

March 5, 2007

<b>DIRECTIVE:</b> JOB CORPS PRH CHANGE NOTICE NO. 06-06
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**TO:**                    ALL JOB CORPS NATIONAL OFFICE STAFF  
                              ALL JOB CORPS REGIONAL OFFICE STAFF  
                              ALL JOB CORPS CENTER DIRECTORS  
                              ALL JOB CORPS CENTER OPERATORS  
                              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 3, Section 3.8: Work-based Learning Standards

1.     Purpose. To inform the Job Corps community of revisions to the Policy and Requirements Handbook (PRH) to clearly define the requirement for student participation in Work-based Learning (WBL) activities, and to provide guidance on documenting student participation and progress in meeting the requirement.

2.     Background. On August 24, 2007, the National Office of Job Corps issued PRH Change Notice 06-3 specifying a minimum 12-week requirement for student participation in WBL activities. Comments received from regional and center staff indicated a need to clarify the total number of WBL hours that reflect the equivalent of the 12-week requirement and also how individual student participation in WBL was to be documented and tracked. The changes covered by this Change Notice provide centers with clear WBL requirements in terms of both number of hours and guidelines for documenting student participation.

A new WBL menu was added in the training module of the Center Information System (CIS) (JCDC Notice 06-82, New Release of CIS). This menu will be revised to reflect the required number of hours and to include all acceptable WBL activities as specified in Appendix 308. It will also facilitate the documentation and tracking of the number of full hours a student has participated in acceptable WBL activities. The revisions were included in JCDC Notice 06-143, New Release of CIS, dated February 26, 2007.

3. Explanation of Changes. Changes to PRH Chapter 3, Section 3.8, are as follows:
  - a. Change R1.c.1. to define the 12-week requirement as the equivalent total of 360 hours of WBL activities.
  - b. Change R7. to require centers to use the WBL menu in the training module of CIS for documenting and tracking student participation in acceptable WBL activities.
  - c. Add new R3.b.5. to ensure a process for notifying the employer in case of a student's absence from the WBL site, and renumber the succeeding item to R3.b.6.
4. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.
5. Filing Instructions.

REMOVE FROM PRH	INSERT
Chapter 3, Section 3.8, dated August 28, 2006	Chapter 3, Section 3.8, dated March 5, 2007

6. Effective Date. March 5, 2007
7. Inquiries. Inquiries should be directed to John Chowning at (202) 693-3102 or chowning.john@dol.gov, or Miles Galicia at (202) 693-3933 or galicia.milagros@dol.gov.

Attachment

PRH Chapter 3, Section 3.8: Work-based Learning Standards