

APPENDIX 501d
POLICIES AND PROCEDURES
FOR PY 01
VOCATIONAL TRAINING REPORT CARD

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I. VOCATIONAL TRAINING REPORT CARD FOR PY 01

Prior to reviewing this section, please read the INTRODUCTION to this document. The INTRODUCTION provides rationale, policies, and procedural changes that apply to all of the PY 01 Performance Measurement Systems.

- A. **Overview.** The Vocational Training Report Card (formerly Vocational Evaluation System) is the outcome measurement system used to measure and account for vocational performance for approximately 1,500 vocational classes operating nationwide. This accountability tool collects and evaluates data regarding students' achievement of vocational credentials, placements. The Vocational Training Report Card is aligned with the mission of the Career Development Services System (CDSS) and Workforce Investment Act (WIA) requirements. CDSS and the WIA emphasize delivery of quality, vocational training, which leads towards a rewarding career path, and long-term employment. In the Vocational Training Report Card, the emphasis on students' continued employment is underscored with the addition of the 6- and 12-month placement and earnings measures.

The Vocational Training Report Card is designed to support the CDSS and training activities that occur during the Career Development Period (CDP). CDSS allows for the complete development of students so they may secure rewarding employment and begin successful career paths upon separation from Job Corps. Vocational training is a key element in this continuum of service delivery to students. In addition to the industry-specific skills acquired through vocational training, students also gain employability and personal responsibility skills that will help to keep them employed. Thus, it is critical that the training administered at Job Corps centers be top quality, keeping up with industry innovations and labor market demands.

Finally, the Vocational Training Report Card will assist the national office, regional offices, centers and Industry Councils in continually assessing existing vocational training programs and in determining which vocational programs are offered at a given center in the future.

- B. **Changes in Appendix 501d.** Provided below is a description of major changes to the Vocational Training Report Card for PY 01:
1. **Vocational Completer 6-and 12-Month Placement and Earnings Measures Replace the 13-Week Placement and Earnings Measures:** These measures are being implemented in PY 01 as intended. See the

Introduction Section, where the transition to the 6- and 12-month performance measures is described.

2. **Redistribution of Weights in Measurement System:** Due to the addition of 6- and 12-month performance measures, some of the weights of the other measures are redistributed. The measures affected are as follows: vocational completion, vocational completer placement, vocational completer average wage at initial placement, and vocational completer JTM wage at initial placement.
3. **Decrease in Goal of the Vocational Completer Average Wage at Initial Placement:** The national goal (departure point upon which the models are based) is reduced to reflect new PRH policy regarding placement upgrades. Beginning in PY 01, 6- and 12- month survey responses will be used to capture improvements in placement status since initial placement.

On the next page is a summary table outlining the PY 01 Vocational Training Report Card for:

- < Center-based training programs;
- < National Training Contractor (NTC) training programs;
- < Transportation Communications Union (TCU) Advanced Training Program; and
- < United Auto Workers (UAW/LETC) Advanced Training Program.

