

KNOWLEDGE  
&  
EMPLOYABILITY

(K &E)

[“Parent Information Package”](#)

Horizon School Division #67

# K & E

## “Parents”

October, 2006

Description: K&E is for grades 8-12.

Knowledge and Employability is a new set of courses introduced this year. As the title suggests your child could take Knowledge (core courses of Math, Social Studies, Science and Language Arts) and (employability courses of Art/Design, Auto Mechanics, Business Services, Construction Building, Metal Fabrication, Cosmetology, Fabrics, Foods, Horticulture, Human Care, Natural Resources, Workplace Readiness)

These courses can be taken individually or as a program. The difficulty of these courses is less demanding than the regular program. Therefore if a student is struggling in one subject, they could take that one course in the K&E program. A student could take the complete K&E program which totals 80 credits and entitles the student to a Certificate of Achievement.

Knowledge and Employability courses are designed to provide entry level employment skills for students who have expressed a desire of learning school before learning the requirements of a senior high school diploma. However, students can transition successfully from K&E school diploma as they progress through high school.

### Student Qualifications:

- must be at least 12.6 years of age
- must be 2 years or more behind in school
- reading level must be above grade 4
- a history of low achievement

### Benefits:

The major benefit of these courses is that they will provide students with the opportunities to experience success and become well prepared for employment and / or further studies. As they progress in this area, the focus is on the employability courses. A student will study a trade in the classroom, then be placed in that trade off campus to gain practical experience. Your school will make the placement, monitor and supervise the progress. The result will be the achievement of a job entry skill level. Students will be able to choose a trade that interests them and suits them, based on the availability at your school.

Parents, students and teachers form a team in the planning and delivery of these courses. Each year a “Learning Plan” is developed and signed by the parent, student and teacher. This not only provides an opportunity to report on progress but also provides an opportunity to make sure your child is on the right educational path.

### Enclosures:

- Learning Plan
- Chart indicating movement between K&E and regular program
- Certificate of Achievement requirements
- Description of occupational courses. (U/D indicates under development)

### REQUIREMENTS FOR A CERTIFICATE OF HIGH SCHOOL ACHIEVEMENT

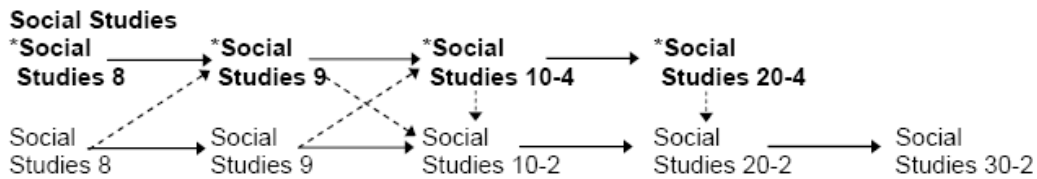
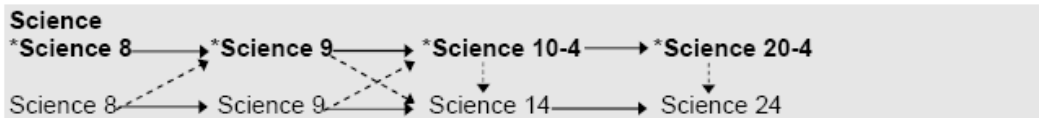
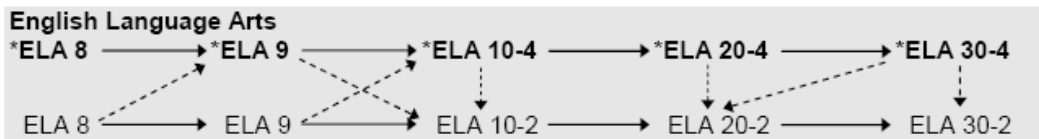
The requirements indicated in this chart are the minimum requirements for a student to attain a Certificate of High School Achievement. The requirements for entry into post-secondary institutions and workplaces may require additional courses.
<b>80 CREDITS<sup>1</sup></b> Including the following:
English Language Arts 20-2 or 30-4
Mathematics 14 or 20-4
Science 14 or 20-4
Social Studies 13 or 20-4
Physical Education 10 (3 credits)
Career and Life Management (CALM) (3 credits)
<b>5 credits in</b> <ul style="list-style-type: none"> <li>• 30-level Knowledge and Employability Occupational course or</li> <li>• 30-level Career and Technology Studies (CTS) or</li> <li>• 30-level locally developed course with an occupational focus</li> </ul> <p style="text-align: center;"><b>AND</b></p> <p style="text-align: center;"><b>5 credits in</b></p> <ul style="list-style-type: none"> <li>• 30-level Knowledge and Employability Workplace Practicum course or</li> <li>• 30-level Work Experience course<sup>2</sup> or</li> <li>• 30-level Green Certificate course<sup>3</sup></li> </ul> <p style="text-align: center;"><b>OR</b></p> <p style="text-align: center;"><b>5 credits in</b> a 30-level Registered Apprenticeship Program (RAP) course<sup>4</sup></p>

