

LAKE TECHNICAL CENTER

Vocational Preparatory Instruction

(VPI)

INTRODUCTION

All students in vocational institutions are required by Florida law to take the TABE evaluation within six weeks of enrollment in a job preparatory program. Course frameworks dictate minimum grade levels for each program. The primary function of the VPI program is to assist students who have not met the state established grade levels. Trained staff members prescribe learning materials that are appropriate to the student's learning level and modality. Program instructors may refer students for remediation in reading, math, language, or for GED preparation. Students obtaining the necessary skills to meet their personal educational goals are also served in the VPI lab. The same format is used for study for each person working on reading, math or language skills. Individuals who are 16 years or older are eligible for enrollment.

PURPOSE

The purpose of VPI is to provide academic assistance in reading, math, and language to students through a self-paced, individualized, diagnostic/prescriptive format.

Students work toward meeting or exceeding state-mandated academic requirements for job preparatory programs. VPI learning managers work with program instructors to insure that student attendance is maintained and assigned study material is relevant. VPI is designed to build confidence and self-esteem as students work through the system with their learning manager.

The advisory committee meets regularly with VPI staff to review and give input regarding the VPI program's objectives and content.

ADMISSIONS REQUIREMENTS

Enrollment in VPI complies with school policy and state law. Students in vocational programs may work one hour or more daily in the VPI lab if TABE scores do not meet state requirements. Potential vocational program students below state requirements may be recommended to VPI prior to program enrollment. The lab is open for 2 hours after daily dismissal for students who attend their programs full-time. Scheduling is flexible to allow for working hours or family obligations. The lab is open two evenings each week for those who cannot attend during the day.

ESSENTIAL TRAINING TASKS

Physical Requirements

Ability to sit for long periods of time and comprehend spoken and/or written words.

Mental and Emotional Requirements

Ability to:

1. Work with others.
2. Interpret a variety of instructions furnished in written, oral, and/or diagrammatic form.
3. Plan, organize, and manage time and daily activities.

GENERAL INFORMATION

Fees

There are no fees for students with grade levels less than 9.0 on the TABE. Students preparing to enroll in job preparatory programs pay if they have earned a high school diploma and have scores above 9.0 on the TABE. Tuition is based upon the hourly rate for day programs and is charged on the basis of the time needed to complete the student objectives with a minimum of twelve hours. Students are required to purchase a parking permit and LTC student picture ID.

Reason For Withdrawal

Noncompliance with guidelines for VPI will result in withdrawal from the program.

GUIDELINES FOR STUDENT CONDUCT

In order to provide students with a positive and successful learning experience, certain rules and procedures must be followed:

1. Learning managers will provide assistance when needed. To ensure your success, communication and a positive working relationship with your learning managers are vital. Inform your learning manager about any concerns relating to your progress. For those working on computer and needing assistance, please put the red cup on computer to let the learning managers know that you need assistance.
2. At school or on a job, attendance and punctuality are extremely important. You will be expected to attend class every day, according to your set schedule. Please inform the VPI lab if you are going to be absent for an extended period or if you need to withdraw from class. Six consecutive absences will lead to withdrawal. If you are withdrawn due to excessive absences, you may return only on designated start dates. Students with a history of poor attendance will need administrative approval to re-enroll. A Student Intervention Team (SIT) meeting and attendance/behavior contract may be required. It is essential that you arrive on time and begin work promptly. Please do not bring family or friends to class with you or have them wait on campus while you are in class.

