

KNOWLEDGE
&
EMPLOYABILITY

(K&E)

[“School Information Package”](#)

Horizon School Division #67

K & E

“Schools”

October, 2006

Description: Knowledge and Employability replaces the Integrated Occupational Program (I.O.P.). The curriculum has been completely redone. It offers much more flexibility. Individual courses may be taken by a student struggling in a particular subject or a complete program is taken. When taking the complete program 80 credits are obtained and a Certificate of Achievement is awarded (see attached for courses and credits required). Also of importance is the opportunity to cross over to the regular program at any time. Students, may therefore, eventually obtain a high school diploma if they wish. High school graduation requirements will have to be met ie.... 100 credits and most significantly the completion of English 30-2 and Social Studies 30-2. A copy of the course transitions is attached for you in the Learning Plan.

Please ensure that students and parents are aware that the K& E is less demanding than the regular program and therefore will require additional course work to obtain a high school diploma.

Delivery Options: You are encouraged to present these courses in a manner that best fits the individual student and your school. All K&E courses correspond to the time allotment of courses in the regular program. Therefore, subjects may be offered to a student in a regular classroom setting or you may have separate K&E classes. A third alternative is available for high schools and that is on-line presentations in conjunction with Alberta Distance Learning. This is a team teaching venture. Once signed up the student receives instruction from ADLS via the internet, the teacher sends student marks to ADLC who send them on to Alberta Learning, the student receives the credits and your school receives the funding. Also, K & E high school courses are all five credits but your school receives funding for eight credits! For your information a list of all high school courses and their course codes is attached. For junior high schools all K&E courses are coded “710”. As well, Provincial Achievement tests for grade nines will be different from the regular format and will reflect the grade nine K&E program of studies. These new tests will be piloted this year and next with mandatory implementation in the 2008-2009 school year. If you wish to take part in this pilot students must be registered by the end of November.

Student Identification and Alberta Learning Guidelines;

- must be 12.6 yrs of age
- student has a history of low achievement
- two or more years below their peers in core subjects as evidence in student work, anecdotal reports, teacher observations and documentation, achievement test results in grades three and six

- basic literacy levels as documented from standardized test results, fall well below their age peers, but not below a grade four level
- enrollment of a student in K&E courses must include consultation with and informed written consent of parents/guardian and the student each year
- consultation will involve the development of a “Learning Plan” for each student. This plan is updated and signed by all parties yearly. A copy of the Learning Plan is attached.
- occupational courses are not to be taken without enrollment in one or more core programs

Courses:

All high school courses are identifiable by the (-4) ending ie. Math 10-4, Science 10-4, etc. The twenty courses will be introduced next year and the thirties, the year after. There is one exception, Social Studies. The new 10-4 will not be introduced until next fall to correspond with the introduction of the new regular Social programs. The twenty and thirty, therefore, will also be one year later. For this year, the old IOP, Social 16, will be used.

These are ten occupational strands at the junior high level and twelve strands in high school. A list of the occupational strands for each level is attached. You will note that some strands are marked with a (U/D), they are still under development. Students are encouraged to try as many strands as possible in the early years. Work Readiness is focused on much differently from Work Experience. Although similar in grade 10 where you can choose any work location, in the 20 & 30 levels your Work Readiness must reflect the occupational strand you are studying. Off campus experiences for students must follow the guidelines outlined in the Off-campus Education Policy and Off-campus Education Guide for Administrators, Counselors and Teachers. This Guide provides information about approving work sites and supervision schedules. Prior to student placement, the following should be completed:

- site approved by superintendent or designate
- work schedule developed and approved
- tasks and criteria for assessment will be identified
- workplace and school supervisors will be identified
- a supervision schedule will be determined

Implementation: K&E courses may be implemented in a similar fashion to the introduction of new curriculum in any area of study. The magnitude of this program is immense and so is the information that has followed its inception. Here are the information items you will need to start up.

In June, 2006 every junior high and senior high in Alberta was sent a CD, “Knowledge and Employability Courses – Implementation Workshop”. It is a good enough introduction but lacks depth in providing legitimate working tools. My recommendation is to use the following site as it provides all that you will need.

