KANSAS STATE DEPARTMENT OF EDUCATION

CAREER TECHNICAL EDUCATION (CTE) COURSE COMPETENCIES

Advanced Health Science Work Based Learning Course No. 36993
Credit: 2

Student name: _____ Graduation Date: _____

Pathways and CIP Codes: Health Science (51.3901)

Course Description: Course Description: Work-Based Learning Experience courses provide students with work-based learning experiences in industries and occupations related to the assigned pathway.

Requirements: For all Career preparation experiences (work-based learning courses), the following criteria must be met:

- ☐ The student must have enrolled and completed a technical and/or application-level course(s) (one credit) in the pathway related to the work-based learning experience. (Not enrolled solely in the introductory level course.)

  Prior Course(s) Name & Code: _____

- ☐ An electronic portfolio of WBL Experience for IPS Portfolio
- ☐ Work-based learning agreement in place by no later than September 20 and signed by all parties.
- ☐ Worklog/timesheets/attendance hours maintained and regularly signed by the student's worksite supervisor or, only as appropriate, by the school's work-based learning coordinator or teacher. Work logs should be submitted to the district weekly throughout the duration of the student's work-based learning experience.
- ☐ Teacher/coordinator of record for the experience shall meet with the student weekly to verify maintenance of records.
- ☐ The teacher/coordinator shall visit the worksite, if applicable, at least once every nine weeks and maintain documentation of visits.
- ☐ The work-based learning experience shall be aligned with a student's career goals and IPS.
- ☐ A safety training log should reflect the training requirements appropriate for the student's job description and align with the required training of the work-based learning experience.
- ☐ A district-approved Work-based Learning Experience Liability Agreement will be signed by all parties involved.

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REFERENCES (THESE WILL BE HYPERLINKED)

1. Individual Plan of Study Electronic Portfolio Considerations: for Measuring and Reflecting Student Learning
2. Kansas Work-Based Learning: Personalized Learning Plan
3. Postsecondary Readiness Digital Resource Guide

Directions: The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

RATING SCALE:

4. **Exemplary Achievement:** Student possesses outstanding knowledge, skills or professional attitude.
3. **Proficient Achievement:** Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.
2. **Limited Achievement:** Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.
1. **Inadequate Achievement:** Student lacks knowledge, skills or professional attitude.
0. **No Instruction/Training:** Student has not received instruction or training in this area.

BENCHMARK 1 : APPLIED TECHNICAL SKILL DEVEOPMENT

Competencies

#	DESCRIPTION	RATING
1.1	Identify the career pathway, specific courses, and additional supportive courses that are part of that pathway and align to the work-based learning experience.	
1.2	Students will apply academic content and technical skills during the work-based learning experience.	
1.3	Students will apply logical reasoning and judgement to make timely, informed decisions in real-world work-based learning experiences.	
1.4	Students will demonstrate industry and pathway specific safety practices.	
1.5	Students will demonstrate a minimum of eight measurable learning outcomes (PER SEMESTER) from the technical course competencies the student has already taken or is currently enrolled. Competency #1_____ Competency #2_____ Competency #3_____ Competency #4_____ Competency #5_____ Competency #6_____ Competency #7_____ Competency #8_____ Competency #9_____ Competency #10_____ Competency #11_____ Competency #12_____ Competency #13_____ Competency #14_____ Competency #15_____	

#	DESCRIPTION	RATING
	Competency #16_____	
1.6	Students will reflect on the work-based learning experience and upload an artifact that represents their demonstration of skill.	

BENCHMARK 2: EFFECTIVE RELATIONSHIPS

Competencies

#	DESCRIPTION	RATING
2.1	Works as part of a team, respects individual differences, solicits ideas from teammates, exercises leadership within a team.	
2.2	Gives and receives proper feedback within a team and demonstrates ability to resolve conflicts	
2.3	Interacts with customers or clients, by responding to their needs and seeking out resources to resolve customer issues and provide appropriate solutions and responses.	
2.4	Completes assigned tasks on time, communicates with supervisors potential delays or asks questions to help complete tasks with a plan and moves on to the next task without being told.	
2.5	Seeks out leadership and demonstrates ability to learn, accepts constructive criticisim and seeks guidance and information to adapt to new methods.	
2.6	Demonstrates professionalism by following rules and procedures, dressing appropriately, maintaining positive attitude, being an advocate for oneself, and willing to take ownership of mistakes and seek professional growth	
2.7	Students are able to monitor their own thinking and performance, reflect on constructive criticism, and adjust strategies to enhance effectiveness in the work-based learning experience.	

BENCHMARK 3: WORKPLACE SKILLS

Competencies

#	DESCRIPTION	RATING
3.1	Demonstrate ability to manage time, money, resources and personnel.	
3.2	Locates, organizes, analyzes, uses reliable sources of information and communicates this to help complete tasks.	
3.3	Demonstrates good verbal skills by speaking clearly, using appropriate language and asks clarifying questions for understanding.	
3.4	Demonstrates good listening skills by maintaining eye contact and appropriate body language when speaking with others.	
3.5	Understands and follows written materials and directions.	
3.6	Shows ability to convey information in writing using proper context, spelling, grammar and citing specific materials using specific industry or career specific standards.	
3.7	Understands job duties, specifications, knows how the organization system works and helps identify inefficiencies within the system.	
3.8	Understands the use of technology in the industry and how to use it to complete tasks.	
3.9	Students will take responsibility for their own learning by monitoring progress, seeking resources, and adjusting strategies as needed.	

BENCHMARK 4: INDIVIDUAL PLAN OF STUDY ELECTRONIC PORTFOLIO DOCUMENTATION

Competencies

#	DESCRIPTION	RATING
4.1	Complete the Employability Skills Assessment every nine weeks and place in the student's IPS electronic portfolio.	
4.2	Research licensing certification and credentialing in the Pathway's industry or occupation(s).	
4.3	Create a professional portfolio to document activities completed while working with a mentor or through the work-based learning experience(s).	
4.4	Prepare a resume to include in student Individual Plan of Study (IPS).	
4.5	Prepare a sample cover letter to include in student Individual Plan of Study (IPS).	
4.6	Obtain letters of reference from employer or mentor(s) to include in the student Individual Plan of Study.	
4.7	Demonstrate interview skills through mock or actual employment interview, utilizing business partners as applicable	

BENCHMARK 5: HEALTH SCIENCE WORKPLACE SKILLS

Competencies

#	DESCRIPTION	RATING
5.1	Summarize local and global policies, issues, and trends in the health sciences.	
5.2	Research new technologies to meet future health or medical needs.	
5.3	Analyze career choices to determine the knowledge, skills, and personality traits associated with health science careers.	
5.4	Assess health, wellness, and work safety considerations of the health science worker.	
5.5	Analyze the impact of an individual's career decision on personal goals, relationships, financial benefit, and the impact on the national and global community (as in picking one health care field over another).	
5.6	Critique the physical and social environment to reduce conflict and promote safety in health science career settings.	
5.7	Identify professional image standards for the health care workplace.	
5.8	Identify the locations of important items in the workplace, such as location of nearest AEDs and exits.	
5.9	Obtain appropriate certifications for the health care setting (BLS, Stop the Bleed, Bloodborne Pathogens)	
5.10	Demonstrate a thorough knowledge of patient confidentiality (HIPAA, FERPA and HiTECH)	
5.11	Enhance the learning within the clinical setting by sharing the learning experiences and reflecting on them.	

For more information, contact:

CTE Pathways Help Desk
(785) 296-4908
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