1. To qualify for a Certificate of High School Achievement, students must be enrolled in a minimum of one academic Knowledge and Employability course.
2. Refer to the *Off-campus Education Guide for Administrators, Counsellors and Teachers, 2000* for additional information.
3. Refer to the following Web site for additional Green Certificate information  
[http://www.education.gov.ab.ca/k\\_12/curriculum/bySubject/green/green\\_pofs.pdf](http://www.education.gov.ab.ca/k_12/curriculum/bySubject/green/green_pofs.pdf)
4. Refer to the *Registered Apprenticeship Program Information Manual, 2004* for additional information.



APPENDIX C (continued)

MAP OF COURSES REQUIRED AND COMPLETED



<b>Other Required Courses:</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>
• Physical Education					
• Health and Life Skills/CALM					
<b>Complementary Courses:</b>					
• Art					
• Drama					
• Music					
• Languages					
• Religion					
• Other					

\* Knowledge and Employability courses

APPENDIX C (continued)

OCCUPATIONAL COMPONENT

Courses	OR Related CTS Courses	Marks				
		8	9	10-4	20-4	30-4
Workplace Readiness						
Business Services						
Fabrics						
Foods						
Horticulture						
Human Care						
Natural Resources						
Auto Mechanics						
Art/Design and Communication						
Construction: Building						
Construction: Metal Fabrication						
Cosmetology						

*Shading indicates courses not available at that grade level.*

OTHER OCCUPATIONAL-RELATED COURSES

Courses	Grade 10 Mark	Grade 11 Mark	Grade 12 Mark
Work Experience			
Work Experience			
Registered Apprenticeship Program (RAP)			
Registered Apprenticeship Program (RAP)			
Green Certificate			
Other			
Other			

**APPENDIX C** (continued)

COMMENTS					
Year:					
Grade:					
Year:					
Grade:					
Year:					
Grade:					
Year:					
Grade:					
Year:					
Grade:					
SIGNATURES	Year	Year	Year	Year	Year
_____					
Date:					
_____					
Date:					
_____					
Date:					