Category	Definition	Goals			Weight
		Ctrs/ NTCs	TCU	UAW- LETC	
CPP/CDP Measures					
Vocational Completion Rate	No. of terminees who complete <u>vocational training</u> All assigned terminees	75%	85%	85%	20%
CTP Measures					
Vocational Completer Placement Rate	<u>No. of voc completers initially placed</u> Number due or received	95%	95%	95%	20%
Vocational Completer Average Wage at Initial Placement*	Sum of wages of voc completers' wages initially <u>placed in a job or military</u> No. initially placed in job or military	\$7.90(C)* \$8.75 (NTC)*	\$10.25 (NATIONAL GOALS FOR AT)	\$9.25	5%
Vocational Completer Job Training Match (JTM) Placement Rate	No. of voc completers initially placed in job or military <u>related to vocational training</u> No. of initially placed voc completers	75%	85%	85%	15%
Vocational Completer JTM Average Wage at Initial Placement *	Sum of wages of placed voc completers' initially placed in vocational-training <u>related employment</u> No. of initially placed voc completers in vocational-training related jobs or military	\$8.90 c * \$9.75 (NTC)*	*\$10.50 (NATIONAL GOALS FOR AT)	\$10.00	10%
Vocational Completer 6-month Follow-Up Placement Rate	No. of voc completers in job, military or school at 6 months <u>after initial placement</u> No. of placed voc completers who complete the 6-month survey	80%	80%	80%	7.5%
Vocational Completer Average Weekly Earnings at 6 Months*	Sum of weekly earnings of voc completers in a job or the military <u>at 6 months after initial placement</u> No. of placed voc completers in a job or the military at 6-months after initial placement	\$310 (C) * \$325(NTC)*	\$435 (NATIONAL GOALS FOR AT)	\$360	7.5%
Vocational Completer 12-month Follow-Up Placement Rate	No. of voc completers in job, military or school at 12 months <u>after initial placement</u> No. of placed voc completers who complete the 12-month survey	80%	80%	80%	7.5%
Vocational Completer Average Weekly Earnings at 12 Months*	Sum of weekly earnings of voc completers in a job or the military at <u>12 months after initial placement</u> No. of placed voc completers in a job or the military 12 months after initial placement	\$325 (C) * \$340(NTC)*	\$450 (NATIONAL GOALS FOR AT)	\$380	<u>7.5%</u> 100%
<i>*Model-based measures for center-based and NTC training programs</i>					

C. Career Preparation and Career Development Period Measures.

Students who terminate within 30 days for violence or 45 days for drugs under Job Corps' Zero Tolerance Policy will not be included in the Vocational Training Report Card. Level 1 ZT terminations after 30/45 days will be included in the vocational completion pool, and credit for attainment of a vocational credential prior to departure will be recorded in this measure. However, since Level 1 ZT terminations are considered neither former enrollees nor graduates and are ineligible for post-center services, they are excluded from all post-center pools.

1. **Vocational Completion Rate:** This measure occurs during the Career Development Period (CDP) of CDSS. During this time, intensive instruction is provided to assist students in completing a vocational trade. Vocational completion is an important credential to ensure initial and long-term placement success.

Pool: All terminees assigned to a vocational program (excluding 30/45 day Level 1 ZTs). **NOTE:** Terminees who enroll in more than one vocational trade shall be placed in the pool(s) of the vocational trade they completed. Terminees who enrolled in more than one trade, but did not complete any, shall be placed in the pool of the trade in which they were enrolled the longest.

Measure: The percentage of terminees in the pool who complete a vocational training program.

Goal: The national goal for center-based and NTC programs is 75%. The national goal for TCU and UAW-LETC advanced training programs is 85%.

Weight: 20%.

Formula:
$$\frac{\text{Number of terminees who} \\ \text{Complete a vocational training program}}{\text{Number of terminees assigned to a} \\ \text{vocational program}}$$

D. Career Transition Period Measures.

1. **Vocational Completer Placement Rate:** The graduate placement rate is required to be measured under the WIA, and vocational training programs

bear specific accountability for the number of vocational completers who obtain employment after completing a vocational trade.

Pool: All vocational completers whose initial placement records are due or received, or who transfer to an approved AT program at another center during the period.

Measure: The percentage of vocational completers in the pool who are initially placed in a job, an education program, the military, or a job/school combination (according to Job Corps' placement definition in PRH Chapter 4 (Career Transition Period), or who transfer to an approved AT program at another center.

NOTE: 1) A job placement must continue to meet federal minimum wage of \$5.15 in all states (except Puerto Rico, Virgin Islands and the Trust Territories); 2) Placements with a "date placed" entry (date the student met the placement definition) that is prior to the separation date will be rejected by the Center Information System (CIS), formerly SPAMIS.

Also, as the pool and measure descriptions suggest, an automatic placement education credit is given for vocational completers who transfer to an approved AT program at another center. It is important to note that the student is placed in the sending center's pool and the credit is given at the time of the transfer.

Goal: The national goal for all training programs is 95%, the same goal for the Center and Career Transition Services (CTS) Report Cards.

