

1.3 INFORMATION TO APPLICANTS

PURPOSE

- P1. To provide applicants with accurate information about the Job Corps program and specific centers.
- P2. To establish an information base for students entering the Job Corps program so they can focus on solid career choices.

REQUIREMENTS

R1. Information on Center Life

ACs shall provide applicants with accurate information about:

- a. Living accommodations
- b. Student conduct standards and expectations, including Job Corps' drug testing policy
- c. Career Success Standards, including center expectations for student behavior and information on regular evaluation of student progress
- d. Center life, including community service activities
- e. Allotment information to applicants with dependent children

R2. Career Development Services System

ACs shall inform applicants about the Job Corps Career Development Services System describing, at a minimum, the CDSS components, including:

- a. Personalized career planning assistance
- b. Preparation for career development
- c. Career development combining academic, vocational, social, and employability skills training in both center-based and work-based settings to meet each student's individual needs.
- d. Career transition support
- e. Program expectations and graduation requirements

R3. Personal Career Development Assistance

ACs shall assist applicants in initiating career planning by:

- a. Discussing available vocational offerings, trade requirements, and waiting lists.
- b. Using labor market information to advise applicants regarding the career outlook for their expressed vocational interests and to assist applicants in selecting vocational preferences.

- c. Explaining the use of the Personal Career Development Plan (PCDP) as a personalized blueprint, which will be used throughout enrollment, and the Career Transition Period (CTP) to assist students in meeting their career goals.

R4. Complaints of Discriminatory Treatment

ACs shall provide applicants with the Equal Opportunity Notice set forth in 29 CFR 37.30 (See Exhibit 6-11). The notice must be signed and dated by the student and a copy placed in the applicant's file. The notice must be provided in alternate formats upon the request of applicants with visual impairment. Where an alternate-format notice has been provided, a record that such a notice has been given must also be made a part of the student's file.

QUALITY INDICATORS

- Q1. New arrivals are well informed and have realistic expectations about the program.
- Q2. New arrivals have a basic understanding of Job Corps' career development focus, how Labor Market Information can be used, and the career development services available to them through Job Corps.
- Q3. New arrivals report that admissions counselors prepared them for what to expect at Job Corps.