



LINKS HIGH SCHOOL
STANDARDS & PROCEDURES

Department or Subject:	Preparation for the Job Market
Teacher(s):	Kennedy Carter
Cycle and Level Taught:	DÉFIS 5
School Year:	2025-2026

Term 1 (20%)		
<i>Competencies Targeted</i>	<i>Evaluation Methods (e.g., End-of-term Evaluation Situation, Tests, Projects, etc.)</i>	<i>General Timeline (e.g., end of term, midterm, etc.)</i>
To demonstrate functional work skills and behaviours consistent with real-world workplace expectations.	Observation Role play Oral & written quizzes Checklists	Throughout the term
<i>Communication to Students and Parents (e.g., note home, website, agenda, report card, etc.)</i>	<u>Other Pertinent Information</u> <ul style="list-style-type: none"> • Students will maintain a professional and tidy appearance. • Students will follow workplace rules and procedures with growing independence. • Students will plan, organize, and carry out tasks responsibly. • Students will show initiative and problem-solve when minor challenges occur. • Students will build positive and respectful working relationships. • Students will complete tasks efficiently and reliably. • iPads and TEAMS App used to develop digital organization and job-readiness skills. 	
Regular in-class feedback/guidance to students TEAMS APP Report cards Parent-teacher interviews Email/phone		

Term 2 (20%)		
<i>Competencies Targeted</i>	<i>Evaluation Methods (e.g., End-of-term Evaluation Situation, Tests, Projects, etc.)</i>	<i>General Timeline (e.g., end of term, midterm, etc.)</i>
To refine and apply workplace behaviours and task management in increasingly independent situations.	Observation Role play Oral & written quizzes Checklists	Throughout the term
<i>Communication to Students and Parents (e.g., note home, website, agenda, report card, etc.)</i>	<u><i>Other Pertinent Information</i></u> <ul style="list-style-type: none"> - Students will arrive prepared and ready to work. - Students will follow multi-step directions and manage time effectively. - Students will demonstrate initiative and take responsibility for completing tasks. - Students will communicate appropriately with supervisors and peers. - Students will demonstrate cooperation and problem-solving in team settings. - iPads used for schedule tracking and task completion logs. 	
Regular in-class feedback/guidance to students TEAMS APP Report cards Parent-teacher interviews Email/phone		

Term 3 (60%)		
<i>Competencies Targeted</i>	<i>Evaluation Methods (e.g., End-of-term Evaluation Situation, Tests, Projects, etc.)</i>	<i>General Timeline (e.g., end of term, midterm, etc.)</i>
To apply and maintain employability behaviours in community or simulated work experiences.	Observation Role play Oral & written quizzes Checklists	Throughout the term
<i>Communication to Students and Parents (e.g., note home, website, agenda, report card, etc.)</i>	<i>End of Year Evaluation (e.g., evaluation situation, local exam, complementary exam, uniform exam, etc.)</i>	<i>Other Pertinent Information</i>
Regular in-class feedback/guidance to students TEAMS APP Report cards	Summative assessment based on competencies acquired throughout the year.	- Students will present themselves in a professional and socially

Email/phone		<p>appropriate manner in public or work settings.</p> <ul style="list-style-type: none">- Students will demonstrate consistent respect for workplace policies and expectations.- Students will organize and complete assigned tasks with confidence and reliability.- Students will take initiative and adapt to new or changing tasks.-Students will maintain positive interactions with coworkers, supervisors, and community members.-Students will reflect on employability strengths and set goals for continued improvement.- iPads and TEAMS App used to support work planning, digital literacy, and self-monitoring.
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