

August 14, 2009

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 09-03
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TO: **ALL JOB CORPS NATIONAL OFFICE STAFF**
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER OPERATORS
ALL JOB CORPS CENTER DIRECTORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: **LYNN A. INTREPIDI**
Interim 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) regarding student participation in work-based learning (WBL) activities.
2. Background. On March 5, 2007, PRH Change Notice No. 06-06 was issued to establish requirements for student participation in work-based learning (WBL) activities.

As you know, under the National Certification Initiative, the National Office of Job Corps has increased the rigor of career technical training programs and the requirements for completing Training Achievement Records (TARs). These program enhancements have resulted in students spending a greater percentage of their time in career technical classrooms and shops. As a result, the requirement for a specific number of WBL hours has become impractical given the limited number of training hours available. Another factor that has made it increasingly difficult for our centers to meet WBL requirements is the current economic downturn and resulting decrease in the availability of paid WBL opportunities. Therefore, the decision has been made to revert back to the previous WBL requirements, which included WBL as a key component in training programs without requiring a specific number of hours.

The National Office continues to support WBL as an essential approach to Job Corps' delivery of applied and contextual learning. WBL is a continuum of learning experiences throughout the Career Development Services System (CDSS) that is structured to lead to employment and/or postsecondary education. Job Corps requires that centers provide opportunities for every student to participate in WBL assignments with employers, whenever

feasible, and through structured on-center assignments in cases where assignment at an employer work site is not possible.

3. Explanation of Changes. Changes in PRH Chapter 3, Career Development Period, Section 3.8: Work-Based Learning Standards, are as follows:

- a. Changed R1.c.1 to take out language pertaining to the 12-week WBL requirement and to emphasize the center's responsibility to provide progressive WBL opportunities to all students throughout CDSS.
- b. Changed R1.c.3 to require centers to document in the center's Career Development Plan specific criteria and procedures for student participation in WBL, and the designation of a staff person(s) to support the center's WBL activities.

4. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.

5. Effective Date. August 14, 2009.

6. Inquiries. Inquiries should be directed to Elizabeth Destreza at (202) 693-8008 or destreza.elizabeth@dol.gov.

Attachments

A – PRH Cover Page

B – Chapter 3