



June 20, 2023

DIRECTIVE: JOB CORPS PROGRAM INFORMATION NOTICE NO. 22-10

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL FOREST SERVICE JOB CORPS CENTERS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

FROM: RACHEL TORRES
National Director
Office of Job Corps

SUBJECT: Update on the Test for Adult Basic Education (TABE) 11/12
Assessment to Inform Academic Instruction

1. **Purpose.** To inform Job Corps centers and staff on the upcoming changes regarding implementing formative instructional practices within reading and math instruction at Job Corps that align with the new Job Corps 2.0's emphasis on a student-centered delivery model. These changes will impact the use of the Test for Adult Basic Education (TABE) assessment and data-informed academic instructional services to ensure that individual students' academic needs are met. To this end, flexible strategies that align with best practices in teaching and learning may be utilized to ensure each student's progress toward achieving academic readiness for career technical jobs and other post-secondary options.
2. **Background.** The Workforce Innovation and Opportunity Act (WIOA) requires Job Corps centers to offer "intensive social, academic, career and technical education leading to successful careers, in in-demand industry sectors or occupations or the Armed Forces, that will result in economic self-sufficiency and opportunities for advancement; or enrollment in postsecondary education including an apprenticeship program"¹. To meet this WIOA requirement, Job Corps 2.0 was adopted to prioritize a modern, student-centered approach that fosters positive student experiences and ensures all students successfully transition to employment.

Currently, Job Corps utilizes the Test of Adult Basic Education (TABE) 11/12 assessment to measure reading and mathematics proficiency, including Educational Functioning Level (EFL) gains. Data² regarding the reading and mathematical requirements of occupations that are Job Training Matches for Job Corps' Career Technical Training programs show that Job Corps programs in Advanced Manufacturing, Automotive and Machine Repair, Construction,

¹ 29 US Code Section 141.1 (a) references the purposes of the Office of the Job Corps.

² Retrieved in December 2022 from the Lexile and Quantile Career Databases at metametricsinc.com.

Homeland Security, Information Technology, and Renewable Resources and Energy require at least a high-school-level reading and mathematics proficiency levels for direct job placement. As TABE 11/12 provides individualized student reports, including standards level reports and lexile and quantile scores, instructors can provide students with an “intensive, well organized, and fully supervised program of education”³ based on available data including, but not limited to, TABE results.

3. Upcoming Policy Changes

Detailed policy changes and training will be forthcoming in additional notices. A high-level preview of these changes is shown below:

- **Best Practices in Teaching and Learning.** To highlight some of the best practices in teaching and learning currently underway across the different Job Corps centers, the program will conduct focus groups with Job Corps centers that have adopted innovative approaches to delivering effective student-centered academic programming that improves student outcomes. These practices may include activities that boost the relevance of content taught, promote the transferability of in-classroom teaching to real-world concepts, increase fundamental skills in reading and math, maximize the use of data to inform instructional planning, and encourage collaborative planning between academic, student support services, and/or career technology instructors.
- **Time between TABE Tests:** Centers will be given the flexibility to schedule time between pre-test and post-test administration of the TABE 11/12 assessment to bring Job Corps policy in line with the assessment’s purpose and recommended usage. A revised Form 3-04 will be provided for instructors to document TABE pre-test scores, instructional resources and strategies to support students in mastering their targeted skills, total instructional hours provided, and instructor certification of readiness to take the TABE post-test.
- **Reading and Mathematics Course Placement:** After a designated transition period, center instructors will assign students to appropriate reading and mathematics courses aligned with the student’s academic goals, career pathways, and Career Technical Training offerings. Various data sources, including assessment results, should inform course placement. Course assignments may include Basic English Language Arts paired with a concurrent Advanced English Language Arts that teaches content relevant to the standards required of High School Diploma (HSD) programs, High School Equivalency (HSE) exams, and/or pre-apprenticeship mathematics or reading level requirements.
- **Evening and Weekend Studies:** Instructional programming offered during evening and weekend studies will be well organized as it extends the regular academic program.

4. Inquiries. Questions about this Information Notice should be addressed to highschoolprograms@jobcorps.org.

³ 29 US Code Section 3198 (a) (1) references activities provided by Job Corps Centers.