Weight: 20%.

Formula:
$$\frac{\text{No. of vocational completers who meet the Job Corps placement definition or who transfer to an approved AT program at another center}}{\text{No. of vocational completers whose initial placement records are due or received* or who transfer to an approved AT program at another center}}$$

**In this usage, the term "due or received" refers to the sum of the number of vocational completers for whom placement information*

was reported, i.e., “received”, plus the number of vocational completers for whom placement information was not reported and for whom the placement window expired, i.e., “due”.

2. **Vocational Completer Average Wage At Initial Placement:** Under this measure, vocational training programs are accountable for their ability to help students secure jobs that will begin the path to achieving economic self-sufficiency.

Pool: All vocational completers initially placed in jobs or the military during the period as defined in PRH Chapters 4 (Career Transition Period) and 6 (Administrative Support).

Measure: The average hourly wage of vocational completers initially placed in jobs or the military.

Goal: For centers and NTC programs, model-based goals for this measure are occupational cluster- and regionally-based, and can be found in Attachment 1 to this policy. The national goal for TCU is \$10.25. The national goal for UAW-LETTC is \$9.25.

Weight: 5%.

Formula:
$$\frac{\text{Sum of wages of vocational completers initially placed in jobs or the military}}{\text{Number of vocational completers initially placed in jobs or the military}}$$

3. **Vocational Completer Job-Training Match (JTM) Placement Rate:** This measure is extremely important in assessing vocational training programs' effectiveness and relevancy in vocational graduates' acquisition of employment related to their vocational training.

Pool: All vocational completers who were initially placed in jobs or the military.

Measure: The percentage of vocational completers in the pool initially placed in training-related jobs or the military. **Note:** \$5.15 per hour requirement also applies to this measure.

Goal: The national goal for center-based and National Training Contractor programs is 75%. The national goal for TCU and UAW is 85%.

Weight: 15%.

Formula:
$$\frac{\text{Number of vocational completers in the pool who were initially placed in a training-related job or in the military}}{\text{Number of vocational completers who were initially placed in a job or in the military}}$$

4. **Vocational Completer JTM Average Wage At Initial Placement.** This measure reflects the effectiveness of vocational programs in assisting vocational completers in obtaining well-paying jobs within their chosen fields of study.

Pool: All vocational completers who were initially placed in jobs or the military.

Measure: The average wage of vocational completers initially placed in training-related jobs or the military.

Goal: For centers and NTC programs, the goal for this measure is occupational cluster- and regionally based, and can be found in Attachment 1 to this policy. The national goal for TCU is \$10.50. The national goal for UAW-LETC is \$10.00.

Weight: 10%.

Formula:
$$\frac{\text{Sum of wages of vocational completers initially placed in a training-related job or the military}}{\text{Number of vocational completers initially placed in a job or the military}}$$

5. **Vocational Completer 6-Month Follow-Up Placement Rate:** The intent of this measure is to follow-up with placed vocational completers to find out if they continue to be attached to the labor market.

Pool: All vocational completers initially placed in a job, schooling program or the military, who complete the 6-month follow-up survey.

Measure: The percentage of vocational completers in the pool who are in a job, military or a schooling program that meets the Job Corps definition of placement 6 months after initial placement. **Note:** the \$5.15 per hour requirement also applies to this measure.

Goal: The goal is 80%, the same goal for the Center and CTS Report Cards.

Formula:
$$\frac{\text{Number of vocational completers who meet the Job Corps definition of a placement 6 months after initial placement}}{\text{Number of vocational completers initially placed who complete the 6-month follow-up survey}}$$

6. **Vocational Completer Average Weekly Earnings at 6 Months:** The intent of this measure is to depict whether the earnings of vocational completers who are working 6 months after initial placement are beginning to indicate a progression toward economic self-sufficiency.

Pool: All vocational completers, initially placed, who complete the 6-month follow-up survey and report a job or military placement (that meets the Job Corps definition of placement).

