

August 24, 2006

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 06-03

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL JOB CORPS CENTER DIRECTORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
 National Director
 Office of Job Corps

SUBJECT: PRH Chapter 2, Section 2.5 Student Career Planning
 PRH Chapter 3, Section 3.8: Work-based Learning Standards
 Appendix 303: Career Technical Skills Training
 Appendix 308: Guidelines on Work-based Learning

1. Purpose. To provide clarifications and inform the Job Corps community of revisions to the Policy and Requirements Handbook (PRH) that establish a minimum requirement for student participation in Work-based Learning (WBL), and provide a list of acceptable WBL activities in the new Appendix 308.

2. Background. Job Corps has always recognized the need to provide students with relevant experiences in the career technical areas for which they are training. In the past, students engaged in “work experience” at an employer site prior to separation and placement. In the mid-1990s, Job Corps began to support a combination of center-based and work-based learning approaches to training. The introduction of the Career Development Services System (CDSS) further emphasized the need to make multiple opportunities to gain exposure and experience in the real-world application of their knowledge and skills available to Job Corps students.

WBL is an essential approach to Job Corps’ delivery of applied and contextual learning. WBL is a continuum of learning experiences throughout CDSS that is structured to lead to employment and/or post-secondary education. It provides students the opportunity not only to explore careers, but more importantly, to apply and practice the knowledge and skills they have acquired through their participation in the program in the workplace. Through WBL partnerships and agreements developed by centers in local and distant communities, Job Corps students and

graduates have gained access to employment opportunities with community and business partners. Real-world exposure to specific career fields through WBL experiences have also provided many Job Corps graduates the motivation to pursue higher education. Recognizing the impact that WBL has on the intellectual and career development of students, Job Corps requires that centers ensure every student is able to participate in WBL assignments with employers, whenever feasible, and through structured on-center assignments in cases where assignment at an employer worksite is not possible.

In December 2004, the National Office issued PRH Change Notice 04-08 to implement criteria and limitations for the use of Present for Duty–Off-Center (PDOF) status for students who are on job search or home-based WBL. The limit for home-based WBL was set at a maximum of six weeks in response to a recommendation by the Office of the Inspector General (OIG). The National Office has recently received comments from regional and center staff regarding existing requirements and guidelines on WBL, including the appropriateness of WBL assignments at different phases of CDSS. There appears to be some confusion about the six-week limit for home-based WBL, including the impression of some centers that the six-week limit applies to all WBL. The changes are aimed at providing centers with clear WBL requirements and guidelines so they can formulate specific strategies for the use of WBL assignments to provide career exploration activities, and optimize skills development and learning experiences of Job Corps students.

3. Explanation of Changes.

- a. PRH Chapter 2: Career Preparation Period, Section 2.5: Student Career Planning
 - (1) Revise P1 to include a reference to high demand and high growth career technical areas
 - (2) Revise P2 to include a reference to post-secondary education
 - (3) Revise R1 b.5 to include post-secondary training
 - (4) Add R1 b.6 to refer to industry-recognized certifications
 - (5) Add R1 c, Work-based learning experiences, to include a reference to the new Appendix 308
- b. PRH Chapter 3, Career Development Period, Section 3.8: Work-based Learning Standards
 - (1) Change all references to “vocational” training to “career technical” training
 - (2) Revise P1 a, to include a reference to post-secondary education

- (3) Add c to R1 to establish the requirement for 12 weeks of WBL activities and assignments for all students throughout their enrollment, to set the limit of 6 weeks for home-based WBL assignments, and to require centers to establish WBL criteria and procedures.
 - (4) Change R5 to Career Technical Skills Training and all corresponding references.
 - c. Replace Appendix 303: Vocational Skills Training with the revised version Appendix 3: Career Technical Skills Training which contains updates to current terminology.
 - d. Add Appendix 308: Acceptable Work-Based Learning Activities, which provides general descriptions and requirements of activities that can be credited towards the 12-week WBL requirement.
4. Action Required. Addressees are to ensure that a copy of this PRH Change Notice is distributed to appropriate staff.
5. Filing Instructions.

REMOVE FROM PRH	INSERT
Chapter 2, Section 2.5, dated May 12, 2006	Chapter 2, Section 2.5 dated August 28, 2006
Chapter 3, Section 3.8, dated May 12, 2006	Chapter 3, Section 3.8, dated August 28, 2006
Chapter 3, Appendix 303, dated July 1, 2001	Chapter 3, Appendix 303, dated August 28, 2006
	Chapter 3, Appendix 308, dated August 28, 2006

6. Effective Date. August 28, 2006.
7. Inquiries. Inquiries should be directed to John Chowning (202) 693-3102, or email to chowning.john@dol.gov.

Attachments

- A– Chapter 2, Section 2.5
- B– Chapter 3, Section 3.8
- C– Chapter 3, Appendix 303
- D– Chapter 3, Appendix 308