



PROCEDURES: VOCATIONAL EDUCATION

The basic standards for vocational programs as established by the state superintendent of public instruction are as follows:

- A. The primary objective of the program is the development of competencies that lead to entry level employment as well as entry into advanced vocational training; or, for home and family life education, to prepare for the occupation of homemaking. No courses shall be carried out separately on the basis of the sex of the enrollees.
- B. Specific program objectives are defined in terms of occupational competencies to be developed.
- C. The program is based on identified need and is developed and conducted in consultation with the functioning representative advisory committee composed of employers and employees actively engaged in the occupation.
- D. Instructional content is based on an analysis of the skills and knowledge required.
- E. Leadership development through planned activities, providing for transition from school to job must be an integral part of the instructional program. The vocational education student organizations meet this need.
- F. Students are counseled for enrollment on the basis of their interest in the occupation and their ability to profit from the instruction. No discrimination on the basis of sex shall exist in counseling students for vocational programs.
- G. Teachers are occupationally competent and vocationally certified in the occupational area in which they are to teach.
- H. Instructors are to be provided time and travel for consultation, coordination and instructional activities beyond the classroom environment, as well as for appropriate professional meetings including inservice education sponsored by the division of vocational-technical and adult education services in the office of the state superintendent of public instruction.
- I. Instructional equipment and facilities to be used are comparable to those used in the occupation and are adequate for the maintenance of acceptable educational standards.
- J. Provision is made for job placement assistance, annual follow up, and program evaluation.

- K. Provision is made for effective vocational guidance, which shall include, but not be limited to, occupational information and counseling.
- L. A vocational class is structured so that the maximum number of students per class shall be determined by the number of training stations, safety factors, and individual instruction requirements of the specific skills being developed.

Additional criteria are established for specific programs:

- A. Agriculture education;
- B. Business-office education;
- C. Community resource training;
- D. Distributive education;
- E. Diversified occupations;
- F. Home and family life education;
- G. Industrial arts; and
- H. Trade, technical and health occupations education.