Measure: The average earnings of vocational completers in the pool are in a job that meets the definition of placement in PRH Chapter 4, (Career Transition Period), 6 months after initial placement.

Goal: A model-based goal is used for this measure for center and NTC programs. See Attachment 1 for specific goals. The national goal for TCU is \$435. The national goal for UAW-LETC is \$360.

Formula:
$$\frac{\text{The sum of weekly earnings of vocational completers who report they are working 6 months after placement in a job that meets the Job Corps placement definition}}{\text{No. of vocational completers who report they are working 6 months after initial placement in a job that meets the Job Corps placement definition}}$$

7. **Vocational Completer 12-Month Follow-Up Placement Rate:** The intent of this measure is to continue to gauge vocational completers' long term progress in their attachment to the labor market or advanced education environment.

Pool: All vocational completers, initially placed in a job, schooling program or the military, who complete the 12-month follow-up survey.

Measure: The percentage of vocational completers in the pool who are in a job/military or in a schooling program that meets the Job Corps definition of placement, 12 months after initial placement. **Note:** the \$5.15 per hour requirement also applies to this measure.

Goal: The goal is 80%, the same goal for the Center and CTS Report Cards.

Formula:

$$\frac{\text{Number of vocational completers who meet the Job Corps definition of a placement 12 months after initial placement}}{\text{Number of vocational completers initially placed who complete the 6-month follow-up survey}}$$

8. **Vocational Completer Average Weekly Earnings at 12 Months:** This measure also serves as a barometer to measure vocational completers' long-term success.

Pool: All vocational completers, initially placed, who complete the 12-month follow-up survey and report a job or military placement that meets the Job Corps definition of placement.

Measure: The average earnings of vocational completers in the pool are in a job that meets the definition of placement in PRH Chapter 4 (Career Transition Period) 12 months after initial placement.

Goal: A model-based goal is used for this measure for center and NTC programs. The national goal for TCU is \$450. The national goal for UAW-LETC is \$380.

Vocational training program performance will be weighted among the individual measures to obtain an overall rating. These ratings will be reviewed to assess program effectiveness and will play a key role in the procurement process where applicable.

National Training Contractor (NTC) programs will have an additional level of accountability within the measures. Specifically, all NTC programs, including AT programs, must maintain performance ratings of 90% or higher of the established goal in each measure as well as in the overall rating. NTC programs that perform below this threshold will be considered poor performers and will be subject to corrective action.

- H. **Vocational Training Report Card Applications.** At the end of the program year, any vocational training program receiving a particularly low rating on one or more measures, or a low overall rating, is subject to corrective action (probation, reduction, or replacement). The general rule applied to poor performing programs is to place them on probation. Placing a vocational program on probation alerts a center that the program is to be closely monitored, and corrective measures - such as replacing the instructor(s), reducing the size of the program, or revising the curriculum - are to be taken to ensure improved performance. Programs continuing to demonstrate poor performance at the close of the probation year are removed and replaced with programs having potential for higher performance outcomes.

This general rule does not prohibit more drastic action where appropriate. For example, Regional Offices and/or a center and its Industry Council may wish to address extremely low program performance by removing and replacing a center-operated program before it serves a probationary period. Also, trade offerings where the demand for workers is declining may be reduced in size, or replaced with offerings having greater potential for high performance, before risking a second year of poor performance.

In the case of NTCs, the National Office will conduct both ongoing and end-of-year assessments. When corrective action is warranted, including removing a program, it will take place in consultation with the NTCs and affected regional offices, agencies, and centers.

Centers/NTCs may appeal preliminary decisions if they have evidence to dispute the data, or if they can cite valid reasons why the program should be exempted from sanctions. Time frames and procedures for appeals will be established at the time that notification of the sanction is provided.