Log onto: www.education.gov.ab.ca

click - teachers

click – curriculum

click – programs of study + Learning & Teaching Resources

click – K&E courses

From this page you can find (everything):

- Course credits
- Program of studies
- Policy
- Guide to implementation (K&E Studio)***
- Learning and Teaching Resources
 - Authorized resources database
 - Alberta authorized resource list and annotated bibliography
 - Authorized Novel & Nonfiction Annotated List
 - Information Manual
 - Implementation Tool
 - Read to Live

*** K&E Studio:

- Very helpful, a must for teachers!
- Click on the first level of the studio for tours that will explain how it works
- Second and third floors contain curriculum resources, examples, practice sections. Easily used for planning and classroom use. The Studio helps teachers meet curriculum outcomes and enhance student learning. The second floor is dedicated to the core program and the third floor to the occupational strands.

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.
80 CREDITS¹ 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)
5 credits in
<ul style="list-style-type: none"> • 30-level Knowledge and Employability Occupational course or • 30-level Career and Technology Studies (CTS) or • 30-level locally developed course with an occupational focus
AND
5 credits in
<ul style="list-style-type: none"> • 30-level Knowledge and Employability Workplace Practicum course or • 30-level Work Experience course² or • 30-level Green Certificate course³
OR
5 credits in a 30-level Registered Apprenticeship Program (RAP) course ⁴

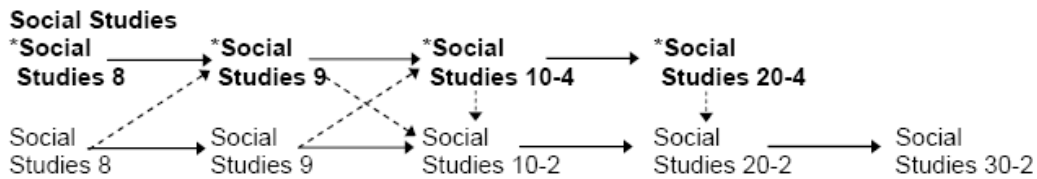
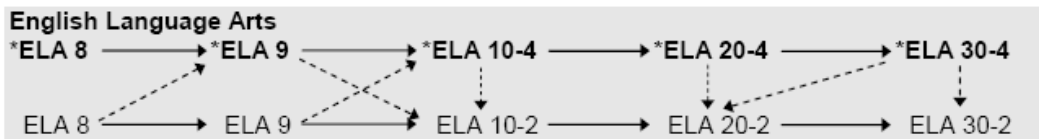
1. To qualify for a Certificate of High School Achievement, students must be enrolled in a minimum of one academic Knowledge and Employability course.
2. Refer to the *Off-campus Education Guide for Administrators, Counsellors and Teachers, 2000* for additional information.
3. Refer to the following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

Knowledge and Employability New Course Codes (Effective September 2006)

