generalize their knowledge

Std #	Area: Sub-Area	Description	DCO	DLS	EWP	ICWE	
			Course Code	600184	600190	600189	600185
			Grades:	9-10	9-14	10-14	11-14
EA001	Personal Qualities & People Skills: Positive Work Ethic	Uses direction provided for completing a job/task	<b>X</b>	<b>x</b>	<b>x</b>	<b>x</b>	
EA002	Personal Qualities & People Skills: Positive Work Ethic	Keeps up with personal belongings and tools at school and work			<b>X</b>	<b>x</b>	
EA003	Personal Qualities & People Skills: Positive Work Ethic	Arrives on time and maintains punctuality at school and work			<b>X</b>	<b>x</b>	
EA004	Personal Qualities & People Skills: Positive Work Ethic	Maintains good attendance at school and work			<b>X</b>	<b>x</b>	
EA005	Personal Qualities & People Skills: Positive Work Ethic	Assumes responsibility for behavior and actions at the worksite		<b>X</b>	<b>x</b>	<b>x</b>	
EA006	Personal Qualities & People Skills: Positive Work Ethic	Exhibits a good outlook toward work assignments		<b>X</b>	<b>x</b>	<b>x</b>	

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		Course Code:	600184	600190	600189	600185
		Grades:	9-10	9-14	10-14	11-14
EA007	Personal Qualities & People Skills: Positive Work Ethic	Meets work standards for the amount of work to complete and how well it is done				X
EB001	Personal Qualities & People Skills: Integrity	Follows rules at the worksite			X	X
EB002	Personal Qualities & People Skills: Integrity	Exhibits loyalty to the employer				X
EB003	Personal Qualities & People Skills: Integrity	Practices ethical behavior	X	x	x	x
EC001	Personal Qualities & People Skills: Team Work	Shares ideas and suggestions when making decisions as a group		X	x	x
EC002	Personal Qualities & People Skills: Team Work	Works cooperatively with others		X	x	x
EC003	Personal Qualities & People Skills: Team Work	Respects the opinions of other people in the workplace			X	x
ED001	Personal Qualities & People Skills: Self-Representation	Demonstrates the use of good manners	X	x	X	x
ED002	Personal Qualities & People Skills: Self-Representation	Dresses appropriately	X	x	x	x
ED003	Personal Qualities & People Skills: Self-Representation	Greets people in a polite and courteous way	X	x	x	x
EE001	Foundational Academic Skills: Speaking & Listening	Asks questions and seeks guidance at worksite			X	X

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EE002	Foundational Academic Skills: Speaking & Listening	Gets information from supervisors				X
EE003	Foundational Academic Skills: Speaking & Listening	Uses a variety of communications skills (e.g., talking, listening, reading, facial and body language)		X	x	x
EE004	Foundational Academic Skills: Speaking & Listening	Knows how to listen and when to ask questions		X	x	x
EF001	Foundational Academic Skills: Reading & Writing	Uses charts, guides, and written directions to complete tasks and work assignments (utilizing, when necessary, assistive technology)	X	x	x	x
EF002	Foundational Academic Skills: Reading & Writing	Completes forms and other materials pertaining to time worked, leave and other required information for employer or school			X	x
EG001	Foundational Academic Skills: Mathematics	Uses basic math skills needed to complete assignments at school and work	X	x	x	x
EG002	Foundational Academic Skills: Mathematics	Makes a simple budget and keeps track of money and expenses	X	x	x	x
EH001	Foundational Academic Skills: Technical Literacy	Uses various technology tools in completing tasks	X	x	x	x
EH002	Foundational Academic Skills: Technical Literacy	Uses social media in a proper manner at school and work		X	x	x

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EH003	Foundational Academic Skills: Technical Literacy	Follows direction when using the Internet at school and work	X	x	x	x
EH004	Foundational Academic Skills: Technical Literacy	Follows direction when using cell phones and e-mail appropriately at school and work		X	x	x
EI001	Workplace Knowledge Skills: Critical Thinking & Problem Solving	Recognizes and uses symbols, signs, and maps when traveling to and from a job				X
EI002	Workplace Knowledge Skills: Critical Thinking & Problem Solving	Participates in solving problems	X	x	x	x
EJ001	Workplace Knowledge Skills: Health & Safety	Knows, follows and practices safety rules at the worksite		X	x	x
EJ002	Workplace Knowledge Skills: Health & Safety	Uses equipment and supplies safely as directed by teacher, supervisor or other adult				X
EK001	Workplace Knowledge Skills: Job Acquisition & Advancement	Identifies job that use personal talents and interests	X	x	x	x
EK002	Workplace Knowledge Skills: Job Acquisition & Advancement	Uses proper guidelines in applying for a job			X	x
EK003	Workplace Knowledge Skills: Job Acquisition & Advancement	Listens to questions and answers questions with more than one word during an interview			X	x
EK004	Workplace Knowledge Skills: Job Acquisition & Advancement	Develops training plan for occupational work experience(s)				X

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EL001	Workplace Knowledge Skills: Time, Task & Resource Management	Uses time wisely at the worksite			X	x
EL002	Workplace Knowledge Skills: Time, Task & Resource Management	Follows directions for recording time at work			X	x
EL003	Workplace Knowledge Skills: Time, Task & Resource Management	Meets timelines for completing assigned tasks		X		
EL004	Workplace Knowledge Skills: Time, Task & Resource Management	Leaves and returns from breaks on time			X	