

2.1 CENTER PLAN

PURPOSE

- P1. To ensure the efficient, effective, and coordinated delivery of career preparation services to students.

REQUIREMENTS

R1. Center Career Preparation Plan

- a. Centers shall prepare and implement a Center Career Preparation (CPP) Plan, as part of the overall Career Development Services System (CDSS) 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 preparation services reflected in the plan shall be tailored to the individual needs of each student.
- c. At a minimum, the CPP Plan shall address:
 1. The rationale for the center's CPP design and how it will motivate student success and ensure the provision of individualized services to assist each student in preparing for full program participation.
 2. Organization, to include detailed descriptions of:
 - (a) How CPP will be staffed to deliver a full array of services to meet each student's needs.
 - (b) How staff will communicate across various departments to deliver the services.
 - (c) How staff will coordinate with Outreach and Admissions (OA) staff to ensure that school records are obtained before or during the CPP.
 - (d) How services and activities will be scheduled, paced, and delivered to ensure personalized learning opportunities tailored to each student's needs during the first 60 days of enrollment.
 - (e) How student input and feedback will be encouraged and used.

- (f) How the center will create an environment where students regard staff as supportive, caring and dependable.
3. Examples of methods and materials to be used to teach each of the required content areas as required within this chapter.
 4. Methods to involve contact between students and employers to establish the relevance of Job Corps career preparation and development activities to the workplace.
 5. The use of practical experiences to enable students to learn and practice skills.
 6. Methods and strategies to create student commitment to and ownership of the Personal Career Development Plan (PCDP).
 7. A system that identifies and addresses students' personal issues that may prevent them from being fully engaged in the CPP.
 8. Approaches to involve admissions counselors in the students' successful adjustment to CPP.
 9. Methods to assist students in developing the confidence and motivation to achieve their career goals.
 10. Approaches to tailor the CPP to meet the needs of the limited English proficiency (LEP) students, if applicable.
 11. Approaches to evaluate student readiness to participate in career development activities.
 12. Methods planned to ensure a smooth transition from career preparation to career development for each student as he or she is ready.

QUALITY INDICATOR (S)

Q1. Center practices are in accordance with the CPP Plan.