3. Students are to park in the south parking lot leaving the row next to the building free for staff and cosmetology patron parking. Students should only be in the parking lot when arriving at or leaving campus. Students who are being dropped off and picked up for class should do so at the Adult Education Lab – Building 5. Students are to remain in the classroom on task until scheduled time of departure.
4. When you arrive at your scheduled time, please enter your social security number into the attendance computer. You will be marked absent if you fail to clock in and out. If you need to leave campus earlier than your scheduled departure time, please fill out the VPI check-out form located at each clock-in computer. Students who are under 18 will need parent/guardian permission before leaving campus.
5. There is NO BREAK for students who are scheduled for two hours. If you need to use the restroom, you may clock out on the attendance computer and clock back in upon your return to the classroom. Restrooms are available in the main building – first hallway to the left. School policy states that smoking is permitted only in the designated smoking area. Students must be 18 or older to be in the smoking area. Food and drinks are not permitted in the classrooms. Only approved water bottles may be brought into the learning lab – no cups.
6. Please bring your own pencil or pen and paper to class. You will be given a student folder for personal materials. This folder will be kept in the file cabinet next to the clock-in computer. PLEASE return all tests and study materials to their designated places as the lab is in use day and evening. If you would like to check out materials for home study, please see a learning manager. Books are available for purchase from the school bookstore. Please respect school property by refraining from writing on desks, mouse pads or any other school property.
7. Please do not bring radios, iPOD's, or CD's to school. However, you may provide your own personal headset. Beepers and cell phones MUST be turned off or put in silent mode. Cell phones may only be used during emergencies. Please abide by this policy.
8. To maximize your progress in the lab, we stress staying on task, working independently at your desk and asking for assistance when needed. Please report distractions that interfere with your study. Consideration for other students is very important in VPI, so please refrain from visiting in the lab.
9. Good personal appearance and hygiene are important. Please conform to the Lake Tech dress code policy. Shorts less than knee length, revealing tops such as midriffs/tank/halter tops, short skirts and hats are not permitted in the classroom.
10. If you are working on a computer, it is necessary to return to the “student log-in screen” before exiting to avoid losing completed lessons. Ask a learning manager for procedures. Please push your chair in and throw all trash away before departing each day.

ATTENDANCE POLICY

As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The Code of Student Conduct approved by the Lake Technical Center Charter School Board, states that students are expected to be present for all class sessions. The student attendance code for each adult program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of the Lake Technical Center.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

The Learning Manager may recommend withdrawal if absences are excessive. In addition, six consecutive absences may lead to withdrawal. The withdrawal date will be the day after the last day of attendance.

DRESS POLICY

As stated in the Code of Student Conduct approved by the Lake Technical Center Charter School Board, students who attend the Lake Technical Center shall dress in an appropriate manner. The postsecondary program student dress code is consistent with industry standards and societal norms.

Normal classroom attire will be clean, neat, modest, in good repair, and appropriately sized. "Appropriately sized" is defined to mean clothing that is neither constricting nor more than one size larger than the normal waist size. Attire will also comply with any requirements of the Lake Technical Center as stated in the Student Code of Conduct and be neither distracting nor offensive. Blue jeans are permitted provided they meet the requirements specified above. Shorts are permitted if they are knee length or longer and meet the above standards. Students who are inappropriately dressed may be excused from class and counted as absent at the instructor's discretion. The normal attendance policy will apply to these absences.

Attire which is not appropriate for program attendance includes:

1. Tank tops, less than sleeveless attire, midriff revealing tops
2. Clothing with inappropriate slogans
3. Flip-flops and thongs
4. Hats are not to be worn in the classroom.

FINANCIAL AID

Financial Aid is available for many certificate programs. Policies and guidelines for the administration of all financial aid are established according to federal and state law by a financial aid committee and published in the Financial Aid Policies and Procedures Manual. Applicants

complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships).

Financial Aid personnel are available daily to assist students with financial aid needs and requests. The Financial Aid Coordinator is also the liaison for all local agencies.

PLAN OF INSTRUCTION

Objectives

The aim of VPI is to help students reach state mandated minimum academic skill levels and succeed in vocational programs and subsequent employment by correcting deficiencies that prevent success. The program is characterized by open-entry/open-exit enrollment, self-paced instructional modules that relate to the student's occupational goal and learning style, flexible schedules, and performance-based (non-graded) evaluations.