Grade 10	Grade 11	Grade 12
ACADEMICS		
IOP1159 Social Studies 16	IOP2159 Social Studies 26	
KAE1780 English 10–4	KAE2780 English 20–4	KAE3780 English 30–4
KAE1782 Mathematics 10–4.....	KAE2782 Mathematics 20–4.....	
KAE1783 Science 10–4	KAE2783 Science 20–4	
KAE1784 Français 10–4	KAE2784 Français 20–4	KAE3784 Français 30–4
OCCUPATIONS		
Art/Design and Communication		
KAE1570 Art/Design 10–4	KAE2570 Art/Design 20–4	KAE3570 Art/Design 30–4
KAE1571 Art/Media Communications 10–4	KAE2571 Art/Media Communications 20–4.....	KAE3571 Art/Media Communications 30–4.....
Auto Mechanics		
KAE1572 Auto Mechanics 10–4	KAE2572 Auto Mechanics 20–4.....	KAE3572 Auto Mechanics 30–4
	KAE2573 Auto Services 20–4	KAE3573 Auto Services 30–4.....
Business Services		
KAE1574 Business Services 10–4.....	KAE2574 Logistics 20–4	KAE3574 Logistics 30–4.....
	KAE2575 Office Services 20–4	KAE3575 Office Services 30–4
	KAE2576 Sales and Service 20–4	KAE3576 Sales and Service 30–4.....
Construction: Building		
KAE1577 Construction: Woodworking and Building 10–4	KAE2577 Cabinetry 20–4.....	KAE3577 Woodworking and Cabinetry 30–4.....
	KAE2578 Wood Frame Construction 20–4.....	KAE3578 Wood Frame Construction 30–4.....
Construction: Metal Fabrication		
KAE1579 Construction: Metal Fabrication 10–4.....	KAE2579 Construction Systems 20–4	KAE3579 Construction Systems 30–4.....
	KAE2580 Metal Fabrication 20–4.....	KAE3580 Metal Fabrication 30–4
Cosmetology		
KAE1581 Cosmetology 10–4	KAE2581 Cosmetology 20–4	KAE3581 Cosmetology 30–4.....
	KAE2582 Esthetics 20–4	KAE3582 Esthetics 30–4
Foods		
KAE1585 Foods 10–4	KAE2585 Commercial Cooking 20–4.....	KAE3585 Commercial Cooking 30–4.....
	KAE2586 Food Preparation and Service 20–4	KAE3586 Food Preparation and Service 30–4.....
Horticulture		
KAE1587 Horticulture 10–4.....	KAE2587 Greenhouse and Nursery 20–4.....	KAE3587 Greenhouse and Nursery 30–4.....
	KAE2588 Landscaping 20–4.....	KAE3588 Landscaping and Maintenance 30–4.....
Human Care		
KAE1589 Human Care 10–4.....	KAE2589 Child Care 20–4	KAE3589 Child Care 30–4
	KAE2590 Home Care 20–4.....	KAE3590 Home Care 30–4.....
Workplace Readiness		
KAE1594 Workplace Readiness 10–4	KAE2594 Workplace Practicum 20–4A.....	KAE3594 Workplace Practicum 30–4A.....
	KAE2595 Workplace Practicum 20–4B.....	KAE3595 Workplace Practicum 30–4B.....
	KAE2596 Workplace Practicum 20–4C.....	KAE3596 Workplace Practicum 30–4C
	KAE2597 Workplace Practicum 20–4D.....	KAE3597 Workplace Practicum 30–4D

APPENDIX C (continued)

MAP OF COURSES REQUIRED AND COMPLETED



Other Required Courses:	Year	Year	Year	Year	Year
• Physical Education					
• Health and Life Skills/CALM					
Complementary Courses:					
• 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"> Practical Arts Ceramics Graphic Arts Photography Audio/Video 	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"> Two-stroke Engine Four-stroke Engine Basic Car Care and Maintenance 	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"> Communicating with Others Searching for Information Representing Information 	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"> Layout, Design and Drafting Woods Metals Plastics Electricity 	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"> Basic Sewing 	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"> Basic Cooking Snacks and Convenience Foods Basic Baking 	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"> Soil Preparation, Plants and Planting Turf/Grasses Landscaping 	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"> First Aid Child Care (Noninfants) 	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"> Personal and Workplace Safety Employment Exploration Acquiring a Job Keeping a Job 	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.

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

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.

Art/Design and Communications	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
Auto Mechanics	Auto Mechanics 10-4	Auto Mechanics 20-4 Auto Services 20-4	Auto Mechanics 30-4 Auto Services 20-4
Business Services	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
Construction: Building*	Construction: Building 10-4**	Woodworking and Cabinetry 20-4 Wood Frame Construction 20-4	Woodworking and Cabinetry 30-4 Wood Frame Construction 30-4
Construction: Metal Fabrication*	Construction: Metal Fabrication 10-4	Construction Systems 20-4 Metal Fabrication 20-4	Construction Systems 30-4 Metal Fabrication 30-4
Cosmetology	Cosmetology 10-4	Cosmetology 20-4 Esthetics 20-4	Cosmetology 30-4 Esthetics 30-4
Fabrics	Fabrics 10-4	Fashion Textiles 20-4 Industrial Textiles 20-4	Fashion Textiles 30-4 Industrial Textiles 30-4
Foods	Foods 10-4	Commercial Cooking 20-4 Food Preparation and Service 20-4	Commercial Cooking 30-4 Food Preparation and Service 30-4
Horticulture	Horticulture 10-4	Greenhouse and Nursery 20-4 Landscaping 20-4	Greenhouse and Nursery 30-4 Landscaping and Maintenance 30-4
Human Care	Human Care 10-4	Child Care 20-4 Home Care 20-4	Child Care 30-4 Home Care 30-4
Natural Resources	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
Workplace Readiness	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.