

December 11, 2012

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 12-08 AND RELATED PAG CHANGES
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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: ROBERT PITULEJ
Acting National Director
Office of Job Corps

SUBJECT: Policy and Requirements Handbook (PRH) Chapter 3, Section 3.2,
Administration and Management of Career Development Services, and
Chapter 5, Section 5.2, Personnel, Regarding Academic Student-to-
Teacher Ratio

1. Purpose. To update Job Corps policies in the PRH regarding academic student-to-teacher ratios.
2. Explanation of PRH Changes. Job Corps has traditionally prescribed a student-to-teacher ratio of 15:1 for instructional and training activities, except where specific safety requirements in training programs and special needs are at issue. In recent years, there have been significant changes in the academic environment.

The growth in the use of technology, the increase in the availability of effective online programs, the requirement for work-based learning, and the increase in academic and training partnerships have all had an impact on our instructional processes. These changes and experiences also show that attendance in many academic classes is below strength, resulting in underutilization of staff.

As all domestic programs, including Job Corps, face severe fiscal constraints, and in light of our changing training circumstances, we have re-evaluated our traditional student-to-teacher ratio, and have determined that a ratio of 18:1 will enable us to continue to provide quality services, while ensuring full utilization of instructional staff. Centers are directed to adjust academic teaching assignments and student scheduling to reflect this student-to-teacher ratio change.

The following changes in PRH Chapter 3, Career Development Period, Section 3.2 Administration and Management of Career Development Services, and PRH Chapter 5, Section 5.2, Personnel, have updated the requirement for academic student-to-teacher ratios.

Chapter 3, Career Development Period, Section 3.2, Administration and Management of Career Development Services:

R1. Managing the Learning Environment

- e. Student-to-teacher ratio for academic instructional activities is 18:1 in accordance with Chapter 5, Section 5.2. Career Technical Training (CTT) program ratios will remain unchanged and in accordance with revised Exhibit 3-3. For purposes of defining training slots, one full-time student is equivalent to two training slots. For example, a 15:1 student-to-teacher training ratio translates to a 30:1 slot-to-teacher ratio. Student-to-staff ratios for nationally contracted training programs shall be in accordance with contract provisions.

Chapter 5, Management, Section 5.2, Personnel Management:

R2. Staffing Ratios

Center operators shall comply with the following staffing requirements:

- a. The academic student-to-teacher ratio for instructional activities shall be 18:1. CTT program ratios will remain unchanged as specified in Chapter 3, Exhibit 3-3. Student-to-teacher ratios may not be altered except with the written approval of the Office of Job Corps. For purposes of defining training slots, one full-time student is equivalent to two training slots. For example, a 15:1 student-to-teacher training ratio translates to a 30:1 slot-to-teacher ratio.

- 3. Explanation of PAG Changes. The following change is reflected in the PAG:

Section 5.2, Personnel

R2. Staffing Ratios

Center Operators shall comply with the following staffing requirements:

- a. The staff-to-student ratio for academic instructional activities shall be 18:1, unless otherwise authorized by the Regional Office for the purpose of accommodating students with special needs.

- 4. Action. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff, and all staffing and student scheduling reflect this change.

- 5. Effective Date. Immediately.

6. Inquiries. Inquiries should be directed to Marcus Gray at (202) 693-3967 or gray.marcus@dol.gov.

Attachments

- A – PRH Cover
- B – PRH Chapter 3
- C – PRH Chapter 5
- D – PAG Chapter 5
- E – PRH Exhibit 3-3