Another characteristic element of VPI is the personalized approach and unique relationships established between students and learning managers. VPI study materials are self-instructional; therefore, the primary role of instructors is managerial. Learning managers provide encouragement and clarification to maintain a positive learning environment and to facilitate attainment of academic and vocational goals.

Goals and objectives for VPI are:

- a. To identify the student's level of academic competence in reading, math, and language through TABE evaluation.
- b. To diagnose deficiencies in basic skills and assess remediation needs based on each student's vocational and educational goals.
- c. To prescribe individual study plans (prescriptions) in each subject area needing remediation.
- d. To manage, monitor, and evaluate the student's learning activities and progress and provide immediate feedback.
- e. To develop desirable behavior patterns which increase employability potential.
- f. To recommend students for vocational placement and to provide support, if needed, during program enrollment.

VPI academic requirements vary depending on program requirements and personal goals. Completion time is also a variable dependent upon the student's academic level at entry, time spent in the lab, and program or personal goal requirements.

Learning materials may consist of modules, which address small increments of study in a carefully designed hierarchy of skills. Progress checks or module tests are a part of each learning module. A more comprehensive computer assisted instructional system, which tests diagnostically in the areas of reading (language arts) and mathematics and produces a

prescriptive lesson path for each student is available. Based upon an evaluation of each student's needs and goals, learning managers determine which study format a student will follow. When sufficient competence in the needed subject area has been achieved, students are retested on an alternate form of the TABE.

Instructional Materials

VPI is equipped with a wide variety of multi-media materials to meet diverse academic levels, interests, and learning styles of students. These include textbooks, workbooks, programmed written materials, videos, computer software, and the Internet. Students are requested to refrain from writing in the instructional materials and books.

Provisions For Meeting Individual Needs For Students

Individualized lesson plans are prescribed for all students that address individual needs in reading, math, and language. Modality tests determine the student's learning style, meeting needs of visual, auditory, and tactile learners. Some students prefer a variety of instructional materials for multiple sensory activities.

The Special Needs Instructor/Coordinator is available to provide assistance to students with special needs. Adult students with disabilities must self-identify and request accommodations.

Student Progress Data

Students are given immediate feedback on all class work and tests. Scores and dates are recorded on individual prescription sheets. As students complete prescriptions, the TABE is readministered. Computer printouts of all test grades and modular analysis are available for comparison.

EMPLOYABILITY SKILLS

Appropriate grooming and employability skills are an integral part of VPI. Regular attendance, punctuality, and proper notification of absences are required. Learning managers give assistance and counsel students regarding good work habits in preparation for work force entry.

ADVISORY COMMITTEE

Community representatives and school staff serve on the Advisory Committee. Committee members represent many of the schools and agencies with whom VPI staff must interact to coordinate efforts made on behalf of the student population. Educational trends at the local, state, and federal levels are shared among committee members.

COMPONENTS OF STUDENT PERFORMANCE STANDARDS

(NOTE: Delegation of instructional components)

1. **CAREER ASSESSMENT AND/OR REFERRAL**

Students are referred to the Vocational Assessment lab as needed.

2. **BASIC SKILLS RELATED INSTRUCTION**

These skills are all taught in the VPI lab.

3. **OTHER RELATED INSTRUCTIONS (as needed)**

These skills are taught in the vocational programs.

4. **WORKFORCE READINESS SKILLS**

These are taught in vocational programs and in VPI as needed.

5. **COMPLEMENTARY SKILLS**

These are taught in VPI as needed.

6. **SCANS**

These are utilized in VPI programs.

7. **BASIC COMPUTER LITERACY**

These are a part of vocational program components. Introductory lessons are provided in VPI for the computer competency necessary for computer assisted instruction.

8. **VESOL (Vocational Education for Speakers of Other Languages)**

An ESOL program is available on campus for speakers of other languages, which prepares them to function in vocational programs or academic instruction.