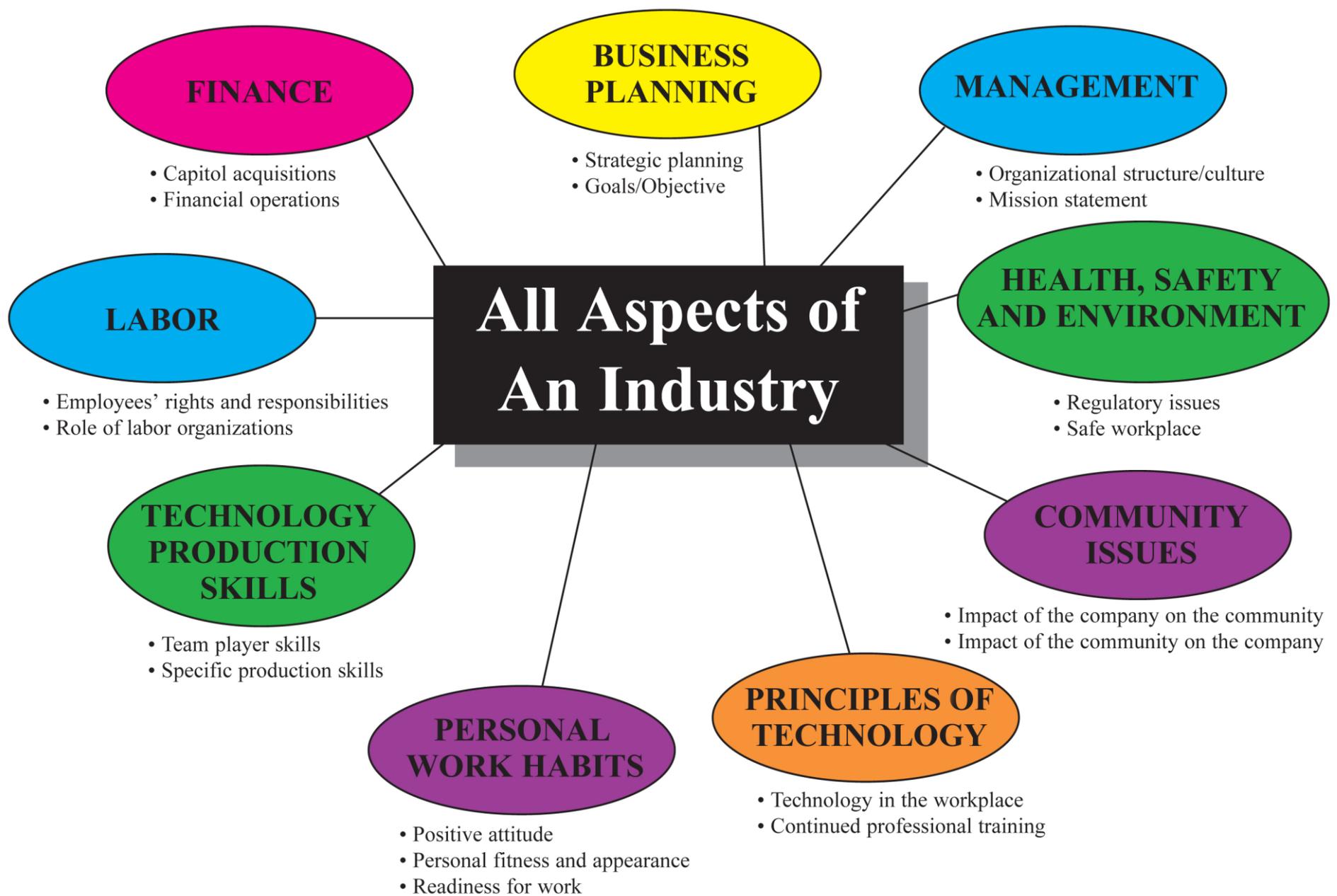


Career & Technical Education

All Aspects of An Industry Framework



The Nine Aspects

All Aspects of An Industry identify nine aspects that are common to any business or industry. Learners should gain a strong experience in and a comprehensive understanding of these concepts and skills to be successful in their employment experiences.

1. Business Planning

How an organization plans (includes goals and objectives), type of ownership (public, private), relationship of the organization to economic, political, and social contexts, assessment of needs.

- Strategic planning
- Goals/Objectives
- Assessment of customer needs and expectations

2. Management

Structure and process for effectively accomplishing the goals and operations of the organization using facilities, staff, resources, equipment and materials.

- Organizational structure
- Corporate culture
- Mission statement
- Employee handbook

3. Health, Safety and Environment

Practices and laws affecting the employee, the surrounding community, and the environment.

- Regulatory issues
- Workplace safety

4. Community Issues

Impact of the company on the community, impact of the community on the company.

- Community activities and issues
- Organization's involvement in the community
- Public perception/image of company
- Accessibility of facility and services

5. Principles of Technology

Technological systems being used in the workplace and their contributions to the product or service of the organization.

- Technology in the workplace
- Continued professional training
- Adaptability and learning from experience

6. Personal Work Habits

Non-technical skills and characteristics expected in the workplace.

- Positive attitude
- Personal fitness and appearance
- Readiness to work

7. Technical and Production Skills

Basic skills in math, communications, computer, time management, and thinking; specific skills for production; interpersonal skills within the organization.

- Basic academic skills
- Team player skills
- Specific production skills

8. Labor Issues

Rights of employees and related issues; wage, benefits, and working conditions.

- Job descriptions
- Employees' rights and responsibilities
- Role of labor organizations
- Employment contracts or agreements
- Cultural sensitivity

9. Finance

Accounting and financial decision-making process, method of acquiring capital to operate, management of financial operations including payroll.

- Capital acquisitions
- Financial operations
- Contracts, bidding and estimates

Information obtained from:

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