

Academic and Occupational Education Component of Youth Work Experience

Participant John Doe ID # 12345678 Work Experience Job: Maintenance Assistant

Worksite: Smalltown High School Type of Business: Public Secondary School

Occupation:	Occupation:	Occupation:
Receptionist/Secretary	Secondary Teacher	Head Cook
Duties of Occupation:	Duties of Occupation:	Duties of Occupation:
Answer phone, file, keep records, maintain calendars, write memos and reports, meet people and direct them to proper place	Prepare materials for classes, teach information, grade information submitted	Supervise all food services for the high school
How will youth learn about these duties?	How will youth learn about these duties?	How will youth learn about these duties?
Spend 1 hour job shadowing a receptionist/secretary	Spend 1 hour helping a teacher prepare for classes or grade papers	Spend 1 hour job shadowing the Head Cook.
What type of training is required? <input checked="" type="checkbox"/> On-the-job training <input type="checkbox"/> Professional or occupational license <input type="checkbox"/> Short-term training (< one semester) <input type="checkbox"/> Certificate of Proficiency <input type="checkbox"/> Technical Certificate <input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Post-Graduate Degree	What type of training is required? <input type="checkbox"/> On-the-job Training <input checked="" type="checkbox"/> Professional or occupational license <input type="checkbox"/> Short-term training (< one semester) <input type="checkbox"/> Certificate of Proficiency <input type="checkbox"/> Technical Certificate <input type="checkbox"/> Associate Degree <input checked="" type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Post-Graduate Degree	What type of training is required? <input checked="" type="checkbox"/> On-the-job Training <input checked="" type="checkbox"/> Professional or occupational license <input type="checkbox"/> Short-term training (< one semester) <input type="checkbox"/> Certificate of Proficiency <input type="checkbox"/> Technical Certificate <input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Post-Graduate Degree
Academic knowledge needed for this Occupation:	Academic knowledge needed for this Occupation:	Academic knowledge needed for this Occupation:
Computer skills, English language skills, filing skills	Subject taught, English and language/grammar/spelling, math needed to determine grades on tests and grade averaging and weighting	Culinary and nutrition information Mathematical skills for determining amount to serve
What academic knowledge will the youth learn and how?	What academic knowledge will the youth learn and how?	What academic knowledge will the youth learn and how?
How to write a report. Youth will write a report of his time with the receptionist/secretary. His English teacher will review the report and teach any language/grammar/punctuation skills that are incorrect.	How to calculate grades on a test. His math teacher will teach him with this skill and watch him practice.	Use fractions needed to measure ingredients for a recipe to multiply the recipe for a group. Will be taught by math teacher.
Date completed	Date completed	Date completed
June 3, 2020	June 12, 2020	June 19, 2020
Signature	Signature	Signature
<i>Janet Smith</i>	<i>Bob Jones</i>	<i>Patty Harris</i>