

May 9, 2007

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 06-32
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: Career Success Standards Expectation Tool

1. Purpose. To inform the Job Corps community that the Career Success Standards Expectation Tool (CS SET) is available for access and use, and that the CS SET Technical Guide and CS SET Facilitator's Guide are now available on the Career Success Standards Web site: http://jccdr.c.jobcorps.gov/CSS/make_work/CS SET.

2. Background. CS SET assesses a student's understanding and ability to demonstrate the Career Success Standards. The assessment has 98 questions and asks the student to use a scale to best respond to specific questions and scenarios. CS SET can be accessed through the Center Information System (CIS) from the Job Corps Student Network (JCSN) or the Student Testing System (STS) when it is rolled out with TABE 9/10.

A student may use CS SET at any time during his or her stay on center. It is recommended that the assessment be administered initially during the Career Preparation Phase (CPP), and it may be a valuable addition to a center's evening CPP programming. CS SET may be used to assess and re-assess students throughout their participation in the Job Corps program; however, it is not intended to be used as a pre- and post-test of student achievement.

The assessment is not designed to be a stand-alone test of a student's knowledge or skills. Center staff should review the results with the student, and all staff on center who work with the student should have access to his or her results. The designated staff person and student should work together to determine an action plan for projects and activities the student will participate

in to meet the Standards in which he or she needs improvement. This action plan should be recorded on the student's Personal Career Development Plan (PCDP) and should be updated following each Evaluation of Student Progress (ESP).

3. Reference. JCDC Notice 06-154: *CS SET Deployment* provides access and user information.
4. Reports. After students complete the CS SET, the center has the ability to run a wide variety of reports to assist in understanding the individual needs of students:
 - a. The **Center Survey Summary Report** displays a list of students who Need Improvement, Meet Standard, and/or Excel in each Standard. This report may be filtered by Standard, Rating, Counselor, Dorm, and/or Group. The ability to filter by instructor is forthcoming. For example, a counselor may wish to identify his or her students who Need Improvement in the Communication Standard. By selecting "Communication" (Standard), "Needs Improvement" (Rating), and his or her name (Counselor), this information may be retrieved.
 - b. The new **Student Survey Detail Report** displays a list of active students who have started and/or completed a survey. Staff may retrieve the report for a specific student or filter the report by Survey, Schedule Date, Enrollment Date Range, Resident Status, Counselor, Dorm, and/or Group. The ability to filter by instructor is forthcoming. The report displays the Student Name, Student ID, Counselor/Instructor/Dorm/Group, Enrollment Date, Survey Start Date, and Survey Completed Date.
 - c. The **Student Survey Summary Report** displays a one-page summary of each student's CS SET responses listed by Standard. Staff may retrieve the report for a specific student using the Select Student button or filter the report by Survey, Schedule Date, Enrollment Date Range, Resident Status, Counselor, Dorm, and/or Group. The ability to filter by instructor is forthcoming. For each standard, the report displays:
 - (1) the Standard name and description;
 - (2) the number of survey items assessing that Standard;
 - (3) the arithmetic mean of the student's responses;
 - (4) the number of survey items judged as "Needs Improvement";
 - (5) the number of survey items judged as "Meets Standard";
 - (6) the number of survey items judged as "Excels";
 - (7) the number of items left blank; and
 - (8) a blank Comment column to allow staff to enter notes on the printed copy.
5. Action. Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

6. Expiration Date. Until superseded.

7. Inquiries. Inquiries should be directed to John Chowning at (202) 693-3102 or chowning.john@dol.gov, or to Lisa Paul at (202) 693-3252 or paul.lisa@dol.gov.