

March 31, 2006

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 05-14
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: PRH Chapters 2 and 3: Job-Shadowing Requirements

1. Purpose. To inform the Job Corps community of a change in the Policy and Requirements Handbook (PRH) regarding the need for Job Corps centers to provide job-shadowing opportunities to students throughout the year.

2. Background. Since 1999, Job Corps has been a participant in the national Groundhog Job Shadow Day event, which typically occurs on February 2 each year. While this national event provides a great deal of focus and structure for centers to engage employers and other public and private organizations in providing job-shadowing opportunities, year-round job shadowing serve as an integral component of training to enhance students' hands-on learning experience.

Many centers use job shadowing throughout the year and in various phases of the Career Development Services System (CDSS). Shadowing allows students to explore the skills and education needed to succeed in today's job market and encourages the development of relationships between students and workplace mentors. Shadowing allows students to apply their academic and career training skills to the workplace.

Job Corps centers are still expected to maintain their annual support for and participation in the national Groundhog Job Shadow Day activities. This PRH Change Notice provides additional language requiring centers to incorporate job-shadowing opportunities throughout the year.

3. Explanation of Changes. Changes to the PRH, by chapter and section, are as follows:

Chapter 2, Section 2.5 Student Career Planning

- Section 2.5, R1 b. (8) is added to include language regarding job shadowing to the requirements for career exploration. Previous items have been realigned to become items (9), (10), and (11).

Chapter 3, Section 3.6 Center-Based Learning Standards

- Section 3.6, R1 (d) is added to explain the need to develop job-shadowing opportunities to enhance students' vocational training. Previous items have been realigned to become items (e), (f), and (g).

Chapter 3, Section 3.13 Vocational Training

- Section 3.13, R4 is added to explain the need to develop job-shadowing opportunities to enhance workplace readiness. Previous items have been realigned to become items R5 through R7. This change has also affected the Chapter 3 Table of Contents.

4. Action Required. Addressees are to ensure that a copy of this Notice is distributed to the appropriate staff.

5. Filing Instructions.

REMOVE FROM PRH	INSERT
Chapter 2, Section 2.5, dated October 1, 2002.	Chapter 2, Section 2.5, dated March 31, 2006.
Chapter 3, Table of Contents, dated July 1, 2005.	Chapter 3, Table of Contents, dated March 31, 2006.
Chapter 3, Section 3.6, dated November 15, 2004.	Chapter 3, Section 3.6, dated March 31, 2006.
Chapter 3, Section 3.13, dated November 15, 2004.	Chapter 3, Section 3.13, dated March 31, 2006.

6. Effective Date. March 31, 2006.

7. Inquiries. Inquiries should be directed to Dennis Johnson, at (202) 693-2876, or e-mailed to johnson.dennis@dol.gov.

Attachments

- A – Section 2.5
- B – Chapter 3, Table of Contents
- C – Section 3.6
- D – Section 3.13