Human Services: Personal Care Services
Career Pathway Plan of Study for ▶Learners ▶Parents ▶Counselors ▶Teachers/Faculty

*This Career Pathway Plan of Study (based on the Personal Care Services Pathway of the Human Services Career Cluster) can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. *This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.*

EDUCATION LEVELS	GRADE	English/ Language Arts	Math	Science	Social Studies/ Sciences	Other Required Courses Other Electives Recommended Electives Learner Activities	*Career and Technical Courses and/or Degree Major Courses for Personal Care Services Pathway	SAMPLE Occupations Relating to This Pathway
		Interest Inventory Administered and Plan of Study Initiated for all Learners						▶Barber ▶Companion ▶Cosmetologist, Hairdresser and Hairstylist ▶Electrologist ▶Electrolysis Technician ▶Embalmer ▶Esthetician ▶Exercise Physiologist ▶Funeral Attendant ▶Funeral Director ▶Home Care Aide ▶Massage Therapist ▶Mortician ▶Nail Technician, Manicurist and Pedicurist ▶Personal Aide ▶Personal Fitness Trainer ▶Shampooer ▶Skin Care Specialist ▶Spa Attendant
SECONDARY	9	English/ Language Arts I	Algebra I	Earth or Life or Physical Science	State History Civics	All plans of study should meet local and state high school graduation requirements and college entrance requirements. Certain local student organization activities are also important including public speaking, record keeping and work-based experiences.	• Introduction to Human Services	
	10	English/ Language Arts II	Geometry	Biology	U.S. History		• Information Technology Applications • Human Growth and Development	
	11	English/ Language Arts III	Algebra II	Chemistry	World History Sociology		• Personal Care Services	
		College Placement Assessments-Academic/Career Advisement Provided						
	12	English/ Language Arts IV	Accounting or Statistics or other math course	Physics or Anatomy and Physiology	Psychology Economics or Personal Finance		• Practices in Personal Care Services	
		Articulation/Dual Credit Transcripted-Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes.						
POSTSECONDARY	Year 13	English Composition	Algebra	Chemistry Anatomy and Physiology	American Government Psychology	All plans of study need to meet learners' career goals with regard to required degrees, licenses, certifications or journey worker status. Certain local student organization activities may also be important to include.	• Communications and Marketing in Personal Care Services	
	Year 14	Speech/ Oral Communication Technical Writing	Statistics	Biological Science Kinesiology	American History Educational Psychology		• Entrepreneurship and Business Management	
	Year 15				Sociology		• Continue Courses in the Area of Specialization	
	Year 16	Continue courses in the area of specialization.					• Complete Personal Care Services Major (4-Year Degree Program)	

SAMPLE

Creating Your Institution's Own Instructional Plan of Study

With a team of partners (secondary/postsecondary teachers and faculty, counselors, business/industry representatives, instructional leaders, and administrators), use the following steps to develop your own scope and sequence of career and technical courses as well as degree major courses for your institution's plan of study.

1 Crosswalk the Cluster Foundation Knowledge and Skills (available at **http://www.careerclusters.org/goto.cfm?id=91**) to the content of your existing secondary and postsecondary programs/courses.

2 Crosswalk the Pathway Knowledge and Skills (available at **http://www.careerclusters.org/goto.cfm?id=49**) to the content of your existing secondary/postsecondary programs and courses.

3 Based on the crosswalks in steps 1 and 2, determine which existing programs/courses would adequately align to (cover) the knowledge and skills. These programs/courses would be revised to tighten up any alignment weaknesses and would become a part of a sequence of courses to address this pathway.

4 Based on the crosswalks in steps 1 and 2, determine what new courses need to be added to address any alignment weaknesses.

5 Sequence the **content** and **learner outcomes** of the existing programs/courses identified in step 3 and new courses identified in step 4 into a course sequence leading to preparation for all occupations within this pathway. (See list of occupations on page 1 of this document.)

6 The goal of this process would be a series of courses and their descriptions. The names of these courses would be inserted into the *Career and Technical Courses* column on the Plan of Study on page 1 of this document.

