

Occupational Skills Awards

Occupational Skills Awards are awards given to students who complete a specific, narrowly defined set of coursework, containing 6-17.9 units, which lead to employment in a specific field. The awards are requested by the student upon completion of the course(s) listed in a current in the current catalog and are awarded by the Office of Admissions and Records at Saddleback College which maintains records of students that complete the award. These awards *are not certificates of achievement*. Occupational Skills Awards do not appear on the student transcript, but do have the same degree of academic rigor as certificate programs.

Certificates of Achievement are awarded to students upon request to Admissions and Records. Certificates of Achievement are state-approved courses of study and include at least 18 units in an occupational or vocational area. Certificates of Achievement appear on the student transcript.

Procedure for Creating, Approving, Publishing and changing Occupational Skills Awards

[Note: This procedure is based upon Saddleback College Curriculum Committee discussions conducted in 2001-2002 and the Good Practices Recommendations of the Academic Senate for California Community Colleges, further advice was received from the Office of Instructional Affairs and Instructional Resources from the State Chancellor's Office]

- **Mission**

- State the primary goals and objectives of the occupational skills award
- List a description of the award, which will appear in the catalog and on publications, information sheets.
- List the program requirements – the specific courses and units which make up the award.
 - *This may not be fewer than 6 units and may not be more than 17.9 units. Because the award is intended for a specific job skill, cross-listing of courses is not permitted.*
- List the competencies gained as an outcome in the courses.
 - *Give some background information and the rationale for the program including support from employers and the advisory committee*

- **Need**

- Evidence of support from advisory committee/employers
- Estimated annual completers
- Labor market information if available

*Is there any local, not US, labor data?
Is there California Data?*

Under a contract with the California Community Colleges Chancellor's Office, the Labor Market Division of the Employment Development Department tabulates its projections of employment by occupation into the TOP code. These tabulations are available as Excel spreadsheets at <http://www.calmis.ca.gov/htmlfile/programs/coccc/Intro.htm>.

Other data may be available in California from the Employment Development Department. Or <http://www.calmis.cahwnet.gov/htmlfile/projects.htm>

Include any employer or student survey results

- Minutes of key meetings and recommendations

- **Quality**
 - List required courses and sequence
 - Attach official course outlines
- **Feasibility**
 - Discipline faculty, chair and dean signatures
 - Library and Learning Resources signature
- **Compliance**
 - Licensing or accreditation standards if applicable
- **Approvals:**
 - Discipline faculty
 - Chair and Dean
 - Office of Instruction
 - Curriculum Committee
 - Academic Senate
 - President
 - Board of Trustees
- Placement in college catalog

Occupational skills awards are included in the printed college along with degrees and certificates awarded by Saddleback College. Occupational skills awards are locally approved by the curriculum committee and the State Chancellor's Office and do not appear on the student transcript.
- Changes in Occupational Skills Awards

Occupational skills awards shall follow the same process as certificates and degrees.