

May 9, 2012

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 11-19 AND RELATED PAG CHANGES
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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: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Policy and Requirements Handbook (PRH) Chapter 3, Section 3.8, Work-Based Learning Standards

1. Purpose. To update the Job Corps PRH and related parts of the Program Assessment Guide (PAG) regarding Work-Based Learning program agreements.

2. Background. Recently, the Office of Job Corps, with assistance from the Occupational Safety and Health Administration (OSHA) Office of Federal Agency Programs (FAP), revised the Job Corps WBL agreement template. The previous template required centers to perform a weekly visual review of WBL sites to ensure that students were receiving quality training in a safe and healthful working environment.

Feedback from the Job Corps Community suggests that some centers do not have adequate resources to conduct weekly visual reviews of all of their WBL sites. To ensure that centers continue to perform effective WBL site reviews, the Office of Job Corps has revised PRH Chapter 3, Section 3.8, Work-Based Learning Standards, to require centers to perform visual site reviews **at least monthly**. Centers are encouraged to perform more frequent site reviews according to the hazards associated with the WBL site and/or available resources. Centers that have successfully incorporated weekly visual site reviews into their WBL standard operating procedures are encouraged to continue to do so.

3. Explanation of PRH Changes. PRH Chapter 3 Section 3.8, Work-Based Learning Agreements, has been revised as follows:

- a. Section 3.8 R6.d has been changed to require centers to visually inspect WBL sites at least monthly to ensure students are placed in safe and healthful working environments, in accordance with Chapter 5, Section 5.15.R5. More frequent inspections are encouraged according to WBL site hazards and available resources.

- b. Exhibit 3-4 has been changed to indicate that Job Corps centers agree to monitor all active WBL sites at least monthly to ensure that students are receiving quality training in a safe environment.
5. Explanation of PAG Changes. PAG Chapter 3, Section 3.8 has been updated to reflect exactly, each of the changes outlined above in PRH Chapter 3, Section 3.8.
6. Action. Effective immediately, centers will develop WBL employer agreements using the template referenced in PRH Chapter 3, Exhibit 3-4. Job Corps centers shall review the changes the PRH Chapter 3, Section 3.8, and make necessary to adjustments to center policy, with existing resources, regarding WBL training environments and employer agreements.
- Addressees are to ensure this Change Notice is distributed to all appropriate staff.
7. Effective Date. May 9, 2012.
8. Inquiries. Inquiries should be directed to Alejandro Perez at 202-693-2825 or perez.alejandro@dol.gov; or Marsha Fitzhugh at (202) 693-3099 or Fitzhugh.marsha@dol.gov.

Attachments

- A – PRH Chapter 3, Section 3.8
- B – PRH/PAG Chapter 3, Exhibit 3-4, Work-Based Learning Program Agreement Template
- C – PAG Chapter 3, Section 3.8