

3.2 ADMINISTRATION AND MANAGEMENT OF CAREER DEVELOPMENT SERVICES

PURPOSE

- P1. To assure the efficient, effective, and integrated management of career development services for students.

REQUIREMENTS

R1. Managing the Learning Environment

Centers shall ensure that learning environments facilitate and support each student's career development as follows:

- a. Training facilities are safe, clean, orderly, and well-maintained.
- b. Career Technical Training (CTT) facilities simulate work places in their layout, furnishing, and organization to the extent possible.
- c. Current training-related materials and equipment are available in classrooms and CTT facilities.
- d. Staff:
 1. Recognize positive behavior and achievement.
 2. Intervene and correct inappropriate student behavior and non-performance.
 3. Recognize and remediate student-learning difficulties.
 4. Engage, actively instruct, and guide students.
 5. Encourage students to be active participants in the learning process.
 6. Maintain familiarity with current industry skill and safety demands and requirements.
 7. Emphasize the relevance of training activities to career success.
 8. Provide students with feedback on their progress.
 9. Model, mentor and monitor the Career Success Standards at all times.

R2. Scheduling

Centers shall:

- a. In collaboration with each student, develop flexible, individualized training schedules tailored to the student's individualized learning needs and career goals. Interruptions to the regular schedule shall be kept to a minimum.
- b. Provide time for project-centered learning activities, field trips, and work-based learning experiences.
- c. Develop a schedule that ensures that prior to graduation, students receive substantial practice and experience in working an 8-hour day or working hours and conditions consistent with the anticipated work place.

- d. Allow time for instructor collaboration, lesson planning, and career technical/academic integration activities.

R3. *Equipment/Clothing*

Centers shall:

- a. Maintain equipment in all learning environments in good repair and ensure that it is equivalent and relevant to industry standards.
- b. Submit requests for equipment to the Regional Office for review and approval. Conservation centers shall submit such requests through Agency channels.
- c. Ensure that students are provided with industry-standard clothing and safety equipment, in accordance with the guidelines in Section 6.5, Student Clothing.

R4. *Personal Tools*

- a. For those career fields in which the personal ownership of tools enhances the employability of the student, centers shall provide tool kits to students who graduate from a center-provided CTT program, at no cost to the student. National Training Contractor (NTCs) are responsible for providing tools at no cost to graduates of their programs.

R5. *Student Certification and Licensing*

- a. Centers shall provide testing, certification, and licensing at no cost to students where such certification or licensing is required for employment or enhances the student's career readiness. Examples include General Education Development (GED) testing and certification, state certification of nursing assistants, and driver licensing.
- b. Training provided must enable the student to obtain a license or certification in the state where he or she will seek employment, if applicable.

R6. *Record Keeping*

Centers shall:

- a. Record skill acquisition and accomplishments by students, as they occur.
- b. Establish methods for employers to record skill acquisition for students engaged in work-based learning at work sites, in consultation with center instructional staff.

R7. *Performance Assessment*

Centers shall:

- a. Assess and monitor the delivery of the career development services to assure that it conforms to the approved center plan.
- b. Monitor outcomes and take corrective action when outcomes are not acceptable. The National Office of Job Corps shall monitor and take corrective action when NTC outcomes are not acceptable.

- c. Using state and local area labor market information and with the advice of employers and the center's Industry Council, regularly assess the labor market demand for workers in the occupations represented on center, and initiate career technical change requests when needed.

R8. Career Technical Program Changes

- a. Requests to add, delete, expand, or reduce training offerings shall be submitted to the Regional Director through Agency channels for Civilian Conservation Centers (CCCs) for initial approval using the Career Technical Training Change Form, Appendix 307. The Regional Director is responsible for forwarding the request and all supporting documents to the National Office of Job Corps for review and final approval.
- b. For changes to NTC programs, Regional Directors shall submit requests to the National Office of Job Corps for approval.
- c. Following approval by the Regional Director and the National Office of Job Corps, changes to center-operated career technical training programs must be written into contract requirements. In the case of federally operated centers, the Federal Operator and the Regional Director must mutually review and approve proposed changes prior to forwarding to the National Office of Job Corps for final approval.
- d. Approved program, O*NET training title, Job Training Match title or code changes through the Center Information System (CIS) must be approved both by the Regional Director and the National Office of Job Corps. The National Office will communicate all approved changes to the Job Corps Data Center (JCDC) for entry into CIS.

QUALITY INDICATOR

- Q1. Systems are in place to ensure that training content, scheduling, method, and pace are tailored to the individual needs, abilities and career goals of each student.