

74.1 CAREER TRANSITION SERVICES PLAN

PURPOSE

P1. To assure the efficient, effective, and coordinated delivery of career transition services to graduates and former enrollees.

REQUIREMENTS

R1. Career Transition Services Plan

- a. Centers and career transition services providers shall prepare and implement a career transition plan, as part of the overall Career Development Services System Plan. The plan shall be submitted for Regional Office approval in accordance with Section 5.1, R3.c, Career Development Services System Plan.
- b. Career transition services reflected in the plan shall be tailored to the individual needs of each graduate and former enrollee.
- c. At a minimum, the career transition services plan shall address:
 1. The rationale for the Career Transition Period (CTP) design and how it will ensure the provision of individualized services to assist each graduate and former enrollee.
 2. Organization, to include detailed descriptions of:
 - (a) How career transition will be staffed
 - (b) Geographic area to be served and where staff will be located to provide services
 - (c) How career transition staff will coordinate and team with center career development staff to ensure continuity of service to separating students
 - (d) How career transition staff will interact with students and other staff during the Career Preparation and Career Development periods

- (e) How career transition staff will coordinate efforts with one-stops, National Training Contractors, and other post-center support contractors to meet the post-center needs of graduates and former enrollees
 - (f) How the Personal Career Development Plan will be used to develop an employment plan/job search strategy and support services plan for the student
3. Methods to accomplish the following:
- (a) Graduate and former enrollee contact throughout the service period
 - (b) Assessment of placement and transitional needs
 - (c) Development of personalized job search skills and strategies
 - (d) Job development and referral
 - (e) Identification of and referral to transitional support services
 - (f) Counseling for job retention
 - (g) Arranging continuing services for graduates who relocate during the service period
 - (h) Distributing and safeguarding payments to include locating students when checks are returned and/or unclaimed, to ensure that students receive payments
 - (i) Identification of and referral to post-secondary educational opportunities

QUALITY INDICATOR(S)

Q1. Career transition services are delivered in accordance with the Career Transition Service plan.

Q2. Student transition checks are delivered to students.