

February 13, 2006

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 05- 26
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TO: ALL JOB CORPS NATIONAL OFFICE 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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Career Success Standards National Training Conferences

1. Purpose. To provide information about the Career Success Standards National Training Conferences, which will be held in Chicago, Illinois, April 3–7, 2006; Washington, D.C., May 8–12, 2006; and San Antonio, Texas, May 22–26, 2006. Please see the conference logistics for information pertaining to your region.

2. Background. Job Corps is committed to preparing students with the skills they need for successful careers. High-growth, high-demand industries have changed the job market and raised the bar for entry-level workers. In order to compete in today's workforce, Job Corps graduates not only need academic and career technical training, but also the employability and soft skills to support life-long learning and personal and professional growth.

The National Office of Job Corps has taken measures over the years to supplement student training with social development curricula and tools, such as the Social Skills Training (SST) Curriculum. While these resources have improved services to students, they were not designed to individualize student training or to help staff identify each student's strengths and weaknesses. The Career Development Services System (CDSS), introduced in 2001, emphasized individualized student training; however, the SST Curriculum had not been designed to support CDSS. The Career Success Standards were developed to meet this need.

Job Corps' Career Success Standards (hereinafter referred to as "the Standards") are not a replacement or a revision of the SST Curriculum. Instead, they are a set of behavioral expectations that support employability and social development for career success. These expectations apply to everyone on-center and are an essential part of the Job Corps curriculum. Integrating the Standards will require centers to make employability and social development a bigger part of staff and student training. The benefits of a Standards-run Job Corps center may include greater student retention, increased staff-staff communication and overall student achievement.

Successful implementation of the Standards will depend on each center's commitment to the Job Corps mission, and the staff's ability to consistently model, mentor, and monitor appropriate workplace behaviors at all times. Furthermore, the Standards define what staff and students should know or be able to do and describe how well they should be able to do it. In this way, the Standards represent Job Corps' core values and behavioral expectations for staff and students.

3. Pilots. Over the past 8 months, selected Job Corps centers piloted the Standards, along with various support materials, tools, and other resources provided by the National Office of Job Corps. The following centers completed the pilot: Collbran, Detroit, Red Rock, Sacramento, Timber Lake and Turner.

The pilots consisted of two phases: Staff Preparation and Student Achievement. The first phase, Staff Preparation, lasted 4 months, during which a Standards Committee was formed and later developed an implementation plan using the Standards. The implementation plan is a *work* or *action plan* to establish the Standards on-center, first by training staff and then by enhancing student training with the Standards. During the second phase or the Student Achievement Phase, staff worked with students using the Standards in their evaluations, project assignments, and other center activities. (please note Center Director quotes in attachment A)

The pilot centers' hard work and commitment to the pilot process will shape the content of the Career Success Standards National Training Conferences. The most valuable information to come from the pilot centers collectively has been the various examples of staff capacity and creativity in developing in-house projects, activities, and training methods that support individual growth for both staff and students. The Career Success Standards National Training Conferences will introduce the Standards system-wide and provide participants with the opportunity to hear from and interact with pilot center staff.

4. Conference Goals. As stated earlier, the Standards are not a program that can be plugged into an existing time slot on-center, but rather are a set of expected skills and behaviors that need time to become part of everyday center life. While centers may choose to use some existing SST materials, they will be encouraged to group students according to individual needs and create a variety of learning opportunities that support mastery of each standard. Conference participants will receive the necessary tools to

begin establishing the Standards on their centers and make them an integral part of center operations. The conference's projected outcomes are as follows.

- a. Each attendee will have a working understanding of the purpose and goals of the Standards.
- b. Each attendee will understand the roles and responsibilities of center staff in implementing the Standards.
- c. Each attendee will leave with strategies and tools (including methods, materials and practices) for integrating the Standards into current operations.
- d. Each Job Corps center will leave with the beginnings of an implementation plan.
- e. Each Job Corps center will understand Regional Office expectations regarding the implementation of the Standards.

5. Implementation Strategy. The National Office of Job Corps expects participants to return to their centers from the training conference with the beginnings of an implementation plan for the Standards. Two months after their attendance, appropriate personnel from each Job Corps center must submit their plan to their Regional Office. Full implementation must be in place no later than 8 months after the Regional Offices' approval. The new policy for implementation of the Standards will be established at the appropriate time.

Centers will have access to the Career Success Standards Resources website, currently under construction, on the Job Corps Career Development Resources Center (JCCDRC) website www.jccdrc.org, during and after the training conferences. The website will house policy information, the implementation guide, information on the pilots, best practices, and other resources. After the conferences, appropriate information from the training sessions will be available on the website.

6. Conference Participants. Each center should send a minimum of three staff members to the conference, including the Center Director and a staff person who will be responsible for training and managing the implementation of the Standards. This person must be carefully chosen without regard to management level, and should meet the following criteria:

- a. Available and committed for at least 1 year
- b. Possess excellent management and interpersonal skills
- c. Possess good writing and communication skills

- d. Understand the Center Information System (CIS), student scheduling, recordkeeping, the student evaluation process and the Personal Career Development Plan.
- e. Understand the student life cycle (CDSS)
- f. Be open to change

Other staff encouraged to attend are selected vocational instructors, academic instructors, residential and counseling staff, and human resources managers and/or training managers. Regional project managers, contractor and operator staff are also encouraged to attend. Center Directors and Regional Office staff will have the opportunity to meet during the conference to discuss their role in supporting the Standards.

