

### **3.13 VOCATIONAL TRAINING**

#### **PURPOSE**

- P1. To provide students with the skills required for entry level employment in specific career fields that offer employment opportunities, livable wages, and career progression.

#### **REQUIREMENTS**

R1. Approved Programs

Centers shall offer training in the vocations approved for the center by the National Director and/or Regional Directors of Job Corps.

R2. Required Instruction

Centers shall:

- a. Provide instruction in the competencies listed on official Job Corps Training and Achievement Records (TARs) of the vocational training programs approved for the center. Where training is obtained from accredited educational institutions other than Job Corps, centers are not required to use official TARs for those programs.
- b. Provide instruction in additional competencies (beyond those listed on officially approved TARs) as necessary to equip students with the skills required in specific labor markets. Centers shall not delete competencies from TARs without the approval of the National Director, Job Corps.
- c. Provide instruction related to safety in all vocational training.
- d. Credit students with acquisition of skills only after they have demonstrated competency in the skills at the level indicated on the approved TARs. When work sites are used to develop skills, employers shall be involved in assessing student competency.
- e. Develop work-based learning opportunities that are related to the vocational training programs in which the students are enrolled and are appropriate to the student's level of achievement.

R3. Employer Involvement

Centers shall utilize input from their Industry Councils, and other sources such as employers and apprenticeship committees/councils, in determining the content of

their training programs, and shall adjust and supplement center training programs to meet industry needs.

#### R4. Job Shadowing

Centers shall develop job-shadowing opportunities for students that reflect occupations matching current center offerings or provide students with experiences in new and emerging occupations. Using relationships developed with local and national businesses, centers shall coordinate opportunities for students to shadow employers in careers that are related to their career skills training, as well as careers that students are interested in exploring. These opportunities provide students with understanding of the workplace, a chance to explore new careers, and an opportunity to apply their training.

#### R5. Relations with National Training Contractors

Relations between center management and National Training Contractors (NTC) instructors shall be governed by the Memorandum of Understanding (MOU) signed by each NTC and the involved center. A copy of this MOU is included for reference in Appendix 302 (Memorandum of Understanding Between the NTC and Center Contractor).

#### R6. Advanced Training Programs

The National Office has approved a variety of advanced training (AT) programs at certain Job Corps Centers. Students enrolled in AT programs have the opportunity to extend their enrollment up to one full year beyond the current 2-year enrollment limitation.

##### a. Eligibility

All students who are transferred into an approved AT program must meet the advanced program's specific eligibility requirements. At a minimum, AT applicants shall meet the following entry criteria:

1. Must have completed an approved center vocational training program, unless waived by the Regional Office.
2. Must hold a high school diploma or have passed a state GED exam.
3. Must demonstrate the academic proficiency needed to succeed, as defined by the specific AT program.
4. Must receive a written recommendation from the sending center.

- b. Transfer Credits Centers who send eligible students to an approved AT program will receive a school placement credit at the time of transfer. The sending center will also be credited for any program measure that the student qualifies for, and has earned. When a student separates from an AT program and is placed, the sending and the AT center will receive all credits related to placement accomplishments as outlined in PRH Appendix 501a.
- c. Advanced Training Centers
  - 1. The operator shall develop outreach strategies to include enrollment, eligibility, and completion requirements to achieve and maintain the AT program's design capacity.
  - 2. Regional and National Office staff will monitor performance of approved AT programs through the Vocational Training Report Card (VTRC) as outlined in Appendix 501d.
- d. Sending Centers
  - 1. Sending centers will promote AT programs as an option for students throughout their enrollment.
  - 2. The sending center will collaborate with the AT center to affect the transfer of eligible students as outlined in PRH 6.4R2.

#### R7. Reporting/Documentation/Record Keeping

Centers shall ensure that all student test results and progress are documented on TARs as progress occurs and recorded using the automated Center Information System (CIS).

#### **QUALITY INDICATOR(S)**

- Q1. Students demonstrate competency in the skills indicated and documented on their training records.
- Q2. The curricula of the vocational training programs at the center reflect current industry practices.