7 Below is a **sample result** of steps 1-6, and these course titles are inserted into the Plan of Study on page 1 of this document.

8 Crosswalk your state academic standards and applicable national standards (e.g., for mathematics, science, history, language arts, etc.) to the sequence of courses formulated in step 6.

SAMPLE

Human Services: Personal Care Services
SAMPLE Sequence of Courses for ▶ Instructional Leaders ▶ Administrators ▶ Counselors ▶ Teachers/Faculty

Below are suggested courses that could result from steps 1-6 above. However, as an educational institution, course titles, descriptions and the sequence will be your own. This is a good model of courses for you to use as an example and to help you jump-start your process. Course content may be taught as concepts within other courses, or as modules or units of instruction.

The following course is based on the Cluster Foundation Knowledge and Skills found at http://www.careerclusters.org/goto.cfm?id=91. These skills are reinforced through participation in student organization activities.

#1

Introduction to Human Services: This course will build an understanding of the academic, communication and technical skills in all aspects of the industry. Learners will investigate a broad range of human services careers through interest inventories and observations. This may be taught as a career exploration course in conjunction with other foundation Career Cluster courses.

The following courses are based on the Cluster Foundation Knowledge and Skills as well as the Pathway Knowledge and Skills found at http://www.careerclusters.org/goto.cfm?id=49. These skills are reinforced through participation in student organization activities.

#2

Information Technology Applications: Students will practice ethical use of technology tools to manage personal schedules and contact information, create memos and notes, prepare simple reports and other business communications, develop presentation skills, manage computer operations and file storage, and use electronic mail and Internet applications to communicate, search for and access information.

#3

Human Growth and Development: This course provides basic knowledge of human growth and development as well as skills necessary for lifelong development, health and safety, CPR/first aid and nutrition. This course also provides information and activities for guiding behavior and meeting the needs of special age groups. Careers in Human Services are explored.

The following courses expose students to Pathway Knowledge and Skills found at http://www.careerclusters.org/goto.cfm?id=49 and should include appropriate student activities.

#4

Personal Care Services: This course introduces applications within professions related to personal care services. Students will learn how to assist individuals to recognize concerns and make informed decisions; facilitate the development of an individualized plan to reflect client/family preferences, needs and interests; use time management principles; and use interpretation and evaluation skills to enhance client satisfaction. Students will learn how to allocate resources to provide maximum benefit for the client, service provider and business organization, and examine the range of personal care resources to access at appropriate times. Students will also identify appropriate materials to establish a personal role in setting organizational priorities, apply principles of conflict resolution, use leadership skills to maintain a positive relationship with the community, and identify professional development trends and current licensing requirements needed to keep current on relevant resources and information. A work-based learning/practicum experience will be provided.

#5

Practices in Personal Care Services: Students will continue to apply technical knowledge and skills required to function in the personal care services pathway. Students will learn to synthesize client and professional information to attract and retain clientele, apply administrative/clerical procedures and systems to provide client satisfaction, and apply principles and processes for providing personal care services to satisfy clients' expectations. This course includes emergency policies and procedures used to achieve a safe and healthy environment. Students will learn to recognize risks and potentially hazardous situations to help minimize workplace dangers, and use established guidelines, policies and procedures to take appropriate measures. This includes learning to apply and adhere to OSHA and CDC guidelines and proper procedures for storage of chemicals. Students will use techniques, principles, tools and instruments to develop efficient and safe delivery of client services.

#6

Communications and Marketing in Personal Care Services: Students will learn how to select communication strategies to effectively serve personal care clients/family members including determining needs, preferences and resources. Students will identify verbal and nonverbal communication skills used to establish and maintain positive relationships with co-workers, other professionals, and individuals/families. Course content will also include advertising principles used to attract and retain a large clientele.

#7

Entrepreneurship and Business Management: Students will apply economic and accounting principles and practices to promote business success and growth. Students will also apply principles of mechanics to choose, evaluate and maintain business equipment to provide client services. A practicum will be provided.