7. Conference Logistics. Conference participants are responsible for making their own travel and hotel arrangements. Job Corps centers (or Regional Offices/Agencies, as appropriate) are responsible for all authorized expenses incurred.

Conference participants are reminded not to make travel arrangements that interrupt their full attendance and participation in the conference. Mondays and Fridays are designated as travel days. No participant should plan to arrive later than Monday night or leave earlier than Friday morning. Please make travel arrangements in accordance with the following information.

a. Chicago and Atlanta Regions: Chicago, Illinois, April 3–7, 2006

Dates:	Monday, April 3	5 p.m.–7 p.m.	Registration
	Tuesday, April 4	8:30 a.m.–5 p.m.	Conference
	Wednesday, April 5	8:30 a.m.–5 p.m.	Conference
	Thursday, April 6	8:30 a.m.–6 p.m.	Conference
	Friday, April 7		Travel Day

Location: Metro Crowne Plaza
 733 West Madison
 Chicago, Illinois 60661
 Reservations: (800) 227-6963

Reservations: **All hotel reservations must be made by Monday, March 6, 2006, in order to guarantee the government rate.** Please call the Metro Crowne Plaza Hotel directly to make your reservation. The group rate of \$152 plus 15.4% tax per room will be honored if you identify yourself as a participant of the “Department of Labor CSS Training” room block. The negotiated rate is per guest.

Transportation: The Metro Crowne Plaza Hotel is located in downtown Chicago. Midway International Airport is 10 miles away; O'Hare International Airport is 17 miles away. Taxis from O'Hare are approximately \$45 and taxis from Midway are approximately \$40. The Continental Air Express Passenger Van is available at the baggage claim exit. Reservations can be made by calling (888) 284-3826. Valet parking is available for \$35 a night at the hotel.

b. Boston and Philadelphia Regions: Washington DC, May 8–12, 2006

Dates:	Monday, May 8	5 p.m.–7 p.m.	Registration
	Tuesday, May 9	8:30 a.m.–5 p.m.	Conference
	Wednesday, May 10	8:30 a.m.–5 p.m.	Conference
	Thursday, May 11	8:30 a.m.–6 p.m.	Conference
	Friday, May 12		Travel Day

Location: Marriott Crystal Gateway Hotel
1700 Jefferson Davis Highway
Arlington, Virginia 22202
Reservations: (800) 228-9290

Reservations: **All hotel reservations must be made by Monday, April 17, 2006, in order to guarantee the government rate.** Please call the Marriott Crystal Gateway Hotel directly to make your reservation. The group rate of \$187 plus 10.25% tax per room will be honored if you identify yourself as a participant of the "Department of Labor CSS Training" room block. The negotiated rate is per guest.

Transportation: The Marriott Crystal Gateway Hotel is located 1 mile south of the Reagan National Airport. A complimentary hotel shuttle is available to and from the airport. The Crystal City stop on the Washington Metrorail system's Yellow Line provides direct service for approximately \$1.35 each way to and from the airport (one Metro stop). Hotel self-park is \$16 a night.

c. Dallas and San Francisco: San Antonio, Texas, May 22–26, 2006

Dates:	Monday, May 22	5 p.m.–7 p.m.	Registration
	Tuesday, May 23	8:30 a.m.–5 p.m.	Conference
	Wednesday, May 24	8:30 a.m.–5 p.m.	Conference
	Thursday, May 25	8:30 a.m.–6 p.m.	Conference
	Friday, May 26		Travel Day

Location: Hotel Contessa

306 W. Market Street
San Antonio, Texas 78205
Reservations: (866) 435-0900

Reservations: **All hotel reservations must be made by Friday, April 21, 2006, in order to guarantee the government rate.** Please call the Hotel Contessa directly to make your reservation. The group rate of \$96 plus 16.75% tax per room will be honored if you identify yourself as a participant of the "Department of Labor CSS Training" room block. The negotiated rate is per guest.

Transportation: The Hotel Contessa is located on the Riverwalk in San Antonio, eight miles from the San Antonio International Airport. A cab ride is approximately \$15 one way from the airport.

8. Registration. Participants must register online at <http://www.ancon.com>, beginning February 13, 2006. The online registration form must be completed no later than March 6, 2006. Please pick up your conference materials at the conference site on the Monday evening before the first day of training between 5 p.m. and 7 p.m. Late arrivals may pick up their conference materials Tuesday morning between 7 a.m. and 8:15 a.m. before the conference at the registration desk.

9. Action. Addressees are to ensure appropriate staff receives this Notice with sufficient time to make hotel reservations and other travel arrangements.

10. Expiration Date. May 26, 2006.

11. Inquiries. Inquires about the conference should be directed to John Chowning, at (202) 693-3102, or e-mailed to chowning.john@dol.gov, or Araceli Curiel, at (202) 693-3119, or e-mailed to curiel.araceli@dol.gov. Inquiries about conference logistics and registration should be directed to Beverly Jackson, at (301) 459-2828, or e-mailed to bjackson@ancon.com.