



June 13, 2002

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 01-24</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** RICHARD C. TRIGG  
National Director  
Office of Job Corps 

**SUBJECT:** Electronic Personal Career Development Plan (ePCDP)

1. **Purpose.** To provide the Job Corps community with an update on the electronic Personal Career Development Plan and a description of key features of the application.
2. **Background.** The National Office of Job Corps is in the process of designing an electronic Personal Career Development Plan (PCDP) that can serve as a student's individualized blueprint from outreach/admissions (O/A) through enrollment and post-center career transition. A workgroup met in March 2001, to discuss general requirements for the PCDP based on initial CDSS implementation needs. A second meeting held in February 2002, brought together a cross-section of Job Corps community representatives (OA, centers, career transition, national office, support contractors, and the Job Corps Data Center (JCDC)) to further design and develop an automated version of the PCDP based on practical experiences gained after one year of CDSS implementation.

The development of the Electronic PCDP (ePCDP) has centered on features that facilitate timely, accurate, confidential, and consistent information sharing among Job Corps system staff and across CDSS phases. The following ePCDP features and benefits are being considered:

- a. **One-stop Access to Student Information:** Currently, the ePCDP is designed to be menu driven and accessible through the Job Corps suite of applications (OASIS, CIS, and CTS). The ePCDP will allow OA staff to initiate the ePCDP during the applicant interview. Once the student is determined to be eligible and assigned to a center, the ePCDP is transmitted electronically to the assigned center. The information that can be entered by OA staff includes:

- General information about the student;
- Education and employment history;
- Skill inventory;
- Immediate needs (e.g., childcare, special accommodations);
- Student goals;
- The results of the admission counselor's assessment (ACAT) of the student's capabilities and readiness for the Job Corps program; and,
- Information related to a student's vocational interest, compared to labor market supply and demand information; and a student's willingness to relocate, if necessary.

As students progress through Job Corps and transition into the workplace, the ePCDP serves as a student's personalized career blueprint by providing options for career preparation, career development, and career transition staff to:

- Build on information provided in the ePCDP by the OA counselor;
- Plan and manage the student's on-center needs;
- Update employment information and vocational choices;
- Monitor class and work-based learning assignments, achievements, performance evaluation information, and personal development needs; and,
- Create and modify the student's post-Job Corps support plan (e.g., personal and career needs, interview checklists, placement plan, and support needs).

**b. Just-In-Time Information Access:** One of the most attractive features of the ePCDP is its ability to provide immediate, up-to-date information on all aspects of a student's progress and needs while in Job Corps. Once information is entered in OASIS, CIS or CTS, it is available in the ePCDP, eliminating the need for data to be re-entered or duplicated. Currently, the ePCDP is designed to be routinely updated with student academic and vocational progress through CIS data, and to provide information on an as-needed basis throughout all phases of CDSS.

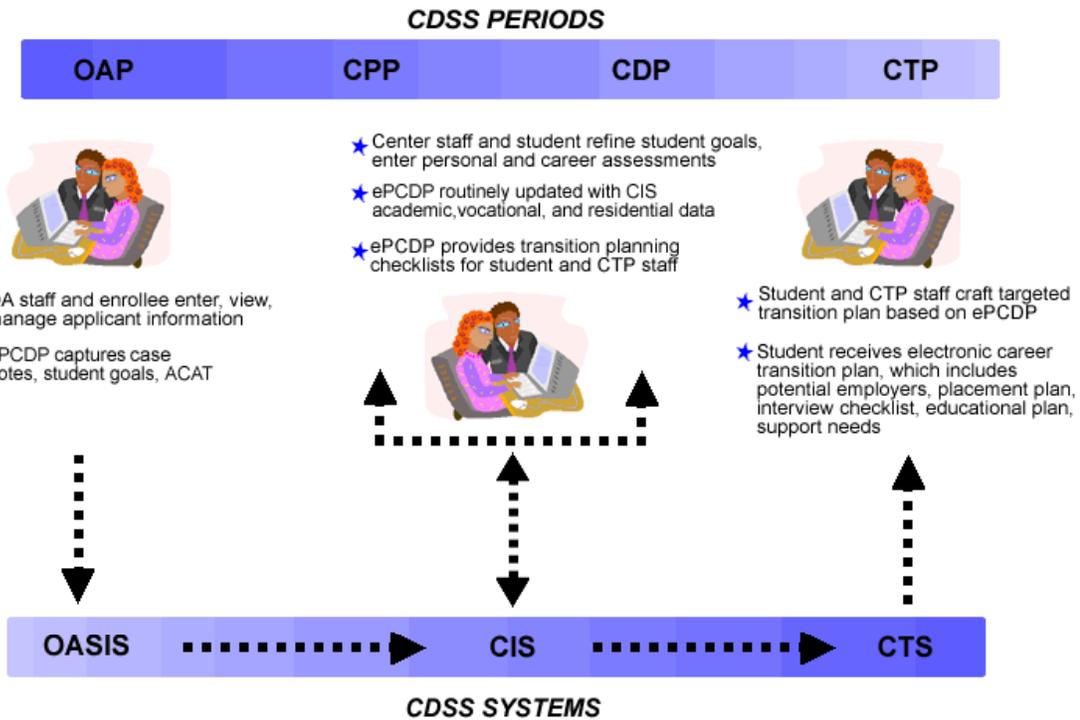
**c. Flexibility:** Students and staff will be able to tailor Plan contents to meet individual student needs. Space is also provided for staff to insert case notes and annotations regarding student progress and plans.

A graphic is attached which shows how the ePCDP supports all phases of CDSS.

3. Action. A workgroup will convene this month to review the draft electronic version of the ePCDP, and to provide recommendations for future enhancements, training, and implementation. Initial testing of the OA portion of the ePCDP is planned for mid-July 2002. Prior to full implementation of the ePCDP, an independent group, including students, will test and evaluate ePCDP functions to ensure flexibility and compatibility with staff and student CDSS needs, and to identify necessary modifications.
4. Expiration Date. Until superseded.
5. Inquires. Direct inquiries to Marcus Gray at, (202) 693-3092, or email to [egray@doleta.gov](mailto:egray@doleta.gov); or Ralph DiBattista at (202) 693-3098, or email to [rdibattista@doleta.gov](mailto:rdibattista@doleta.gov).

Attachment

## ePCDP A Virtual Approach to Career Planning and Development



Phase	Essential Functions	Data Elements
OA	Enter, view, and update applicant information; generate reports; link to ACAT	Student information, education background, employment history, vocational preferences, and goals student support plan, goals, transition to CPP checklist, case notes, alternate contact information
CPP/CDP	Enter, view, and update student information; generate reports; receive updates from CIS on student academic/voc status; Provide links to Internet resources	Vocations choices, assignments and certifications, personal development needs/achievements, WBL status, and checklists for transition into CDP and CTP.
CTP	Enter, view, and update student information; generate reports; receive updates from CTS on student status;	Placement support plan elements (support needs, housing needs, placement options); CTP transition information