## KNOWLEDGE AND EMPLOYABILITY OCCUPATIONAL COMPONENT COURSES

Strand	EXPLORATION	ORIENTATION		PREPARATION
	Junior High <i>Units of Study – Levels 1 – 2</i>	Senior High		
Art/Design and Communication	<ul style="list-style-type: none"> <li>Practical Arts</li> <li>Ceramics</li> <li>Graphic Arts</li> <li>Photography</li> <li>Audio/Video</li> </ul>	Art/Design 10-4	Art/Design 20-4	Art/Design 30-4
		Art/Media Communications 10-4	Art/Media Communications 20-4	Art/Media Communications 30-4
Auto Mechanics	<ul style="list-style-type: none"> <li>Two-stroke Engine</li> <li>Four-stroke Engine</li> <li>Basic Car Care and Maintenance</li> </ul>	Auto Mechanics 10-4	Auto Mechanics 20-4	Auto Mechanics 30-4
			Auto Services 20-4	Auto Services 30-4
Business Services	<ul style="list-style-type: none"> <li>Communicating with Others</li> <li>Searching for Information</li> <li>Representing Information</li> </ul>	Business Services 10-4	Logistics 20-4	Logistics 30-4
			Office Services 20-4	Office Services 30-4
			Sales and Service 20-4	Sales and Service 30-4
Construction: Building*	<ul style="list-style-type: none"> <li>Layout, Design and Drafting</li> <li>Woods</li> <li>Metals</li> <li>Plastics</li> <li>Electricity</li> </ul>	Construction: Building 10-4**	Woodworking and Cabinetry 20-4	Woodworking and Cabinetry 30-4
Wood Frame Construction 20-4			Wood Frame Construction 30-4	
Construction: Metal Fabrication*		Construction: Metal Fabrication 10-4	Construction Systems 20-4	Construction Systems 30-4
			Metal Fabrication 20-4	Metal Fabrication 30-4
Cosmetology	N/A	Cosmetology 10-4	Cosmetology 20-4 Cosmetology 30-4 Esthetics 20-4	Cosmetology 30-4 Esthetics 30-4
Fabrics	<ul style="list-style-type: none"> <li>Basic Sewing</li> </ul>	Fabrics 10-4	Fashion Textiles 20-4	Fashion Textiles 30-4
			Industrial Textiles 20-4	Industrial Textiles 30-4
Foods	<ul style="list-style-type: none"> <li>Basic Cooking</li> <li>Snacks and Convenience Foods</li> <li>Basic Baking</li> </ul>	Foods 10-4	Commercial Cooking 20-4	Commercial Cooking 30-4
			Food Preparation and Service 20-4	Food Preparation and Service 30-4
Horticulture	<ul style="list-style-type: none"> <li>Soil Preparation, Plants and Planting</li> <li>Turf/Grasses</li> <li>Landscaping</li> </ul>	Horticulture 10-4	Greenhouse and Nursery 20-4	Greenhouse and Nursery 30-4
			Landscaping 20-4	Landscaping and Maintenance 30-4
Human Care	<ul style="list-style-type: none"> <li>First Aid</li> <li>Child Care (Noninfants)</li> </ul>	Human Care 10-4	Child Care 20-4	Child Care 30-4
			Home Care 20-4	Home Care 30-4
Natural Resources	N/A	Natural Resources 10-4	Agriculture 20-4	Agriculture 30-4
			Forestry 20-4	Forestry 30-4
			Oil and Gas 20-4	Oil and Gas 30-4
Workplace Readiness	<ul style="list-style-type: none"> <li>Personal and Workplace Safety</li> <li>Employment Exploration</li> <li>Acquiring a Job</li> <li>Keeping a Job</li> </ul>	Workplace Readiness 10-4	Workplace Practicum 20-4	Workplace Practicum 30-4

\* These strands have been replaced by the single strand Construction at the junior high school level.

\*\* Students who successfully complete Construction: Building 10-4 may take Construction Systems 20-4.

## Draft Knowledge and Employability Occupational Courses

### Knowledge and Employability Occupational Courses Grades 8 and 9, 2006 **NEW**

The Knowledge and Employability Occupational courses for junior high school are separated into various units of instruction. Schools can design their own Grade 8 and Grade 9 courses based on available facilities and equipment. The units below can be combined in any order to make up the junior high occupational program. Each unit is divided into two levels of approximately 20 hours of instruction per level. Level 1 can be taught in Grade 8 and Level 2 in Grade 9, or the levels can be combined in either grade.