II. ROLES AND RESPONSIBILITIES

- A. **National Office.** The national office will be responsible for establishing overall policy regarding vocational performance goals; providing annual updates of vocational performance measures and goals; providing program-specific average wage and JTM average wage goals; issuing monthly reports on vocational programs' actual performance against Vocational Training Report Card goals; providing training on the vocational performance measurement system as needed. For NTC programs, the NTC National Government Authorized Representatives (GAR) will monitor performance throughout the program year and, as appropriate, recommend specific corrective action measures.
- B. **Regional Offices.** Regional offices will be responsible for monitoring performance against Vocational Training Report Card goals. Further, regional offices will consider performance assessments in the Report Card in developing vocational change recommendations and related vocational modernization plans.
- C. **Center Operators.** Center operators, including the Departments of Agriculture and Interior, will be responsible for implementing Report Card goals for center-operated vocational programs at their respective centers, providing staff training, monitoring performance, recommending needed corrective action, and submitting corrective action plans to Job Corps Regional Offices when required.
- D. **National Training Contractors.** National Training Contractors (NTCs) will be responsible for implementing Report Card goals for their programs, providing staff training, monitoring performance, recommending needed corrective action, and submitting corrective action plans to the National Office GAR.

Attachment 1**PY 01 VES AVERAGE INITIAL WAGE GOALS: CENTER-PROVIDED PROGRAMS by CLUSTER and REGION**

Region	Cluster 1	Cluster 2	Cluster 3	Cluster 4	Cluster 5	Cluster 6	Cluster 7	Cluster 8
01	-	8.00	8.60	8.66	9.22	-	8.46	8.50
02	8.51	7.62	8.10	8.13	8.25	-	7.90	7.81
03	8.05	7.58	8.03	8.18	8.44	9.55	7.96	8.01
04	7.93	7.39	7.78	7.92	8.30	-	7.70	7.76
05	8.41	7.63	8.26	8.51	8.81	-	8.00	8.05
06	7.97	7.29	7.74	7.89	8.36	-	7.63	7.70
07	-	7.48	7.92	8.26	8.45	-	7.77	7.86
08	7.83	7.54	7.83	8.14	8.49	9.35	7.83	7.80
09	8.42	7.87	8.45	8.70	9.28	-	8.42	8.27
10	8.51	7.84	8.67	8.61	9.04	10.23	8.41	8.35
PR	-	6.08	6.52	6.41	7.07	-	6.39	6.28

Cluster 1: Landscaping, Forestry, etc.

Cluster 2: Retail Sales, Hotel Clerk, Cosmetology, Food Services, Security, etc.

Cluster 3: Construction Trades

Cluster 4: Auto Body, Auto Mechanic, Diesel Mechanic, HVAC, Small Engine Repair, Cable Installer, Waste Water Tech., etc.

Cluster 5: Welding, Printing, Upholsterer, Sheet Metal, Drafter, etc.

Cluster 6: HEO, Truck Driving, Seaman, Asphalt Paving, etc.

Cluster 7: Health Occs, Day Care Worker, etc.

Cluster 8: Accounting, Clerical Occs, Computer Support, etc.

PY 01 VES AVERAGE INITIAL WAGE GOALS: NTC-PROVIDED PROGRAMS By CLUSTER and REGION

Region	Cluster 1	Cluster 2	Cluster 3	Cluster 4	Cluster 5	Cluster 6	Cluster 7	Cluster 8
01	8.70	-	9.43	-	-	-	9.13	-
02	-	-	8.77	-	-	-	-	-
03	7.93	8.09	8.69	8.91	-	10.27	8.69	8.45
04	7.33	7.48	8.39	8.39	8.93	9.81	-	7.53
05	-	-	8.86	9.24	-	10.35	-	-
06	-	-	8.43	-	-	9.90	-	-
07	-	-	8.64	-	-	9.51	-	-
08	-	-	8.69	9.31	-	10.05	-	8.50
09	8.64	-	8.98	10.06	-	10.83	9.16	-
10	-	-	9.25	9.49	-	10.63	-	-
PR	-	-	-	-	-	-	-	-

Cluster 1: Landscaping, Forestry, etc.

Cluster 2: Retail Sales, Hotel Clerk, Cosmetology, Food Services, Security, etc.

