

March 18, 2015

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 14-36
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TO: 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: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Setting Goals, Planning Careers and Evaluating Student Progress

1. Purpose. To emphasize the importance of goal setting, career planning, and evaluating student progress regularly.
2. Background. Recent center visits highlighted the need for centers and admissions providers to improve three processes: student goal setting; career planning; and progress evaluation. This notice summarizes the Policy and Requirements Handbook (PRH) standards for those three.

These critical student supports cannot be relegated to an obligatory exercise or a brief perfunctory discussion with an enrollee. Students cannot be expected to succeed in the program if staff is not committed to helping them establish obtainable goals that lead to viable careers. During center assessments and site visits, Regional Offices have been directed to make in-depth evaluations of these three vital program components.

Centers are expected to re-evaluate their current goal-setting and student-evaluation practices to ensure quality and productive formal and informal staff/student interactions. Operators must review the requirements cited below, and ensure their intent is realized for every student assigned to them.

3. Summary of PRH Standards. Staff must meet the required actions cited below. Regional Offices will monitor these requirements during Regional Office Center Assessments and other monitoring trips.

a. Admissions, Chapter 1:

- **Provide** the applicant with accurate information about the Job Corps program, and ascertain whether the student's long-term goals are realistic and attainable (1.2, R2).

- **Provide** applicants with accurate information about the requirements and expectations for career technical offerings and for academics; **inform** the applicant about the Personal Career Development Plan (PCDP) that will be initiated on center based on the applicant’s long-term career and personal goals. (1.2, R4 and R5).
- b. Career Preparation Period (CPP), Chapter 2:
- **Assess** student’s prior academic achievement, skill levels, and interests so that individualized career development services may be provided (2.3, R1).
 - **Provide** an overview of center career technical offerings in the areas in which they express interest (2.5, R1).
 - **Establish** long-term career, personal and educational goals and needs via the PCDP (2.5, R2); **re-visit and revise**, if necessary, long-term goals established during admissions.
 - **Ensure** students update their PCDPs on an ongoing basis, in cooperation with appropriate staff, and receive a copy of the PCDP whenever changes to the plan are made (2.5, R2).
 - **Provide** a student progress evaluation for each at least every 60 days or when a student has difficulty progressing; **conduct** a formal evaluation prior to the student’s entry into Career Development Period (2.9, R1).
- c. Career Development Period, Chapter 3:
- **Provide** regular career counseling throughout enrollment to help students set short-term goals essential to reaching their intended long-term goals, and to address needs and challenges impacting progress (3.3, R2).
 - **Evaluate** progress in the following areas, at a minimum: career success standards; career technical training; and academics (3.5, R2).
 - **Collaborate** with the student in reviewing and setting short-term goals, and revising long-term goals, as necessary; **update** the PCDP as a result of each evaluation (3.5, R2).
- d. Career Transition Period, Chapter 4:
- **Finalize** the student’s PCDP, which indicates their plan for employment and/or post-secondary education, at the time of separation from the program (4.1, R1).
4. Action. Staff shall continue to adhere to current PRH requirements, and ensure each student is provided these vitally important services. Addressees are to ensure this Information Notice is distributed to all appropriate staff.
5. Inquiries. Questions may be directed to Kristen Johnson at johnson.kristen@dol.gov.