<u>Art/Design and Communication</u>	<ul style="list-style-type: none"> <li>• Practical Arts</li> <li>• Ceramics</li> <li>• Graphic Arts</li> <li>• Photography</li> <li>• Audio/Video</li> </ul>
<u>Auto Mechanics</u>	<ul style="list-style-type: none"> <li>• Two-stroke Engine</li> <li>• Four-stroke Engine</li> <li>• Basic Car Care and Maintenance</li> </ul>
<u>Business Services</u>	<ul style="list-style-type: none"> <li>• Communicating with Others</li> <li>• Searching for Information</li> <li>• Representing Information</li> </ul>
<u>Construction</u>	<ul style="list-style-type: none"> <li>• Layout, Design and Drafting</li> <li>• Woods</li> <li>• Metals</li> <li>• Plastics</li> <li>• Electricity</li> </ul>
<u>Fabrics</u>	<ul style="list-style-type: none"> <li>• Basic Sewing</li> </ul>
<u>Foods</u>	<ul style="list-style-type: none"> <li>• Basic Cooking</li> <li>• Snacks and Convenience Foods</li> <li>• Basic Baking</li> </ul>
<u>Horticulture</u>	<ul style="list-style-type: none"> <li>• Soil Preparation, Plants and Planting</li> <li>• Turf/Grasses</li> <li>• Landscaping</li> </ul>
<u>Human Care</u>	<ul style="list-style-type: none"> <li>• First Aid</li> <li>• Child Care (Noninfants)</li> </ul>
<u>Workplace Readiness</u>	<ul style="list-style-type: none"> <li>• Personal and Workplace Safety</li> <li>• Employment Exploration</li> <li>• Acquiring a Job</li> <li>• Keeping a Job</li> </ul>

**Knowledge and Employability Occupational Courses 10-4, 20-4, 30-4, 2006 NEW**

The Knowledge and Employability Occupational courses for senior high school are a series of 5-credit courses. Workplace Readiness 10-4 and Workplace Practicum 20-4 and 30-4 may be combined with an occupational course to further develop employability and occupational skills in a workplace environment.

<a href="#">Art/Design and Communications</a>	Art/Design 10-4 Art/Media Communications 10-4	Art/Design 20-4 Art/Media Communications 20-4	Art/Design 30-4 Art/Media Communications 30-4
<a href="#">Auto Mechanics</a>	Auto Mechanics 10-4	Auto Mechanics 20-4 Auto Services 20-4	Auto Mechanics 30-4 Auto Services 20-4
<a href="#">Business Services</a>	Business Services 10-4	Logistics 20-4 Office Services 20-4 Sales and Service 20-4	Logistics 30-4 Office Services 30-4 Sales and Service 30-4
<a href="#">Construction: Building*</a>	Construction: Building 10-4**	Woodworking and Cabinetry 20-4 Wood Frame Construction 20-4	Woodworking and Cabinetry 30-4 Wood Frame Construction 30-4
<a href="#">Construction: Metal Fabrication*</a>	Construction: Metal Fabrication 10-4	Construction Systems 20-4 Metal Fabrication 20-4	Construction Systems 30-4 Metal Fabrication 30-4
<a href="#">Cosmetology</a>	Cosmetology 10-4	Cosmetology 20-4 Esthetics 20-4	Cosmetology 30-4 Esthetics 30-4
<a href="#">Fabrics</a>	Fabrics 10-4	Fashion Textiles 20-4 Industrial Textiles 20-4	Fashion Textiles 30-4 Industrial Textiles 30-4
<a href="#">Foods</a>	Foods 10-4	Commercial Cooking 20-4 Food Preparation and Service 20-4	Commercial Cooking 30-4 Food Preparation and Service 30-4
<a href="#">Horticulture</a>	Horticulture 10-4	Greenhouse and Nursery 20-4 Landscaping 20-4	Greenhouse and Nursery 30-4 Landscaping and Maintenance 30-4
<a href="#">Human Care</a>	Human Care 10-4	Child Care 20-4 Home Care 20-4	Child Care 30-4 Home Care 30-4
<a href="#">Natural Resources</a>	Natural Resources 10-4	Agriculture 20-4 Forestry 20-4 Oil and Gas 20-4	Agriculture 30-4 Forestry 30-4 Oil and Gas 30-4
<a href="#">Workplace Readiness</a>	Workplace Readiness 10-4	Workplace Practicum 20-4	Workplace Practicum 30-4

\* These strands have been replaced by the single strand Construction at the junior high school level.

\*\* Students who successfully complete Construction: Building 10-4 may take Construction Systems 20-4.