Cluster 3: Construction Trades

Cluster 4: Auto Body, Auto Mechanic, Diesel Mechanic, HVAC, Small Engine Repair, Cable Installer, Waste Water Tech., etc.

Cluster 5: Welding, Printing, Upholsterer, Sheet Metal, Drafter, etc.

Cluster 6: HEO, Truck Driving, Seaman, Asphalt Paving, etc.

Cluster 7: Health Occs, Day Care Worker, etc.

Cluster 8: Accounting, Clerical Occs, Computer Support, etc.

PY 01 JTM VES AVERAGE INITIAL WAGE GOALS: CENTER-PROVIDED PROGRAMS By CLUSTER and REGION

Region	Cluster 1	Cluster 2	Cluster 3	Cluster 4	Cluster 5	Cluster 6	Cluster 7	Cluster 8
01	-	9.00	9.60	9.66	10.22	-	9.46	9.50
02	9.51	8.62	9.10	9.13	9.25	-	8.90	8.81
03	9.05	8.58	9.03	9.18	9.44	10.55	8.96	9.01
04	8.93	8.39	8.78	8.92	9.30	-	8.70	8.76
05	9.41	8.63	9.26	9.51	9.81	-	9.00	9.05
06	8.97	8.29	8.74	8.89	9.36	-	8.63	8.70
07	-	8.48	8.92	9.26	9.45	-	8.77	8.86
08	8.83	8.54	8.83	9.14	9.49	10.35	8.83	8.80
09	9.42	8.87	9.45	9.70	10.28	-	9.42	9.27
10	9.51	8.84	9.67	9.61	10.04	11.23	9.41	9.35
PR	-	7.08	7.52	7.41	8.07	-	7.39	7.28

Cluster 1: Landscaping, Forestry, etc.

Cluster 2: Retail Sales, Hotel Clerk, Cosmetology, Food Services, Security, etc.

Cluster 3: Construction Trades

Cluster 4: Auto Body, Auto Mechanic, Diesel Mechanic, HVAC, Small Engine Repair, Cable Installer, Waste Water Tech., etc.

Cluster 5: Welding, Printing, Upholsterer, Sheet Metal, Drafter, etc.

Cluster 6: HEO, Truck Driving, Seaman, Asphalt Paving, etc.

Cluster 7: Health Occs, Day Care Worker, etc.

Cluster 8: Accounting, Clerical Occs, Computer Support, etc.

PY 01 JTM VES AVERAGE INITIAL WAGE GOALS: NTC-PROVIDED PROGRAMS By CLUSTER and REGION

Region	Cluster 1	Cluster 2	Cluster 3	Cluster 4	Cluster 5	Cluster 6	Cluster 7	Cluster 8
01	9.70	-	10.43	-	-	-	10.13	-
02	-	-	9.77	-	-	-	-	-
03	8.93	9.09	9.69	9.91	-	11.27	9.69	9.45
04	8.33	8.48	9.39	9.39	9.93	10.81	-	8.53
05	-	-	9.86	10.24	-	11.35	-	-
06	-	-	9.43	-	-	10.90	-	-
07	-	-	9.64	-	-	10.51	-	-
08	-	-	9.69	10.31	-	11.05	-	9.50
09	9.64	-	9.98	11.06	-	11.83	10.16	-
10	-	-	10.25	10.49	-	11.63	-	-
PR	-	-	-	-	-	-	-	-

Cluster 1: Landscaping, Forestry, etc.

Cluster 2: Retail Sales, Hotel Clerk, Cosmetology, Food Services, Security, etc.

Cluster 3: Construction Trades

Cluster 4: Auto Body, Auto Mechanic, Diesel Mechanic, HVAC, Small Engine Repair, Cable Installer, Waste Water Tech., etc.

Cluster 5: Welding, Printing, Upholsterer, Sheet Metal, Drafter, etc.

Cluster 6: HEO, Truck Driving, Seaman, Asphalt Paving, etc.

Cluster 7: Health Occs, Day Care Worker, etc.

Cluster 8: Accounting, Clerical Occs, Computer Support, etc.